

Reconciliation Report Overview for Entities

The Reconciliation Report helps ensure payment accuracy by identifying differences between Alight's (GaBreeze) monthly coverage premium amounts for active employees and the monthly payroll deductions collected by each entity. The Entity Premium Billing Detail report lists all premiums that should have been withheld from employees' paychecks and can be compared to a Payroll Deductions report. To simplify the reconciliation process, a monthly Reconciliation Report is available, which automatically compares Alight's premium amounts to the actual Payroll deductions that were withheld. The Reconciliation Report only displays employees with differences between Flexible Benefits and Payroll.

How the process works/entity responsibilities

TeamWorks Payroll Entities

The State Accounting Office (SAO) will submit a monthly interface to Alight that contains payroll deductions for all Flexible Benefits plan options withheld for the previous month. Alight will then compare this data to the Flexible Benefits monthly premiums. Once this process is complete, Alight will make the monthly Reconciliation Report available to **the entities where there are differences** so they can be addressed.

Note: Entities will not receive a monthly report if there are no differences for that period.

Manual and Hybrid Entities

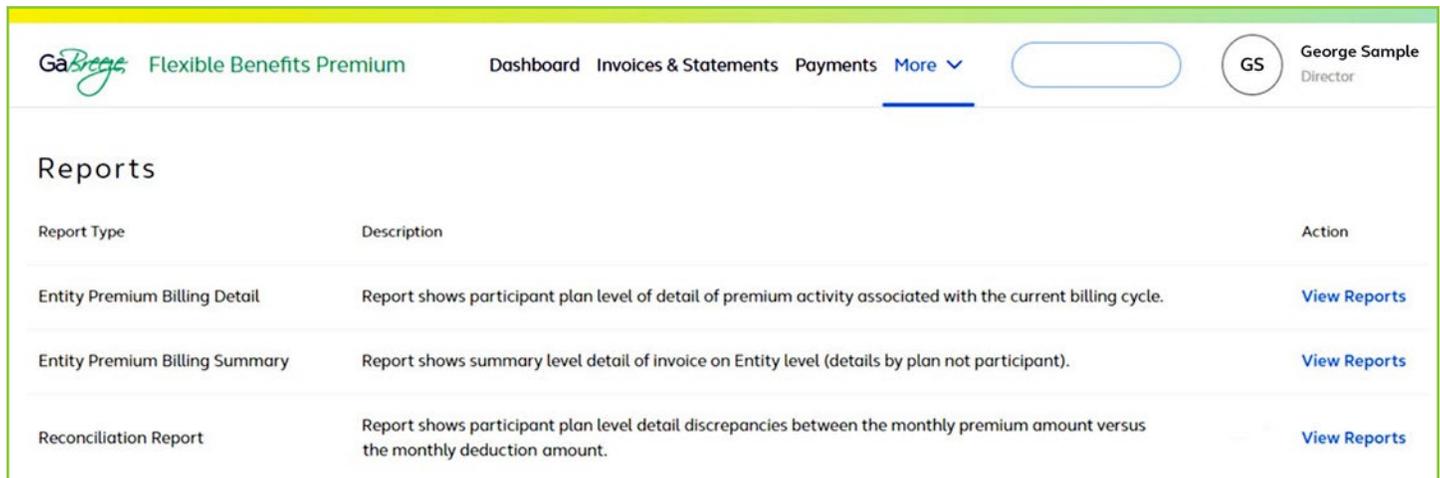
Manual and Hybrid entities can obtain the Reconciliation Report if they provide Alight with a monthly interface containing actual payroll deductions for all Flexible Benefits plan options taken during the previous month for the coverage month's premiums. To start the process to receive the report, email flex.emailsupport@doas.ga.gov to obtain the standard data interface template with instructions.

5 Steps to Reconciliation

Step #	Step Description	Timing	Example	Comments
1	Alight Starts Premium Calculation Process	1st of Month	Monday, May 1, 2023	May Coverage Premiums
2	Entity confirms payroll and sends Alight payroll actuals	2nd Friday of the Month	Friday, May 12, 2023	April Payroll Deductions
3	Alight runs compare process	3rd Wednesday of the Month	Wednesday, May 17, 2023	
4	Alight posts the Reconciliation Report* with the compared results in the Flexible Benefits Premium tool	3rd Friday of the Month	Friday, May 19, 2023	
5	Each entity reviews its respective Reconciliation Report and addresses differences as needed	ASAP by each entity, depending on how it wants to manage any changes flowing through the process		

*The Reconciliation Report will only be created and posted if the compared results identified any differences.

How to Access the Reconciliation Report



The screenshot shows the GaBreeze Flexible Benefits Premium dashboard. The top navigation bar includes 'Dashboard', 'Invoices & Statements', 'Payments', and 'More'. The 'More' menu is open, showing 'Reports' as the selected option. The user profile for George Sample, Director, is visible in the top right. The main content area displays a table of reports:

Report Type	Description	Action
Entity Premium Billing Detail	Report shows participant plan level of detail of premium activity associated with the current billing cycle.	View Reports
Entity Premium Billing Summary	Report shows summary level detail of invoice on Entity level (details by plan not participant).	View Reports
Reconciliation Report	Report shows participant plan level detail discrepancies between the monthly premium amount versus the monthly deduction amount.	View Reports

1. Log into the Flexible Benefits Premium tool.
2. In the top menu bar, hover over “More” and select “Reports.”
3. Click on “View Reports” on the row for the report “Reconciliation Report.”
4. Select the applicable month you need.

How to Use the Report: Steps to Take

1. Log into the Flexible Benefits Premium tool.
2. Access the Reconciliation Report for the specific month and download.
3. If there is no report for your entity, there are no differences for the current coverage month. No further action is needed.
4. If there is a report for your entity, review the employees on the report.
5. An employee appears with either a negative or positive variance (column J).
 - A **negative variance** means the premium amount billed (column H) was **higher** than the payroll deduction (column I).
 - A **positive variance** means the premium amount billed (column H) was **lower** than the payroll deduction (column I).
6. To resolve the variance, determine if:
 - The employee was hired, terminated, or transferred.
 - There were any coverage changes due to life events.
 - If so, do all systems, entity HR/Payroll and GaBreeze, reflect the above action(s) with the correct dates? If not, make the correct transaction(s) in the appropriate system.
 - If all transactions are properly reflected in all systems, is the variance due to the timing of the process?
 - Was the action done after the premium was calculated? If so, the variance should resolve itself the next month.

For Additional Training and Information

Visit the **DOAS website** for more details about the Flexible Benefits Premium tool and reports

