

**Flexible Plan Employee Refunds or Adjustments**

**Purpose** Use this procedure to maintain an employee’s Flexible Spending Account (FSA) or Dependent Care (DCAP) after the administrator Flex-Plan has contacted your agency to inform that employee (s) have over contributed to their FSA.

**Trigger** Perform this procedure when the Flex-Plan (administrator of Health Care Flexible Spending Accounts) has contacted your agency to inform of an employee(s) over contribution to their account. Entries need to be made on the *Additional Payments infotype (0015)* to make adjustments to FSA or DCAP.

**Prerequisites** The employee must be in enrolled in FSA or DCAP.










**End User Roles** In order to perform this transaction you must be assigned the following role:  
Payroll Processor, Benefits Processor

Change History	
Date	Change Description
11/19/2014	Procedure created

**Menu Path** Human Resources - Personnel Management - Administration - HR Master Data - Maintain

**Transaction Code** PA30

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Scenario:**

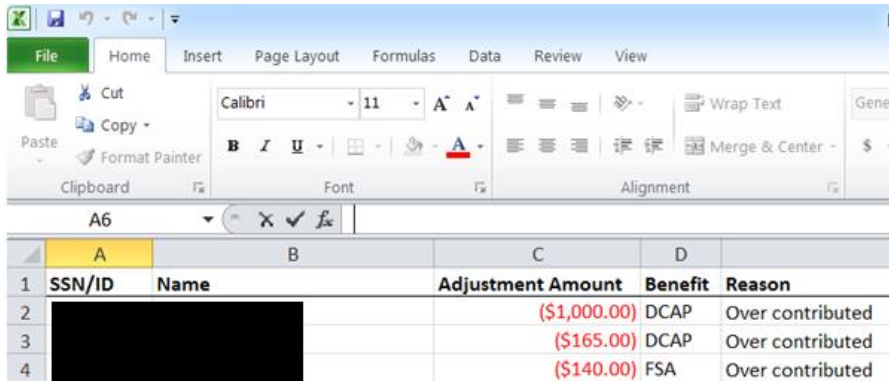
The Flex-Plan will send the following email to an agency with an attachment of a spreadsheet containing the employees requiring adjustments to be made. The attached spreadsheet will be password protected because it will contain employees Social Security Number(s). You will need to contact Flex-Plan to get the password.

**Example of the Email agencies will receive:  
FSA/DCAP Adjustments for 7/25/2014**

Hi,  
Please process the attached FSA & DCAP adjustments. Let me know if you have any questions.

**FLEX-PLAN SERVICES, INC.**  
PO BOX 53250, Bellevue, WA 98015 | [www.flex-plan.com](http://www.flex-plan.com)  
Main: 1.800.669.3539 | Direct: 425.452.3471

**Example of the Spreadsheet:**



	A	B	C	D	E
1	SSN/ID	Name	Adjustment Amount	Benefit	Reason
2			(\$1,000.00)	DCAP	Over contributed
3			(\$165.00)	DCAP	Over contributed
4			(\$140.00)	FSA	Over contributed

## Benefits-Flexible Plan (FSA/DCAP) Employee Adjustments

**Overview Recurring Payments/Deductions (0014)**

Personnel No. 78000536 Name JOSEPH TRAINING 78000536  
 PersArea 0110 House of Representatives EEGroup 8 Elected  
 PSubarea 0012 Elected EESubgroup 01 Monthly(M) OT Exe... Status Active  
 Choose 01/01/1800 to 12/31/9999 STy.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2241	Dependent Care-pretax	12/16/2013	06/15/2014	A	500.00	USD
2243	Medical FSA PreTax	12/16/2013	12/15/2014	A	50.00	USD
2241	Dependent Care-pretax	12/01/2013	12/15/2013	A	208.18	USD
2241	Dependent Care-pretax	12/16/2012	11/30/2013	A	208.34	USD
2241	Dependent Care-pretax	12/16/2011	12/15/2012	A	208.33	USD
2241	Dependent Care-pretax	12/16/2010	12/15/2011	A	208.33	USD
2243	Medical FSA PreTax	12/16/2010	12/15/2011	A	66.66	USD
2241	Dependent Care-pretax	11/16/2010	11/30/2010	A	416.52	USD
2241	Dependent Care-pretax	01/16/2010	11/15/2010	A	208.34	USD



This employee was set up with \$500 per pay period Dependent Care deduction.

You will need to research and verify deduction amount (Wage type 2241 (Dependent Care Pre-Tax) or Wage Type 2243 (Medical FSA Pre Tax) on the *Recurring Payments/Deductions (0014)* for the employee.



Use the Pay results (**PC\_PAYRESULT**) table **TCRT** (Cumulated tax results) to determine if the amount of refund/adjustment for the employee seems reasonable.

## Benefits-Flexible Plan (FSA/DCAP) Employee Adjustments

Personnel number Edit Goto Tables System Help

**Display payroll results**

Selection  
 Personnel number    
 all results from

Personnel numbers selected  
 R... Pers.No. Name  
 780005 JOSEPH TRAINING 780

JOSEPH TRAINING 78000536 / Seq.nr. 00211 (05/16/2014 - 05/31/2014)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	109
RT_	Results Table (Collapsed Display)	109
CRT	Cumulative Results Table	588
BT	Payment Information	1
C0	Cost Distribution	1
C1	Cost Assignment from Different Infotypes	1
V0	Variable Assignment	11
ABC	Cumulation of Absence Classes	1
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
TAX	Employee tax details	2
TAXR	Residence and unemployment tax details	4
TAXPR	Tax proration table	1
T CRT	Cumulated tax results	1052

List Edit Goto System Help

**Tables / field strings of payroll result**

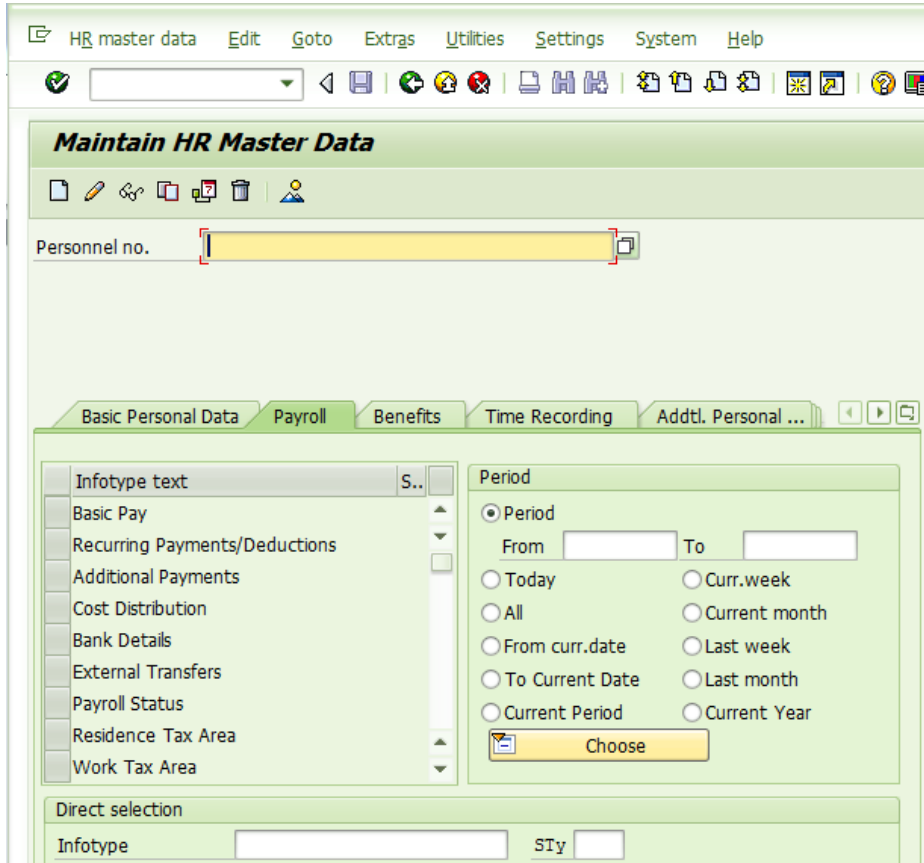
Payroll Results  
 Personnel No. 78000536 JOSEPH TRAINING 78000536 - USA  
 Seq. number 00211 - accounted on 06/04/2014 - current result  
 For-Period 11.2014 (05/16/2014 - 05/31/2014)  
 In-Period 11.2014 (Fin.: 05/31/2014)

Year	Month	Day	Infotype	Table	Description	Amount	Unit	Start Date	End Date
2014	01	Y	0110	2124	Life Insurance	50.87-	USD	01/01/2014	12/31/2014
2014	06	F	0110	2241	Dependent Care-pretax	500.00-	USD	06/01/2014	06/30/2014
2014	05	F	0110	2241	Dependent Care-pretax	1,000.00-	USD	05/01/2014	05/31/2014
2014	04	F	0110	2241	Dependent Care-pretax	1,000.00-	USD	04/01/2014	04/30/2014
2014	03	F	0110	2241	Dependent Care-pretax	1,000.00-	USD	03/01/2014	03/31/2014
2014	02	F	0110	2241	Dependent Care-pretax	1,000.00-	USD	02/01/2014	02/28/2014
2014	01	F	0110	2241	Dependent Care-pretax	1,000.00-	USD	01/01/2014	01/31/2014
2014	02	H	0110	2241	Dependent Care-pretax	2,500.00-	USD	04/01/2014	06/30/2014
2014	01	H	0110	2241	Dependent Care-pretax	3,000.00-	USD	01/01/2014	03/31/2014
2014	01	K	0110	2241	Dependent Care-pretax	5,500.00-	USD	01/01/2014	12/31/2014
2014	06	M	0110	2241	Dependent Care-pretax	500.00-	USD	06/01/2014	06/30/2014

### Procedure

#### To create the Adjustment

1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 78000536
From	R	In the time <b>Period</b> section, click Period and enter the From date as the effective date of the Basic Pay record. <b>Example:</b> All

3. Click the **Payroll** tab

4. Click the box to the left of *Recurring Payments/Deductions* to select, click  (Enter) to validate

## Benefits-Flexible Plan (FSA/DCAP) Employee Adjustments

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**


Personnel no. 78000536  
Name JOSEPH TRAINING 78000536  
PersArea 0110 House of Representatives EGroup 8 Elected  
PSubarea 0012 Elected ESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal ...

Infotype text S..  
Basic Pay   
Recurring Payments/Deductions   
Additional Payments   
Cost Distribution   
Bank Details   
External Transfers   
Payroll Status   
Residence Tax Area   
Work Tax Area

Period  
 Period  
From 01/01/1800 To 12/31/9999  
 Today  Curr.week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year  
Choose


Direct selection  
Infotype Additional Payments Sty

5. Click  (Create) to create new record.


Infotype Edit Goto Extras System Help


**Create Additional Payments (0015)**

Personnel No. 78000536 Name JOSEPH TRAINING 78000536  
PersArea 0110 House of Representatives EGroup 8 Elected  
PSubarea 0012 Elected ESubgroup 01 Monthly(M) OT Exe... Status Active

Additional Payments  
Wage Type    
Amount  USD  Ind.val.  
Number/unit   
Date of origin 01/01/1800  
Default Date   
Assignment Number   
Reason for Change

6. Complete the following fields:

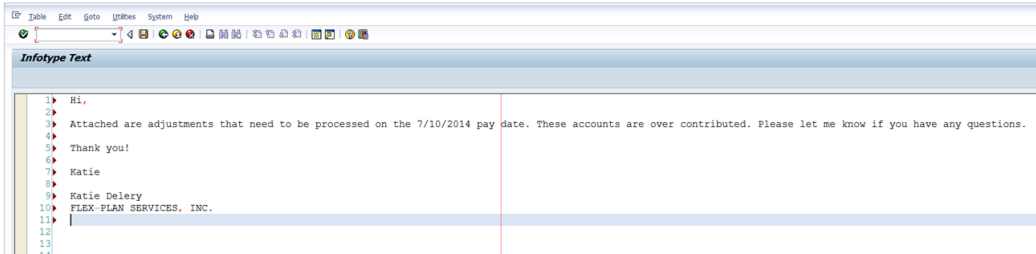
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Wage Type	R	Enter the Wage Type of the Adjustment.  Tip: If the employee <b>over contributed</b> to their DCAP use wage type 2241- Dependent Care-Pretax If the employee <b>over contributed</b> to their FSA use wage type 2243- Medical FSA Pre-Tax <b>Example:</b> 2241- Dependent Care-Pretax
Amount	R	Enter the amount of the Adjustment. This should be a negative amount. <b>Example:</b> -1000.00
Date of Origin	R	Enter date within the current pay period. In this example '06/30/2014' is entered in 'Date of origin'. The request from Flex-Plan says that 'adjustments that need to be processed on the 7/10/2014 pay date'. Therefore any date from 06/16/2014 to 06/30/2014 can be entered in the 'Date of origin'. <b>Example:</b> 6/30/2014

7. Click  (Enter) to validate the information.



7.1 Add a Maintain Text note on this infotype.

7.2 On the Menu bar select **Edit- Maintain Text** to enter the information about the adjustment.



7.3 Click  (Save) to save.

8. Click  (Save) to save.



Run a Payroll Simulation (PC00\_M10\_CALC\_SIMU) to verify the adjustment.

**Results**

You have completed an Adjustment