



GEORGIA DEPARTMENT
OF COMMUNITY HEALTH

State Health Benefit Plan Automated Agency Files

DCH - State Health Benefit Plan (SHBP) Enrollment Portal



Presentation to:

SHBP Automated File Agencies

Presented by:

SHBP Information Technology

October 13, 2013



Mission

We will provide Georgians with access to affordable, quality health care through effective planning, purchasing and oversight.

We are dedicated to A Healthy Georgia.

Agenda

- **Automated Agency Files**
 - Payroll Update File (PUF)
 - Add Update File (AUF)
- **File Layout**
- **Critical AUF Submittal Errors**
- **ViewDirect Error Reports**
- **AUF File Corrections**



Automated Agency Files



Automated Agency Files

- **Currently Automated Agency Files**
 - Payroll Update File (PUF)
 - Add Update File (AUF)

Payroll Update File

- **Payroll Update File (PUF)**
 - Uploaded monthly immediately following agency deductions
 - Used for comparison of discrepancies between Membership Enrollment Management System (MEMS)/SHBP Enrollment Portal and the Agency Payroll System
 - Posted on ViewDirect

Add Update File

- **Add Update File (AUF)**
 - Change File
 - Uploaded Daily
 - Added as of April 1, 2013
 - Fields for Physical Address and Email Address
 - Language
 - Ethnicity

Add Update File

- **New record type of Miscellaneous Changes (MISC) for updates to:**
 - Name
 - Address
 - City
 - State
 - Zip Code
 - Phone Number
 - Email Address
 - Salary
 - Hours Scheduled per Week



File Layout



File Layout

- **Multi-Purpose Payroll Interface (MPPI) file fields were expanded to include:**
 - Ethnicity
 - Primary Language
 - Email Address

File Layout

- Required fields are indicated with a 'Y' in the AUF
- Add and Update File from Billing Location column on the MPPI File Layout
- The following are required fields on the AUF:

Field Name	AUF: Add and Update File from Billing Location
Payroll Location	Y
Record Type	Y
Employee SSN	Y
Last Name	Y
First Name	Y
Street Address 1	Y
Street Address 2	Y
City	Y
State	Y
Postal Code	Y
Date of Birth	Y
Sex (Gender)	Y
SHBP Eligible	Y
Hire Date	Y
Coverage End Date	Y
Date of Death	Y (if applicable)
Date of Last Deduction	Y (if applicable)
Employee Status	Y
Monthly Salary	Y
Hours Scheduled per Week	Y
Email	Y (if applicable)

Critical AUF Submittal Errors



Critical AUF Submittal Errors

- **Hire Date**
 - Hire Date within this agency
- **Date of Birth**
 - Incorrect Changes for Medicare Options
- **Sex (Gender)**
 - Male or Female are acceptable
 - Unknown or Same Sex are not acceptable
- **Hours Scheduled Per Week (Hours Worked)**
 - At least 30 hours unless part of participating group with exceptions



View Direct Error Reports



ViewDirect Error Reports

- AUF file submittal errors from the agencies are listed on the MEMS to ADP Error Report (SHERRADP) Report
- This report is posted daily to ViewDirect
- Do not call SHBP until you have checked this report for your agency

AUF File Corrections



AUF File Corrections

- **It is the responsibility of the agency**
 - To review and work the daily posting of the SHERRADP report daily
- **If for any reason, the employee transaction did not load in the MEMS to ADP file**
 - The agency must make the correction and resubmit the correction via AUF
- **SHBP Employer Services cannot make the correction, but will be available for questions regarding the re-submittal of corrected information via AUF file**



Questions?

- **Contact SHBP**
- **Employer Services**
 - **Bill Tierney, Manager**
 - **btierney@dch.ga.gov**
 - **404-651-6140**



Thank You.

