

BP.010.003 - SETUP FRINGE ACCOUNTS

Purpose	To set Fringe Rates used by the Fringe Update Process.
Description	The Fringe Accounts page lists rates for FICA, Retirement, and Group Health setup. These rates are used by the Fringe Update process to set budget estimates for the new year.
Security Role	BOR_BP_SETUP
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are complete step-by-step instructions on completing Fringe Account updates for Budget Prep setup.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Budget Prep link.
5.	Click the Budget Prep Setup link.
6.	Click the Fringe Accounts link.
7.	Enter the appropriate Business Unit in the Business Unit field.
8.	Click the Search button. The Fringe Accounts page opens on the FICA tab.
9.	Review the list of salary accounts listed in the Account field. The list should include all payroll or extra pay accounts that could be included in a position's budget. <i>Note: Any missing accounts can be added with the plus (+) button.</i>
10.	For each Account, set the FICA Percent field based on the position's FICA eligibility. For example, Faculty positions are generally FICA eligible, so all accounts related to Faculty pay should be set to 6.20 in the FICA Percent field. Graduate Assistant positions are generally not FICA eligible, so all accounts that are related to Graduate Assistant pay should be set to 0.00 in the FICA Percent field. For more information regarding FICA percent for each position type, see the Budget Prep User Guide .
11.	Verify the Fringe Account field is set to 551000 for all entries.
12.	Verify the FICA Maximum field is set based on the social security tax wage base limit for the year, available from the IRS website .
13.	Verify the FICA Medical Percent field is set to 1.45.
14.	Verify the Fringe Account field next to FICA Medical Percent is set to 551200. If it is incorrect, submit a ticket to the ITS Helpdesk to have it corrected.
15.	Navigate to the top of the page and click the Retirement tab.
16.	Verify the Plan Type field is set to 4R for all benefit plans.

Step	Action
17.	Review the list of benefit plans listed in the Benefit Plan field. The list should include all available retirement plans with employer expense. <i>Note: Any missing plans can be added with the plus (+) button.</i>
18.	Verify the Retirement Percent field is set to the current employer contribution rate for each benefit plan.
19.	Verify the Retirement Account field is set to 552000 for all benefit plans.
20.	In the Percentage Retirement – Vacant box section, enter the Employer % based on the institution’s preference. Next, verify the Budget Account field is set to 552000. <i>Note: the Percentage Retirement – Vacant section sets options for retirement estimates on single-incumbent positions that import as Vacant.</i>
21.	In the Percentage Retirement – Summer box section, enter the Employer % based on the institution’s preference. Next, verify the Budget Account field is set to 552000. <i>Note: the Percentage Retirement – Summer section sets options for retirement estimates on S paygroup positions.</i>
22.	In the Percentage Retirement – Future Row Faculty box section, enter the Employer % based on the institution’s preference. Next, verify the Budget Account field is set to 552000. <i>Note: the Percentage Retirement – Future Row Faculty section sets options for retirement estimates on Faculty positions that become vacant during the upcoming fiscal year.</i>
23.	In the Retirement Maximum field, enter the compensation limit for contributions, available from the IRS website .
24.	Navigate to the top of the page and click the Group Health tab.
25.	Review the list of Benefit Plan and Coverage Code combinations. The list should include all available health plans with an entry for each type of coverage offered. <i>Note: Any missing plans and coverage combinations can be added with the plus (+) button.</i>
26.	Verify the Plan Type field is set to 10 for all rows.
27.	Verify the Group Health Insurance Amount is set to the current annual employer contribution amount for each plan and coverage combination.
28.	Verify the Group Health Account is set to 553000 for all rows.

Step	Action
29.	<p>In the Group Health Amounts – Vacant box section, enter the Group Amount based on the institution’s preference. Next, verify the Group Account field is set to 553000.</p> <p><i>Note: the Group Health Amounts – Vacant section sets options for retirement estimates on single-incumbent positions that import as Vacant.</i></p>
30.	<p>In the Group Health Amounts – Future Row Faculty box section, enter the Group Amount based on the institution’s preference. Next, verify the Group Account field is set to 553000.</p> <p><i>Note: the Group Health Amounts – Future Row Faculty section sets options for retirement estimates on faculty positions that become vacant during the upcoming fiscal year.</i></p>
31.	<p>In the Group Life Fringes box section, verify the Group Life Premium is set to the current annual amount for Group Life. Next, verify the Life Budget Account is set to 553200. If the Life Budget Account is incorrect, submit a ticket to the ITS Helpdesk to have it corrected.</p>
32.	<p>After all desired changes are made, click the Save button.</p>