

BP.010.013 - PROCESSING THE FRINGE UPDATE

Purpose	To estimate fringe budgets based on employee benefit enrollment and expected benefit rates.
Description	The Fringe Update process populates Budget Prep tables with benefit and tax budget estimates based on user configured benefit rates and employee benefit enrollments imported as part of the HCM Import process. Users have the option to rerun the process for all or a range of departments or for an individual position.
Security Role	BOR_BP_PROCESSES
Dependencies/ Constraints	<ul style="list-style-type: none"> • User completed all Budget Prep Setup steps. • User ran the HCM Import process in Create Report/Run HCM Import mode.
Additional Information	None

Procedure

Below are complete step-by-step instructions on completing the Fringe Update for Budget Prep Processing.

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 Processing link.
6.	Click the Fringe Update link.
7.	The Run Control ID page opens. Add a new value or use an existing Run Control ID .
8.	Enter the appropriate Business Unit in the Business Unit field.
9.	Select All Departments , pick a range of departments to import using the From Department and To Department fields or select a Position Number for processing. <i>Note: users should select All Departments the first time this process runs. If users make changes to salary data, select the From Department and To Department range or Position Number to recalculate fringes for affected positions.</i>
10.	Click the Run button. The Process Scheduler Request page opens.
11.	Verify default values pre-populate.
12.	Click the OK button. The system navigates to the Fringe Update page.
13.	Click the Process Monitor link.
14.	Click the Refresh button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
15.	Click the Details link to view the Process Detail.
16.	Click the View Log/Trace link.