

Signature Series Product Information

LIFE INSURANCE MANAGER HR AND PAYROLL



Signature Series' **Life Insurance Manager** automates the updating of life-insurance based HR and Payroll Benefits/Deductions eliminating the need for manual edits of coverage amounts and premiums as changes occur to employee pay rates. Life Insurance Manager also provides a mechanism for handling imputed income thus segregating the non-taxable and taxable portions of the life insurance benefits.

When an employee's primary pay rate changes and is saved in Great Plains our process kicks in and recalculates the amount of life insurance coverage and premium amount applicable to the employer or employee. Note only Benefit codes designated in Life Insurance Manager Setup window will be included in the calculation and this calculation will only be performed if the Life Insurance Benefit Code is assigned to the employee.

As new Life Insurance Benefit codes are added to Great Plains a record will be added to this window. When this occurs you will be alerted the code was added and to open this setup window and make the appropriate assignments.

Benefit	Imputed Code	Marked
LIFE	LIFE_I	<input checked="" type="checkbox"/>
LIFE_I		<input type="checkbox"/>
LIFE1		<input checked="" type="checkbox"/>
MLIFE	MLIFEI	<input checked="" type="checkbox"/>
MLIFEI		<input type="checkbox"/>

Update Benefits - Employees listed in the Qualifying Benefits and Employees report without any errors will be updated by this process.

Build List - This feature builds a table based on all "marked" Benefit codes included in the scrolling window. This table is used by the two report buttons to provide important information regarding setups.

Print Full List - This report contains information for all benefits and employees, their primary pay code and whether they have any data errors that would cause the process to fail during calculation.

Print Errors - This report contains only the employees where benefit or deduction codes are missing.

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