

GCCCD

District Services

INTERDEPARTMENTAL PROCESS

Hourly Academic Health Benefits

To clarify the procedure for auditing and submitting the information regarding hourly academic benefits to Contractor. The vendor requires an automated report of employee's payments. This must be provided by the district after it is confirmed by District Payroll.

Payroll

- Run VNDREMIT for Aetna from County Payroll System the Monday after payroll run date
- Review for any known discrepancies, initial and date
- Give VNDREMIT to Risk Management Benefits Technician

Benefits Technician

- Update BENEINFO in District HR System
- Run global BNRECGBL
 - Run report HR_BENEFITS_DEDUCTION_XFER
The report generates a file for Aetna. See last page of report for location of file.
 - Compare report to County VNDREMIT received from payroll.
 - Initial approval and file after transmitting to Aetna
- Transmit file to Contractor, per their instructions.