

Reconciliation of Welfare Benefit Billing to Paylocity Payroll

Process Overview

Purpose of this Process:

The purpose of this process is to ensure that welfare benefit billing invoices are in agreement with EE and ER welfare benefit deductions and expense on the Paylocity payroll reports. Performing the reconciliation after each payroll and correcting issues as soon as possible prevents issues from crossing multiple payrolls and billing periods.

Gather the Reports for this Reconciliation

1. Paylocity payroll register(s) for the pay period or a Paylocity payroll general ledger detail report (if you have elected to have general ledger reports)
2. Welfare Benefit Billing Report pulled from Bswift system – see instructions on how to obtain these reports
3. Welfare Benefit Billing adjustment invoices (if any) from Chancery

Process:

1. Total the Bswift benefit billing report columns for benefits billed on the Chancery welfare benefit Invoices. This report reflects monthly premium amounts, but these monthly premiums are split for billing purposes between two invoices (1st half of the month and 2nd half of the month)
2. Divide the total of each column by 2 to calculate the amount invoiced for each half of the month. Add to, or subtract from, those half month premiums any adjustment invoices that you have received from the Chancery. This sum is the amount you will use to compare to payroll.
3. Create an excel spreadsheet to compare the premium amounts to the amounts on your Paylocity Payroll Register summary page. You will have to combine the EE and ER pay codes from the summary page to compare to the invoiced amounts.
4. Investigate differences by comparing the detailed billing report for each employee to the Payroll Register for each employee or use your General Ledger Detail Report (if you have elected to have Paylocity generate your payroll General Ledger Reports)
5. Determine which information is correct by comparing Bswift and Payroll setups for the employee with the difference.
6. If billing is not correct, contact Human Resources, 913-721-1578, at the Chancery to update your employee's Bswift record and to generate a billing adjustment for the next billing cycle.
7. If payroll is not correct, update the employee's payroll setup to correct the premium amount going forward and adjust the next payroll check to add or subtract premium amount to correct for prior payroll.