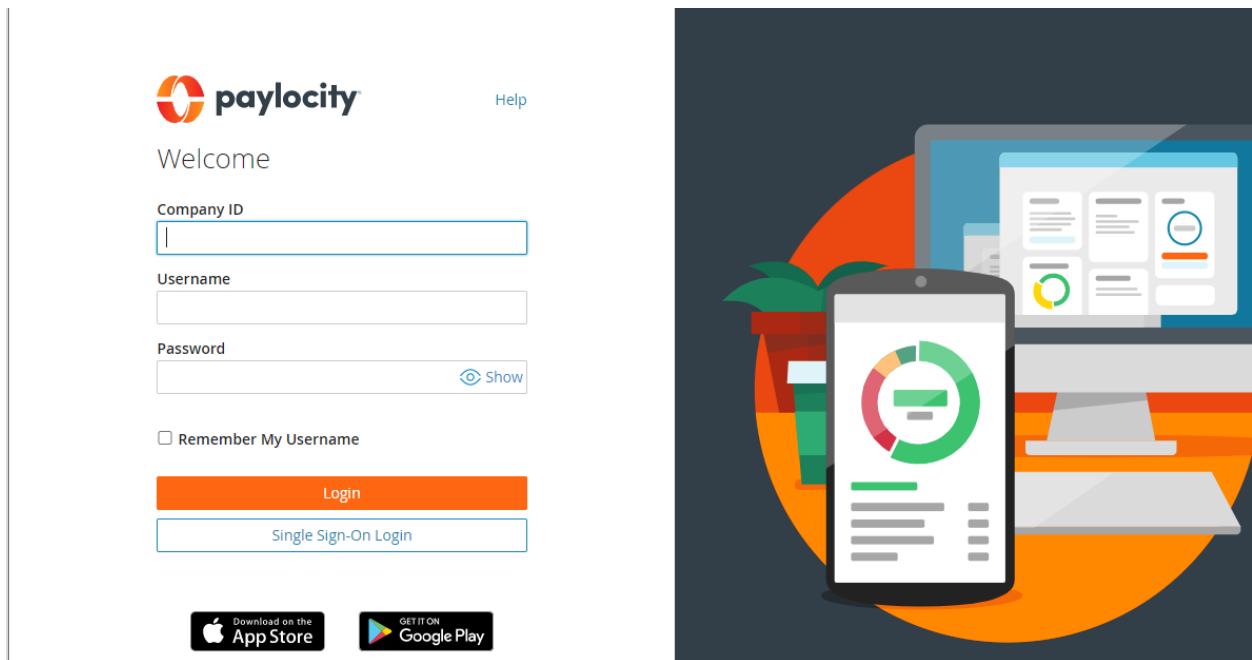


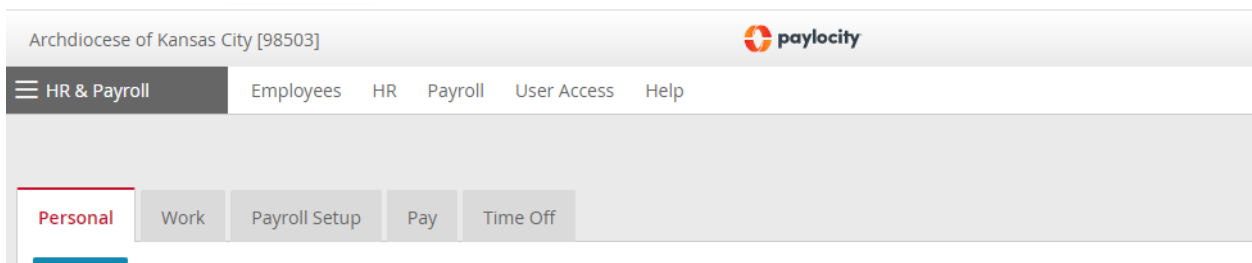
Paylocity Enterprise Benefits (BSwift) Billing Report Instructions

Updated 9/23/2021

1. Log into Paylocity using your Administrator log in credentials at <https://access.paylocity.com/>



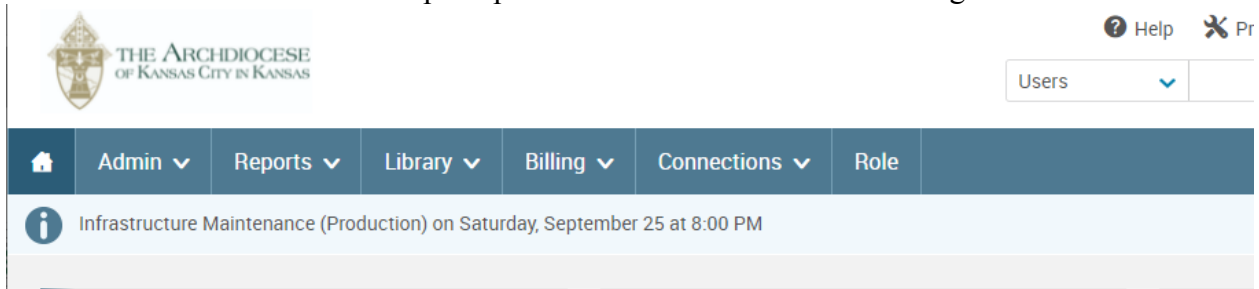
2. Click on the grey hamburger menu next to HR & Payroll in top left hand corner of the screen.



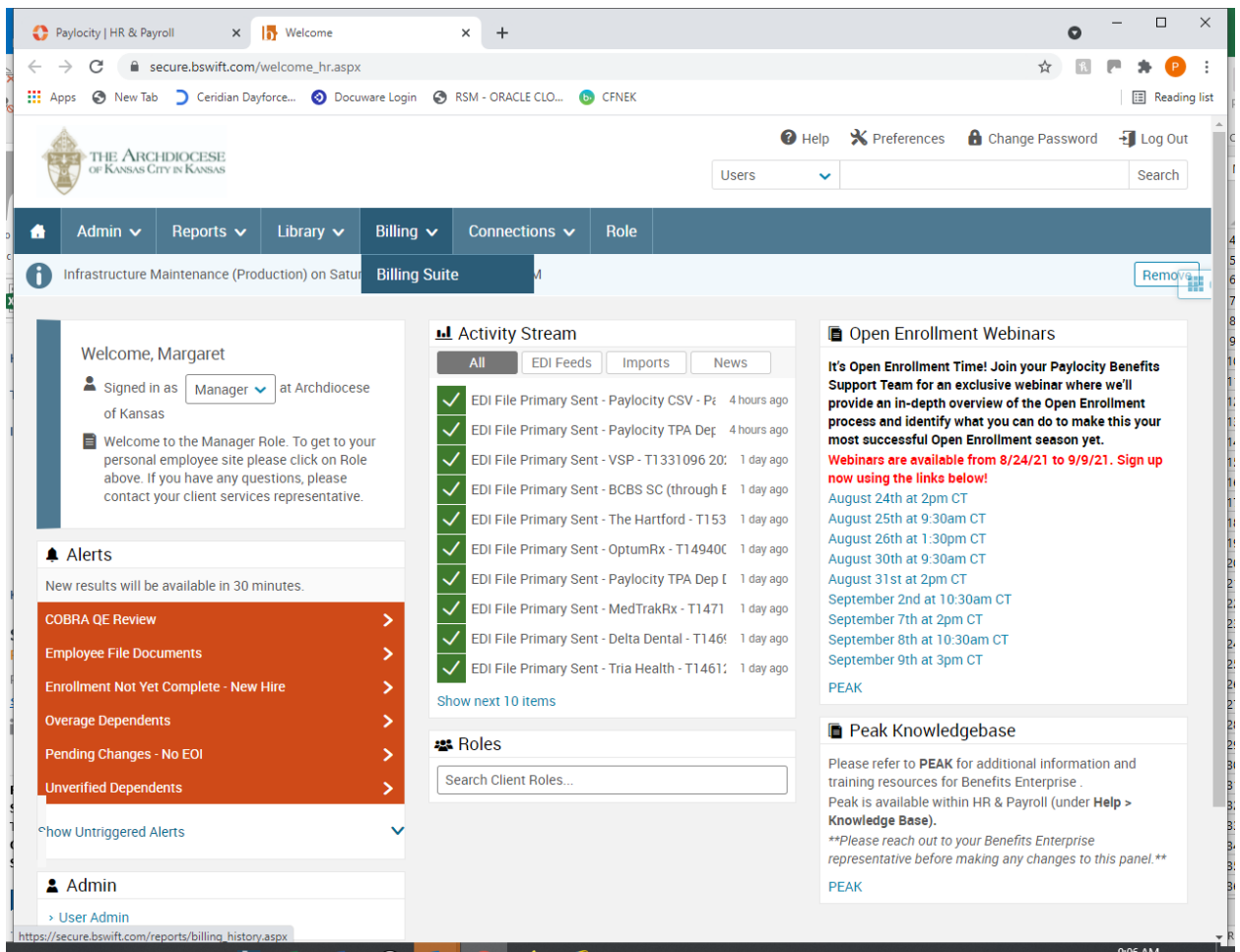
3. This screen of menu items will open up. Select Bswift Benefits at the bottom of the list to access the Bswift site.

The screenshot shows a vertical menu interface. At the top, there is a logo for 'Modern Workforce Index'. Below this is a section titled 'Select a company' with a dropdown menu currently displaying 'Archdiocese of Kansas City ... [CS98501]'. The main menu items are: 'HR & Payroll', 'Compensation', 'Data Insights', 'Learning', 'Performance', 'Surveys', 'Web Link', and 'Workflows & Documents'. A second section is titled 'Select a company to access additional work spaces:' and lists 'Onboarding', 'Recruiting', 'Spending Accounts', and 'Time & Labor'. At the bottom of the menu, 'Bswift Benefits' is highlighted in a darker grey, and a red arrow points to it from the right. A mouse cursor is visible over the 'Bswift Benefits' item.

4. This bSwift screen will open up. Click on the arrow next to Billing.



5. Select Billing Suite.



6. Select the AKC – Welfare Benefit Billing Report

ARCHDIOCESE OF KANSAS
MANAGER

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Help Preferences Change

Users

Admin Reports Library Billing Connections Role

Billing Suite 2.0

Search for an Existing Bill or Add a New Bill

Bill Name

Search Reset Fields + Add a New Bill

Bill	Description
12.11 w. dept.AKC- Semi Month Bill Report for ALL	Benefit Totals for all ids - Not Auto-Generated
98502 AKC- Semi Monthly Billing Report for ALL	Benefit Totals for all ids - Not Auto-Generated
AKC - Welfare Benefit Billing Report	Welfare Benefit Premium Monthly Totals

7. Choose the automatically generated report for the month that you need by reviewing the “Run Date” column and selecting the run date for the 12th of that month. This report will agree with the report used to create your welfare benefit billing invoices from the Chancery. Then select the “Save as Excel” next to the report.

ARCHDIOCESE OF KANSAS
MANAGER

Admin ▾ Reports ▾ Library ▾ Billing ▾ Connections ▾ Role

Bill History View

AKC - Welfare Benefit Billing Report (Edit)

Search Bill History

Period Start Date

Period End Date

Run a Bill

Period Start Date

Period End Date

Test Bill
 Send Me an E-mail when Completes

Bill History ID	Period Start	Period End	Run Date	Report Options	View	Status
351499	09/01/2021	09/30/2021	09/12/2021	<input checked="" type="checkbox"/> List Bill Summary <input checked="" type="checkbox"/> List Bill <input checked="" type="checkbox"/> Retro Summary <input checked="" type="checkbox"/> Retro Bill	View Report... Save As Excel... Save As PDF... <input type="checkbox"/> Run Offline	Completed

8. The report will then be available to download, review and save.

Bill History ID	Period Start	Period End	Run Date	Report Options
351499	09/01/2021	09/30/2021	09/12/2021	<input checked="" type="checkbox"/> List Bill Summary <input checked="" type="checkbox"/> List Bill <input checked="" type="checkbox"/> Retro Summary <input checked="" type="checkbox"/> Retro Bill
348582	08/01/2021	08/31/2021	08/17/2021	<input checked="" type="checkbox"/> List Bill Summary <input checked="" type="checkbox"/> List Bill <input checked="" type="checkbox"/> Retro Summary <input checked="" type="checkbox"/> Retro Bill

AKCWelfareBenefit....xlsx

9. Once the report is open, select the “List Bill” tab to review the premiums by employee. Review the Period Start and Period End dates to ensure you are working with the correct billing report. The premiums on this report are for the month. The Chancery invoices you for these premiums twice a month, so the monthly premium is divided by two to create your invoiced amounts.

AKCWelfareBenefitBillingReport_09_01_2021_09_30_2021_0c1bb404-2bf2-4ffb-987b-cbea8347bat

File Home Insert Page Layout Formulas Data Review View F9 - The Financial Reporter ACROBAT Te

Clipboard Font Alignment Number Styles

Calibri 11 Wrap Text Custom

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Conditional Formatting Table Styles

G6

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Department	Division	Period Start Date	Period End Date	Medical Period EE Cost	Medical Period ER Cost	
2	John	Test	8000	98531 Cat	9/1/2021	9/30/2021	\$403.20	\$1,612.80	
3	Mary	Test1	4000	98581 St T	9/1/2021	9/30/2021			

10. The following columns on this report are NOT included in your welfare benefit invoices:

- a. Health Savings Account Columns
- b. 401K Columns
- c. TIAA 403b Columns
- d. FSA Columns
- e. Retirement Period Columns
- f. FICA Allowance Columns
- g. Salary Period Columns
- h. Car Allowance Columns