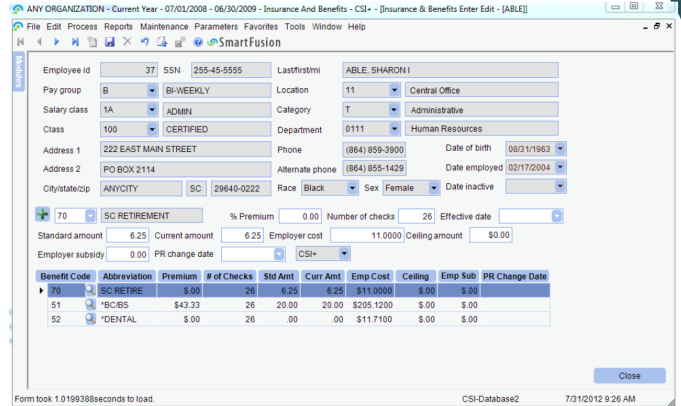


# Insurance and Benefits

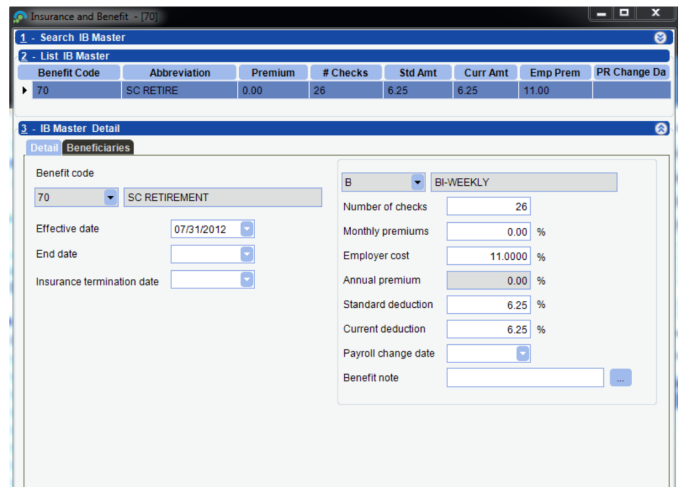
Insurance and Benefits is part of Harris' Human Resources system. It acts as an extension of the Personnel module, and information entered in Insurance and Benefits is used to update deduction information in the Payroll master.

## ADMINISTER BENEFITS

- Track an unlimited number of benefits for each employee.
- Assign benefit codes to payroll deduction codes. This allows for automatic updates to the Payroll module for changes made in the benefits system.
- More efficiently handle benefit changes during open enrollment periods. Enter benefit changes effective for a future date at any time and then globally update to the Payroll module on the effective date.
- When the monthly insurance cost is entered, the system checks the employee's pay period and automatically calculates the amount to be deducted from each check.
- Benefit types include health insurance, life insurance and all other benefits. The data entry screens vary to accommodate the differences in these three broad benefit types.
- Monthly and annual premiums are automatically calculated and maintained within the system.
- Parameter files support user-defined benefit type codes, coverage codes and plan codes.
- Supports the electronic transfer of insurance information from state insurance agencies to create your own benefits database. Comparative reports can also be printed to highlight differences between the state records and an existing database.
- Shared database with Personnel and Payroll modules.
- Status codes designate screened applicants.



**Insurance and Benefits - Enter/Edit**



**Insurance and Benefits - Drill Down by Benefit Type**

## REPORTING

- Employee Benefit List
- Benefit Verification Report
- Benefit Mailing Labels
- Parameter Reports

<https://learn.harrislocalgov.com/add-ons>