



BENEFIT STATEMENTS

HUMAN RESOURCES

The AUC HR Module includes the ability to produce a Benefit Statement Report. This statement will give the employee “at a glance” all of the components that comprise the total package of their compensation.

This document will illustrate how to set up the codes needed to make this a meaningful, helpful source of information for your employees.

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1. WHAT WILL SHOW ON THE BENEFIT STATEMENT?

Below is a sample image of the benefit statement. The numbered sections allow you to match the source of the data with the location on the report. A two-page example appears on the last page of this document.

1.1. What is the Source of the Data?

1 TOWN OF ADMINS
1055 CAMBRIDGE STREET
CAMBRIDGE MA 02141-0000

11 Personalized Benefit Statement for
KAREN DUHAIME
1-Jul-12 to 31-Dec-12

12

2

3 THIS STATEMENT WAS PREPARED FOR:

KAREN DUHAIME
17 CROSS STREET
CAMBRIDGE, MA 02138-0000

4 This detailed statement of benefits was prepared just for you. It is designed to show you the value of your benefits package, which is a significant part of your total compensation. This summary will help you answer questions about your benefits.

We hope that you will find this statement informative and helpful. If there is anything here you question or don't understand, please contact Human Resources by calling the benefits hotline at 1-800-800-8000.

5 **Employer Contribution Percentage**
Retiree: 120%
Comp: 30.25%
Health/Welfare: 67.75%

6

Annual Breakdown of Benefit Costs	ADMINS Contributions	Your Contributions	Total
Base Salary (including paid time off)	\$ 3,987.84	\$ 300.00	\$ 4,287.84
Stipend	\$ 903.38		\$ 903.38
Total Compensation	\$ 4,891.22	\$ 300.00	\$ 5,191.22
Medical and Prescription Insurance	\$ 8,515.00	\$ 1,728.02	\$ 10,243.02
Life and AD&D Insurance	\$ 33.00	\$ 166.26	\$ 199.26
Long-term Disability Insurance		\$ 150.00	\$ 150.00
Total Health and Welfare Benefits	\$ 8,548.00	\$ 2,044.28	\$ 10,592.28
MERS	\$ 123.46		\$ 123.46
Medicare Tax	\$ 46.56	\$ 46.56	\$ 93.12
Norfolk County 9%		\$ 436.71	\$ 436.71
Total Retirement Benefits	\$ 170.02	\$ 483.27	\$ 653.29
Clothing Allowance	\$ 43.00		\$ 43.00
Total Other Miscellaneous Benefits	\$ 43.00		\$ 43.00
Total Annual Breakdown of Benefit Costs	\$ 13,652.84	\$ 2,827.55	\$ 16,480.39

7

8 For Office Use Only: Employee #00610 Bargaining Unit: AFL 10M AF10

9

10 Page 1 of 1

Figure 1 Sample Benefits Statement

1. Seal and address from the Form Control Screen on page 8.
2. Date range entered when running the report.
3. Name and address from the employee record based on the employee number.
4. Letter message as entered in the Form Control Screen on page 8.
5. Pie Chart showing % of each print category.
6. Data grouped on the values entered in the Category table. Includes Pay Code, Cost Codes and Bargaining Unit records.
7. Descriptions as entered in the Print Section table. Each category is assigned to a print section.
8. Values taken from the employees' check history for the date range and Bargaining Unit Benefit Statement Screen on page 6.
9. Employee # and bargaining unit to make it easy to research and answer employee questions.
10. Since there is no limit to the number of benefit categories, each report will show Page # of #.
11. Statement Title from the Forms Control Screen on page 8
12. Municipality Name & Address from the Forms Control Screen on page 8.
13. Benefit Column Title from the Forms Control Screen on page 8.
14. This is the label for the employer contribution column.

See section 2.2 Form Control Screen–Benefit Statement for additional information on the source of the form layout for numbers 1, 4 and 11 through 13.



1.2. Who Will Receive a Statement?

Only active employees in the selected bargaining unit(s) will receive the benefit statements. If the employee held two positions in the bargaining unit during that period, the data are consolidated on one statement. If the employee held positions in more than one bargaining unit, only the **Active** position data is provided.

1.3. What Do You Need Before You Begin?

Write out the message you wish to convey on every benefit statement.

Then, determine which:

- Pay codes,
- Cost codes,
- Additional benefits and costs that are not currently in the cost code table or pay code table, and
- Bargaining Units

will print on the benefits statements.

Lastly, do you have a color printer available for printing the benefit statements or will you be printing on a black and white printer?

2. BENEFIT STATEMENTS STEPS MENU

To begin, select **Human Resources** ► **Special Processing** ► **Benefit Statements**. Create the Benefit Statement via this convenient steps menu, which allows the HR staff to customize the various report sections.

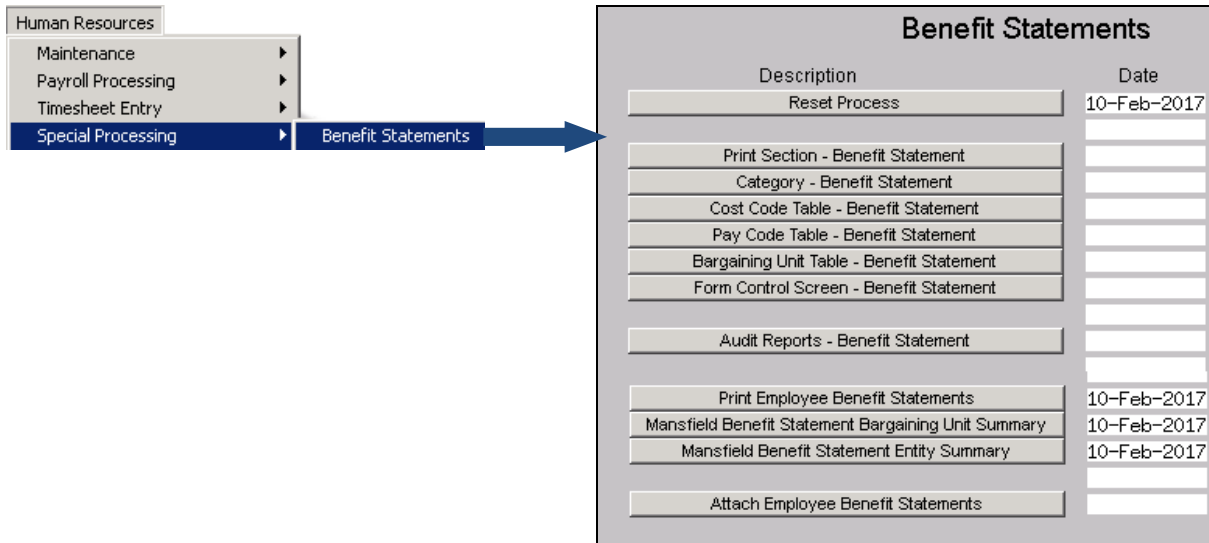


Figure 2 Benefit Statements Steps Menu



2.1. Populate Tables

2.1.1. Print Section

First, populate the Print Section, where you enter the descriptions and Pie Chart labels for the various categories of compensation. To add a category, click on .

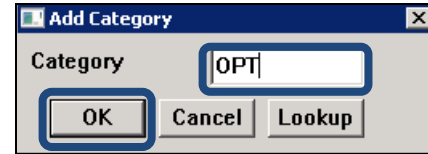
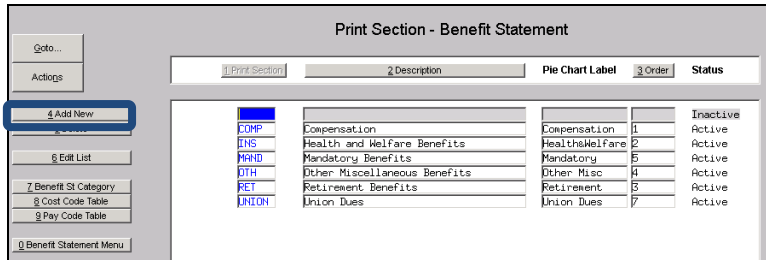
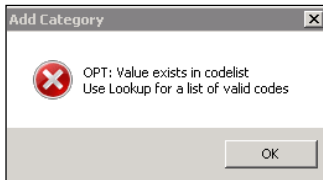




Figure 3 Print Section – Benefit Statement


Type in the name of a new category and then click on the OK button. If you attempt to add a category that already exists, this message appears:



If the category is valid, continue by entering a long description for use in the table and a short description (no more than 14 characters) for the pie chart label. You may edit the two description fields any time you wish to make a change.

2.1.2. Category–Benefit Statement

Next, click on  in the steps menu or click on  from the **Print Section** screen. The following screen listing all of your Benefit categories will appear – the categories shown are amassed from the Cost Code and Pay Code tables. Associate each category that you want to print on the benefits statement with the Human Resources Pay Codes and Cost Codes. To do so, assign each row a Print Section Category to group similar types of compensation.

Notice in the screen image below that **BASE, COMPT, COURT, and DETAIL** have all been assigned the Compensation (**COMP**) print category. This controls which group the category will be listed with and subtotaled on when printing the Benefit Statement. To add a new Category, click on . If you attempt to add a category that already exists, a message will appear to notify you that the value already exists in the list of codes. (Ordinarily new categories would be added in the respective Pay Code or Cost Code table.)

If no print category is assigned in this screen, the category will not print on the Benefit Statement.



Category - Benefit Statement					
1 Category	2 Description	3 Print Section	Order	Status	
BASE	Base Salary (including paid time off)	COMP	Compensation	1	Active
BENELL	Be Well Reward	OTH	Other Miscellaneous Benefits	4	Active
CAR	Car Allowance	OTH	Other Miscellaneous Benefits	6	Active
CELL	Cell Phone Usage	OTH	Other Miscellaneous Benefits	6	Active
CLOTH	Clothing Allowance	OTH	Other Miscellaneous Benefits	3	Active
COMPT	Comp Time	COMP	Compensation	2	Active
COURT	Court	COMP	Compensation	3	Active
DETAIL	Detail	COMP	Compensation	4	Active
EAP	Employee Assistance (EAP)	OTH	Other Miscellaneous Benefits	2	Active
FIT	Fitness Program Subsidy	OTH	Other Miscellaneous Benefits	5	Active
HMOF	HMO Family 26	INS	Health and Welfare Benefits	1	Active
HRMF2	HOM Family 21	INS	Health and Welfare Benefits	3	Active
INLIEU	Payment in Lieu of Health Insurance	INS	Health and Welfare Benefits	2	Active

Figure 4 Category–Benefit Statement

2.1.3. Cost Code Table–Benefit Statement

Populate the Cost Code Table for the Benefit Statements. It is easiest to fill in this table if it is sorted by Pay Check Category. Enter data only for the categories on cost codes that you want to print on the benefit statement. If the benefit category is not assigned, the payroll information for the cost code will not appear on the benefit statement. If a cost code uses a category code that is **not assigned to a print section**, an error will appear on the audit reports and the Benefit Statements will not print until the error is corrected.

Cost Code Table - Benefit Statement						
2 Cost Code	3 Description	4 PayCheck Category	5 Benefit St Category	Status		
NC2CORR	NORFOLK COUNTY PERCENTAGE CORRECTIO	NC	NC	Norfolk County	Active	
NC-30+	NORFOLK CTY. 30+	NC	NC	Norfolk County	Active	
NC-30+ C	NORFOLK COUNTY 2% CORRECTIONS	NC	NC	Norfolk County	Active	
NC-PN5	NORFOLK CTY PEN 5%	NC	NC	Norfolk County	Active	
NC-PN7	NORFOLK CTY PEN 7%	NC	NC	Norfolk County	Active	
NC-PN8	NORFOLK CTY PEN 8%	NC	NC	Norfolk County	Active	
NC-PN9	NORFOLK CTY PEN 9%	NC	NC	Norfolk County	Active	

Figure 5 Cost Code Table–Benefit Statement

2.1.4. Pay Code Table–Benefit Statement

Assign the Benefit Categories to each Pay Code. It is easiest to fill in this table when it is sorted by Pay Check Category. Enter data only for the benefit categories on pay codes that you want to print on the benefit statement. If the benefit category is not assigned, the payroll information for the pay code will not appear on the benefit statement.



If a pay code is using a category code **not assigned to a print section**, an error will appear on the audit reports and the Benefit Statements will not print until the error is corrected.



1 Detail	2 Pay Code	3 Description	4 Pay Cat	5 Benefit Category	Status	
	DJII	ON JOB INJURY 111F - SALARIED	111FP	DJI	Injury Pay	Active
	FIRE OJT	Fire On the job injury 111F	111FP	DJI	Injury Pay	Active
	FIREADJO	Fire penny adjustments on OJI	111FP	DJI	Injury Pay	Active
	OJI	Police on the job injury 111F	111FP	DJI	Injury Pay	Active
	ADP	ADMIN DAY PDL	ADMIN	LEAVE	Leave	Active
	BRV	Bereavement - hourly	BERERV	LEAVE	Leave	Active
	BRV	Bereavement - Salaried	BERERV	LEAVE	Leave	Active
	BFUN	FUNERAL LEAVE - daily rate	BERERV	LEAVE	Leave	Inactive
	FUN	FUNERAL LEAVE	BERERV	LEAVE	Leave	Active
	CAR	CAR ALLOWANCE	CHARL	CAR	Car Allowance	Active
	CL	ELOTHING TAXABLE	ELOTH	ELOTH	Clothing Allowance	Active
	ELT	ELOTHING TAXABLE	ELOTH	ELOTH	Clothing Allowance	Active
	FIRE CL	Fire clothing non-taxable	ELOTH	ELOTH	Clothing Allowance	Active
	POL CL	Police Clothing non-taxable	ELOTH	ELOTH	Clothing Allowance	Active

Figure 6 Pay Code Table–Benefit Statement

2.1.5. Alternate Method to Associate Benefit Statement Categories

The images below show another method to enter the Benefit Statement Category in the Pay Code and Cost Code Tables. Enter data in either the summary screens shown above or the detail screens below. Use the lookup to select from the available benefit categories in the detail screens.

Pay Code Table

Pay Code: DJUR JURY DUTY - SALARIED

1 Calculation 2 Base Buckets 3 Detail Billing

Paycheck Category: JURYD JURY DUTY

Account Number: [lookup]

Benefit Statement Category: BASE Base Salary (including paid time)

Cost Code

Cost Code: DIS-AF DISABILITY-AFLAC-NY

Calculation

Method 1 Use Tax Rate Table

Method 2 Flat Amount \$ [input]

Method 3 Base Bucket% [input] Base Bucket # [input] On

5 General 6 Accounting 7 Base Buckets

Paycheck Category: DS DIS - NON DEF

Deduction Holdover Method: 1 Take Available Amount

Add to Manual Check: Yes No

Benefit Statement Category: SHORT Short-term Disability In

2.1.6. Bargaining Unit Table–Benefit Statement

This screen is for any benefit not in the cost code or pay code table (for benefits not managed through payroll). Assign your site-specific benefits for each bargaining unit in this screen. Click on **Add New**, type a benefit statement category or select one from the lookup. Enter the description and select the calculation method.



Only bargaining units that have the “Print Benefit Statements” set to yes will be available for benefit statements. Be sure to check the “Yes” radio button in the Print Benefit Statement selection shown below before you attempt to add any benefits to this screen.



Bargaining Unit Table - Benefit Statement

Bargaining Unit: Fire Union

Print Benefit Statements: Yes No

1 Cost Codes 2 Holidays 3 Longevity Pay 4 Retroactive Pay 5 Salary Sched 6 Other Info **Benefit Statements** Affordable CareAct

Sequence	Benefit Code	Description	Calculation Method	Amount
1	LTD	Long Term DISABILITY INSURANCE	2 \$,.\$ Per Thousand	.670000000
2	STD	Short Term Disability INSURANCE	1 \$,.\$ Per \$ Period	.005846446
3	INLIEU	In Lieu of Health Insurance	3 \$,.\$ Per Year	1000.000000000

Figure 7 Bargaining Unit Table–Benefit Statement

↓

Code	Description	Status	Tof
1	\$,.\$ Per \$ Period End Salary	A	
2	\$,.\$ Per Thousand \$ Check End Rounded	A	
3	\$,.\$ Per Year	A	

There are three calculation methods available on the lookup; methods one and two allow up to nine digits after the decimal:

1. **\$.\$\$\$\$\$\$\$\$ Per \$ Period End Salary** – the employee's annual salary based on the period ending date entered in the print statement step is multiplied by the amount
2. **\$.\$\$\$\$\$\$\$\$ Per Thousand \$ Check End Rounded** – the employee's annual salary based on the period ending date entered in the print statement step is divided by 1000 and rounded to the nearest thousand then multiplied by the amount
3. **\$. Per Year** – the amount entered will appear on the benefit statement



2.2. Form Control Screen–Benefit Statement

This screen controls the “boilerplate” that prints on every statement issued. Customize this table with text specific to your municipality, such as the seal, address and the message you wish to convey. You may change this text at any time as appropriate. If any fields are blank on this screen, for example, the seal file field, then no seal will print on the benefit statement.

Form Control Screen - Benefit Statement

Goto...
Actions

Control # 1

Seal File 1 d:\auc_development\admhome\auc\forms\sitepix\toc_seal.png

Statement Title 1 Personalized Benefit Statement

Entity Name 11 TOWN OF ADMINS

Address 11 1035 CAMBRIDGE STREET

City, State ZipCode 12 MALDEN MA 02141-9542

Letter 4
This detailed statement of benefits was prepared just for you. It is designed to show you the value of your benefits package, which is a significant part of your total compensation. This summary will help you answer questions about your benefits.
We hope that you will find this statement informative and helpful. If there is anything here you question or don't understand, please contact Human Resources by calling the benefits hotline at 1-800-800-8000.

Benefit Section Title 13 Annual Breakdown of Benefit Costs

Employer Column Description 14 ADMINS

1 Add Control Record
2 Benefit Statement Menu

Figure 8 Sample Form Control Screen

See 1.1 What is the Source of the Data? to see where each section appears on the Benefit Statement.

2.2.1. Form Control Optional Override

To allow for ease of data entry, a **Control Record** may be added to customize the boilerplate for each entity. All items in the screen shown in Figure 8 may be edited.

Form Control Screen - Benefit Statement

Goto...
Actions

Control # 1

Seal File d:\auc_development\admhome\auc\forms\sitepix\toc_seal.png

Statement Title Personalized Benefit Statement

BS Form Control Screen

Add Control Number 4

Entity Name TIGER'S DEN

1 Add Control Record
2 Benefit Statement Menu

OK Cancel



2.3. Audit Reports–Benefit Statement

Verify your data entry by running the Benefit Statement Audit Reports. The system will issue six reports.

The first report will list each benefit category, in order specified on the screen, and all of the different items to be included in each category.

Annual Breakdown of Benefit Costs	Town of ADMINS Contributions	Your Contributions	Included in Category	Bargaining Unit	Seq#	Calculation Method	Annual Amount
Stipend	\$ 0.00	\$ 0.00	TEACHER INJURY W/PAY Title 1 - clerical LONGEVITY PAY Teacher's per diem personal day Missed Prep Period Teacher's per diem sick day teacher substitute Tutoring Tutoring Retro Unpaid holiday UNPAID LEAVES OF ABS UNPAID MATERNITY LVE UNION LEAVE Vacation - hours VACATION ACCRUAL VACATION FINAL PAY/buy back Working Professional Day WOMEN'S COMP Weekly adjustment LEAVE W/O PAY Teacher Sub covering Weekly employee EXTRA PERSONAL DAY				
Court	\$ 0.00	\$ 0.00	COURT APPEARANCE Court Police Detail Pay Police Detail - no separate check Police Detail Pay No Sep Ch police details - other vendors police detail other vendors no sep ck				
Detail	\$ 0.00	\$ 0.00					

The second report is a sample of how the data will appear on the final report – a preview of how the data will be grouped.

Annual Breakdown of Benefit Costs	Town of ADMINS Contribution	Your Contribution
Mandatory Benefits		
Social Security Tax	\$ 0.00	\$ 0.00
Compensation		
Base Salary (including paid time off)	\$ 0.00	\$ 0.00
Stipend	\$ 0.00	\$ 0.00
Court	\$ 0.00	\$ 0.00
Detail	\$ 0.00	\$ 0.00
Leave	\$ 0.00	\$ 0.00
Injury Pay	\$ 0.00	\$ 0.00
Health and Welfare Benefits		
Medical and Prescription Insurance	\$ 0.00	\$ 0.00
Payment in Lieu of Health Insurance	\$ 0.00	\$ 0.00
Life and AD&D Insurance	\$ 0.00	\$ 0.00
Short-term Disability Insurance	\$ 0.00	\$ 0.00
Long-term Disability Insurance	\$ 0.00	\$ 0.00
TOTAL COMPENSATION	\$ 0.00	\$ 0.00



The third report shows the bargaining units for which benefit statements are available for printing.

TedRE - BrgnStatement_A004_LUANN[5]

Printed 26-Aug-2014 at 14:14:23 by LUANN

Town of ADMINS
Bargaining Units Available for Benefit Statements

Bargaining Unit	Seq#	Section	Print Section Description	Benefit Category	Benefit Description	Print Order	Calculation Method	Annual Amount
AFL -AF	1	INS	Health and Welfare Benefits	MED	Vision Care	1 3	\$.## Per Year	123.0000
AFL -AF	2	OTH	Other Miscellaneous Benefits	FIT	Health Club Membership	5 3	\$.## Per Year	412.0000
AFL -AF	School Weekly 12 month employees		Count:	2				
AFL 10M -AF10	1	RET	Retirement Benefits	MERS	Retirement Allowance	1 3	\$.## Per Year	123.4600
AFL 10M -AF10	2							
AFL 10M -AF10	3							
AFL 10M -AF10	4							
AFL 10M -AF10	5							
AFL 10M -AF10	School Weekly 10 month employees		Count:	5				
LUANN -01	1	INS	Health and Welfare Benefits	MED	Vision Insurance	1		
LUANN -01	Test of Benefit Statement File		Count:	1				
MTA -21	1	INS	Health and Welfare Benefits	INLIEU	In Lieu of Insurance	2 3	\$.## Per Year	100.0000
MTA -21	2	OTH	Other Miscellaneous Benefits	PDLONG		1 3	\$.## Per Year	125.0000
MTA -21	21 Pay Teachers		Count:	2				
Report Total			Count:	10				

The last three are error reports. If errors exist on the Bargaining Unit, Cost Code or Pay Code tables, the errors will appear on these reports. If the message "No Records Selected" appears, the tables are error-free.

TedRE - BargUnit_Audit_6228_THERESA[7]

Printed 10-Sep-2014 at 13:57:26 by THERESA

Town of ADMINS
Benefit Statement - Bargaining Unit Error Report

Bargaining Unit	Seq#	Section	Print Section Description	Benefit Category	Benefit Description	Print Order	Calculation Method	Annual Amount
No Records Selected								

TedRE - CostCode_Audit_6219_THERESA[7]

Printed 10-Sep-2014 at 13:57:26 by THERESA

Town of ADMINS
Benefit Statement - Cost Code Error Report

CostCode Description	Category	Category Description	Section	Section Description
No Records Selected				

TedRE - PayCode_Audit_6218_THERESA[8]

Printed 10-Sep-2014 at 15:29:31 by THERESA

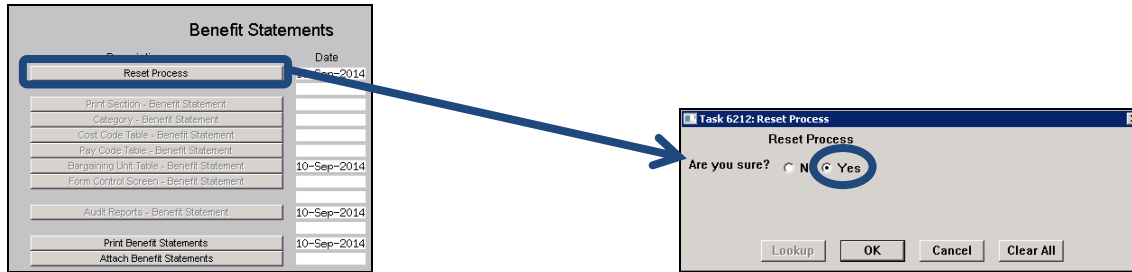
Town of ADMINS
Benefit Statement - Pay Code Error Report

Pay Code Description	Category	Category Description	Section	Section Description
No Records Selected				



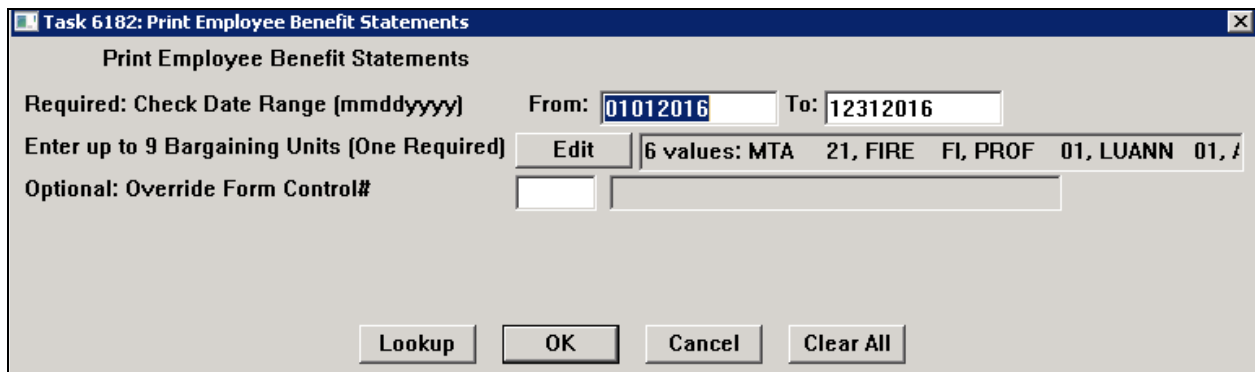
Review each of the audit reports for accuracy of data and grammar or spelling errors or missing print section codes. If a pay code or cost code is using a category code that is not assigned to a print section, an error will appear on the audit reports and the Benefit Statements will not print until the error is corrected.

Now is the time to make any corrections to the tables, as once you print the Benefit Statements, the tables will not be available for editing until you **Reset** the entire process. If that is necessary, you may click on Reset Process (be sure to select the Yes radio button) and edit only the tables that need changes – the other tables will remain as is.



2.4. Print Employee Benefit Statements

Enter the **Date Range** and select a single bargaining unit (or multiple if the bargaining units contain fewer than ten employees). Enter the **Form Control #** and click on [OK].



TIME SAVER

Running the report for each Bargaining Unit individually is faster than running the report for everyone at once.



2.5. Mansfield Benefit Statement Bargaining Unit Summary:

Enter the date range, all bargaining units that should be grouped together for one statement and the description that should appear on the statement. Optionally select an entity name to override the default.

2.6. Mansfield Benefit Statement Entity Unit Summary:

Enter the date range, the entity and the description that should appear on the statement. Optionally select an entity name to override the default.

For Benefit Statement Purposes, any number of “Entities” may be established and do not necessarily correlate with entities existing in the GL Entity table.



2.6.1. Color or Black & White Printing Options

There are two options available for the benefit statements, depending on the printers available at your location. The first is a benefit statement with the pie chart printed in color. The second option allows you to print the statement with the pie chart printed in black and white patterns. If you select the color option for printing on a black and white printer, the pie chart will not have enough contrast and will not present the data in an easy to understand format. Printing the black and white version on a color printer will work properly.

The **System ▶ Printer Setup ▶ Crystal Report Forms** table identifies which form is selected and is initially set up by your ADMINS installer. If you need to make a change in the future, both forms are available for your use and you may choose the other form. If you cannot access the screen, contact support@admins.com for assistance.

Crystal Report Forms					
Category	HRBENSTA	Description	Benefits Statement		
Associated Task	6183	Benefit Statement Print			
Seq	Location of RPT File	Report Description	Use Param 1	Param 2	Param 3
1	FORMSRPT:HRBENSTA.RPT	Benefit Statement - Color Printer	<input checked="" type="checkbox"/>		
2	FORMSRPT:HRBENSTABW.RPT	Benefit Statement - Black & White	<input type="checkbox"/>		

2.7. Attach Benefit Statements

The final step in the process is to attach the Benefit Statements to the employees' records. Once this step is complete, you may view the attachment from the Employee Maintenance Screen.

2.7.1. View the Attachments

The Benefit Statements are attached to the Employee record, not the Position Record. Select **Human Resources ▶ Maintenance ▶ Employee Maintenance** and click on the **Employee Attachments Button**. Select the Benefit Statement you wish to view and click on **7 View Attachment**.

Employee Maintenance

ENFUSS

Employee Attachments (11)
Employee Position Attachments

Employee Attachments

Employee Number: 00372 SUELTFUSS, LYNN A

Employee Attachments (11)
Employee Position Attachments

Add Attachment

1 Contact 2 Personal 3 DedBen 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees


Seq#	Description	Filename
1	2010 H2 Entity:1 #1	H2_2010_1_009872_1.pdf
2	2011 H2 Entity:1 #1	H2_2011_1_009872_1.pdf
3	2012 H2 Entity:1	H2_2012_1_009872_1306261055.pdf
4	2013 H2 Entity:1	H2_2013_1_009872_1403051951.pdf
11	2012 Benefit Statement	BenStatement_009872_2012.pdf

7 View Attachment

The benefit statement will appear in the .pdf reader. This example shows a two-page statement.



2.7.2. Two Page Benefit Statement



TOWN OF ADMINS
1035 CAMBRIDGE STREET
READING MA 01867-0000

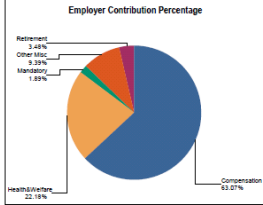
**Personalized Benefit Statement for
LYNN A SUELTFENFUSS
1-Jul-12 to 31-Dec-12**

THIS STATEMENT WAS PREPARED FOR:


LYNN A SUELTFENFUSS
20 WANKINQUOAH AVENUE
CAMBRIDGE, MA 02138-0000

This detailed statement of benefits was prepared just for you. It is designed to show you the value of your benefits package, which is a significant part of your total compensation. This summary will help you answer questions about your benefits.

We hope that you will find this statement informative and helpful. If there is anything here you question or don't understand, please contact Human Resources by calling the benefits hotline at 1-800-800-8000.



Annual Breakdown of Benefit Costs	TOWN OF ADMINS Contributions	Your Contributions	Total
Base Salary (including paid time off)	\$ 8,393.17		\$ 8,393.17
Comp Time	\$ 19,862.83		\$ 19,862.83
Leave	\$ 1,000.00		\$ 1,000.00
Injury Pay	\$ 800.00		\$ 800.00
Total Compensation	\$ 30,856.00		\$ 30,856.00
Medical and Prescription Insurance	\$ 9,268.52	\$ 2,867.83	\$ 12,136.35
Payment in Lieu of Health Insurance	\$ 100.00		\$ 100.00
Life and AD&D Insurance	\$ 400.00	\$ 2,530.40	\$ 2,930.40
Short-term Disability Insurance	\$ 800.00		\$ 800.00
Long-term Disability Insurance		\$ 1.12	\$ 1.12
Total Health and Welfare Benefits	\$ 10,568.52	\$ 5,399.35	\$ 15,967.87
MERS	\$ 600.00		\$ 600.00
Norfolk County	\$ 700.00		\$ 700.00
Medicare Tax	\$ 358.08	\$ 358.08	\$ 716.16
Total Retirement Benefits	\$ 1,658.08	\$ 358.08	\$ 2,016.16
Longevity	\$ 1,125.00		\$ 1,125.00
Employee Assistance (EAP)	\$ 200.00		\$ 200.00
Clothing Allowance	\$ 700.00		\$ 700.00
Be Well Forward	\$ 150.00		\$ 150.00
Fitness Program Subsidy	\$ 500.00		\$ 500.00
Cell Phone Usage	\$ 500.00	\$ 2,363.04	\$ 2,863.04
Vehicle Use	\$ 600.00	\$ 296.55	\$ 896.55
Tuition Reimbursement	\$ 700.00		\$ 700.00
Total Other Miscellaneous Benefits	\$ 4,475.00	\$ 2,659.59	\$ 7,134.59



TOWN OF ADMINS
1035 CAMBRIDGE STREET
READING MA 01867-0000

**Personalized Benefit Statement for
LYNN A SUELTFENFUSS
1-Jul-12 to 31-Dec-12**

Annual Breakdown of Benefit Costs	TOWN OF ADMINS Contributions	Your Contributions	Total
Social Security Tax	\$ 900.00		\$ 900.00
Total Mandatory Benefits	\$ 900.00		\$ 900.00
Union Dues - Teachers		\$ 277.36	\$ 277.36
Total Union Dues		\$ 277.36	\$ 277.36
Total Annual Breakdown of Benefit Costs	\$ 47,857.60	\$ 8,694.38	\$ 56,351.98

For Office Use Only: Employee #009872 Bargaining Unit: MTA 21 Page 1 of 2

For Office Use Only: Employee #009872 Bargaining Unit: MTA 21 Page 2 of 2

Figure 9 Two Page Sample Benefit Statement