

9.2 HCA Benefit Data Balancing

Purpose: Use this document as a reference for reconciling and balancing Healthcare Authority (HCA) Benefits Data in ctcLink.

Audience: Benefits Administrator.

! You must have at least one of these local college managed security roles:

- ZD HCA Reconciliation

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

HCA Benefits Data Balancing

1. Open and Save a copy of the reconciliation spreadsheet.

NOTE: This is the same reconciliation spreadsheet that is included in the **Balance W-2 Worksheet**. (Many colleges used this spreadsheet while balancing in Legacy.)

If you do not have the worksheet template, you can select the link here: [HCA Reconciliation Worksheet_Sample.xlsx](#).

	Current	Balance	
June	Activity	Forward	
HCA Balance Forward		(79,926.23)	HCA Balance Forward
05B EFT	(19,314.00)	-	QHC_BA_HCA_PAYMENTS Query
June Invoicing	266,675.00	186,748.77	Total Amount Due This Period
06A EFT	(247,012.00)	(60,263.23)	Balance forward
	349.00		

2. In **ctcLink**, follow this navigation:

Navigation: Benefits > CTC Custom > **HCA Benefits Data**

3. The **HCA Benefits Data** search page displays.

The search page has three (3) required fields:

4. Enter or select the **Company** (school code) that you are interested in viewing.
5. Enter or select the relevant **Coverage Year**.
6. Enter or select the relevant **Coverage Month**.
7. *Optional:* At this time you may provide an **Empl ID**, if a specific employee's data is desired for that Year/Month combination.
8. Select the **Search** button.

The screenshot shows the 'HCA Benefits Data' search interface. At the top, there is a navigation bar with 'Employee Self Service' and 'HCA Benefits Data'. Below this is a search bar with the text 'Find an Existing Value'. The main section is titled 'HCA Benefits Data' and contains the following fields:

- *Company: 890 (with a magnifying glass icon)
- *Coverage Year: 2022 (with a magnifying glass icon)
- *Coverage Month: 06 (with a magnifying glass icon)
- Empl ID: (with a magnifying glass icon)

The 'Search' button is highlighted with a red box, and the 'Clear' button is also visible. The page includes navigation links for 'New Window', 'Help', and 'Personalize Page'.

The data displayed will be on three tabs:

- Billing Details
- Billing Summary
- Discrepancies

9. Select the **Billing Summary** tab.

Billing Details Billing Summary Discrepancies							
HCA Benefits Data							
Company: 890 State Board for Comm. and Tech							
Processing Period: 06/2022							
Personalize Find View All First 1-19 of 19 Last							
Summary	Health Plan	EE Premium	1/2 EE Premium	EE/ER Premium	EE Refund	ER Refund	Amount Due
Total Premiums by Health Plan	D	1,212.00	606.00	4,956.00	0.00	0.00	0.00
Total Premiums by Health Plan	DHSA	114.00	57.00	2,922.00	0.00	0.00	0.00
Total Premiums by Health Plan	U	22,021.00	11,010.50	123,109.00	0.00	0.00	0.00
Total Premiums by Health Plan	U1	2,095.00	1,047.50	19,879.00	0.00	0.00	0.00
Total Premiums by Health Plan	U2	684.00	342.00	5,364.00	0.00	0.00	0.00
Total Premiums by Health Plan	UHSA	1,148.00	574.00	23,612.00	0.00	0.00	0.00
Total Premiums by Health Plan	US	341.00	68.00	4,085.00	0.00	0.00	0.00
Total Premiums by Health Plan	USW	117.00	58.50	1,053.00	0.00	0.00	0.00
Total Premiums for Agency		39,227.00	19,511.00	266,675.00	0.00	0.00	0.00
HCA Billing Information: Balance Forward		0.00	0.00	0.00	0.00	0.00	-79,926.23
Agency Amount Due This Coverage Period (non-coalition)		0.00	0.00	0.00	0.00	0.00	266,675.00
Agency Amount Due This Coverage Period (coalition)		0.00	0.00	0.00	0.00	0.00	0.00
Total Amount Due This Period		0.00	0.00	0.00	0.00	0.00	266,675.00
Net Agency Amount Due		0.00	0.00	0.00	0.00	0.00	186,748.77

- Enter the **HCA Billing Information Balance Forward** amount in the corresponding **HCA Balance Forward** cell on the spreadsheet.
- Enter the **Total Amount Due This Period** in the corresponding month **Invoicing** cell on the spreadsheet.

	Current Activity	Balance Forward	
June			
HCA Balance Forward		(79,926.23)	HCA Balance Forward
05B EFT		-	QHC_BA_HCA_PAYMENTS Query
June Invoicing	266,675.00	186,748.77	Total Amount Due This Period
06A EFT		186,748.77	Balance forward
	266,675.00		

- Run the **QHC_BA_HCA_PAYMENTS** query to Excel.
- When balancing for the month of June, for example, in the **From Pay Period End Date** use the 05B end date.
- In the **To Pay Period End Date** use the 06A end date.
- The payment amount will be input as a negative in the appropriate payroll EFT cell.

QHC_BA_HCA_PAYMENTS - HCA Vendor Payments

*Company 890

*From Pay Period End Date 05/31/2022

*To Pay Period End Date 06/15/2022

View Results

Row	Company	Pay Period End Date	Vendor ID	Vendor Nam
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Sum of Sum Amount	Column Labels		
Row Labels	31-May	15-Jun	Grand Total
000040	10,821.50	10,923.00	21,744.50
000050	2,728.00	2,830.00	5,558.00
000052	606.00	606.00	1,212.00
000377	126.50	287.50	414.00
000383	159.00	159.00	318.00
000385	57.00	57.00	114.00
000387	574.00	574.00	1,148.00
000389	2,174.00	2,061.00	4,235.00
000392	591.00	591.00	1,182.00
000394	1,035.00	996.00	2,031.00
000396	342.00	342.00	684.00
000990		227,448.00	227,448.00
000992		25.00	25.00
000993	100.00	112.50	212.50
Grand Total	19,314.00	247,012.00	266,326.00

16. Enter the amount paid to the Healthcare Authority in the EFT cells. (Pink highlighted cells)

	Current	Balance	
June	Activity	Forward	
HCA Balance Forward		(79,926.23)	HCA Balance Forward
05B EFT	(19,314.00)	-	QHC_BA_HCA_PAYMENTS Query
June Invoicing	266,675.00	186,748.77	Total Amount Due This Period
06A EFT	(247,012.00)	(60,263.23)	Balance forward
	349.00		

17. Select the **Discrepancies** tab and download the page to Excel.

18. Open the Excel spreadsheet and highlight the two **Difference** columns.

Name	Trans Code	Health Plan	Period Covered	HCA	Employee Payroll	Difference	HCA	Employer Payroll	Difference	Message
Captain, J	M	U	22-Jun	193.00	151.50	41.50	936.00	936.00	-	
Employee Total				193.00	151.50	41.50	936.00	936.00	-	
Pirate, A	M	C	22-Jun	204.00	102.00	102.00	936.00	936.00	-	
Employee Total				204.00	102.00	102.00	936.00	936.00	-	
Pirate, B	M	U1	22-Jun	78.00	117.00	(39.00)	936.00	936.00	-	
Employee Total				78.00	117.00	(39.00)	936.00	936.00	-	
Pirate, C			22-Jun	-	-	-	-	936.00	(936.00)	Payroll adjustment for employee. No HCA adjustment.
Employee Total				-	-	-	-	936.00	(936.00)	
Pirate, D	M	U1	22-Jun	103.00	-	103.00	936.00	-	936.00	Monthly HCA billing for employee. No payment made.
Employee Total				103.00	-	103.00	936.00	-	936.00	
Pirate, E	M	U	22-Jun	305.00	207.50	97.50	936.00	936.00	-	
Employee Total				305.00	207.50	97.50	936.00	936.00	-	
Pirate, F	D	US	22-Jun	88.00	44.00	44.00	936.00	936.00	-	
Employee Total				88.00	44.00	44.00	936.00	936.00	-	

19. Add details to the HCA Balancing Spreadsheet.

20. Enter the employees from the Discrepancies spreadsheet created in Step 18.

	Current	Balance	
June	Activity	Forward	
HCA Balance Forward		(79,926.23)	HCA Balance Forward
05B EFT	(19,314.00)	-	QHC_BA_HCA_PAYMENTS Query
June Invoicing	266,675.00	186,748.77	Total Amount Due This Period
06A EFT	(247,012.00)	(60,263.23)	Balance forward
	349.00		
Captain, J	41.50		Billing does not match payment
Pirate, A	102.00		Billing does not match payment
Pirate, B	(39.00)		
Pirate, C	(936.00)		
Pirate, D	103.00		
Pirate, D	936.00		
Pirate, E	97.50		
Pirate, F	44.00		
	349.00		

21. Compare the amount carried forward from the previous month and see if any of the discrepancies clear.
 If it does, remove it from the carried forward list.
 If it does not, add the discrepancy to the carried forward list.
22. To get the new carry forward amount, take the amount carried forward from the previous month and add the discrepancies for the current month.

May carry forward (60,612.23)

June discrepancies 349.00

New carry forward (60,263.23)

Previous Months Balance Forward		Next Months Balance Forward	
Balance Forward (error)	(40,526.88)	Balance Forward (error)	(40,526.88)
Pirate, M	(6,695.12)	Captain, J	41.50
Pirate, R	(6,695.12)	Pirate, A	102.00
Pirate, T	(6,695.12)	Pirate, B	(39.00)
	(60,612.23)	Pirate, C	(936.00)
		Pirate, D	103.00
		Pirate, D	936.00
		Pirate, E	97.50
		Pirate, F	44.00
		Pirate, M	(6,695.12)
		Pirate, R	(6,695.12)
		Pirate, T	(6,695.12)
			(60,263.23)

Important Reminders!

- The final billing from HCA is received around the 16th of each month, however, the discrepancy page will not be accurate until after the A payroll is confirmed.
- The **Discrepancies** page is comparing HCA billing to what was actually paid to the Health Care Authority each payroll. It does not capture employee deductions taken and not sent to accounts payable (payment voucher).

To find employees who had a deduction that was not sent to accounts payable run query **QHC_BA_HCA_PREMIUMS** - HCA Ded/Cont by EE + Prepay.

- Pay close attention to the **Period Covered** column when adding employee data.

The procedure for Healthcare Balancing is complete.