

HealthEquity®

WageWorks

# Reports Suite on the Employer Site

# Platform Highlights

- Comprehensive suite of dynamic reports
  - Based on the products and options selected
  - Report availability based on data availability
- Custom reporting options
  - Run reports on-demand – whenever you need them
  - Schedule recurring reports or for a single date
  - Elect to receive report notifications
    - Schedule delivery notices
    - Set up automatic reports to another contact

# Report Options for All Products



- Pick Up – Click Reports tab to see all reports available for download
- Scheduled – List of all scheduled reports
- Individual product tabs (employer-specific)
  - Healthcare (includes HSA) & Dependent Care
  - Commuter Programs
  - Other Programs

# Pick Up – It's Your Landing Page

Report	Program	Plan Code	Requested	By	Generated	Available For ?
Contribution...	HC&DC	HCFSA...	Today At 7:42 AM ET	You	Today at 7:43 AM ET	1 Day 23:55 Hours

Report	Program	Plan Code	Frequency	By	Generated	Available For ?
Account Activity	HC&DC	HCFSA...	Weekly	You	Today at 3:02 AM ET	30 Days 19:14 Hours


Generated  
On Demand:  
Available for  
48 hours

Generated  
Per Schedule:  
Available for  
30 days

- Reports available for download are listed with the following details:
  - **Report and Program:** Lists report name and program type
  - **Plan Code:** Identifies the program; if annual program, year is included
  - **Frequency:** How often the report runs
  - **By:** Who requested the report
  - **Generated:** Date report was run
  - **Available For:** Number of days and hours for which report is available

# Scheduled Reports

Report	Program	Plan Code	Frequency	Scheduled	Start Date	# Recipients
Account Activity	HC&DC	HCFSA2016	Daily	10 Aug 2016	1 Sep 2016	1
Account Activity	HC&DC	HCFSA2016	Once	10 Aug 2016	30 Sep 2016	1
Account Activity	HC&DC	HCFSA2016	Monthly	11 Aug 2016	1 Sep 2016	1
Account Activity	HC&DC	HCFSA2016	Weekly	11 Aug 2016	15 Aug 2016	1



- **Report and Program:** Lists report name and program type
- **Plan Code:** Identifies the program; if annual program, year is included
- **Frequency:** How often the report runs
- **Scheduled:** Date report requested
- **Start Date:** Date report started
- **# Recipients:** Number of recipients (one or more); set up when report is scheduled

# Scheduling Reports

# Select a Report

Commuter Programs

Commuter Programs Reports      Data Availability ?      Details

Account History      On Demand      Participant transit and/or parking account history.

ID Code Display ..... Last 4 Digits ←

Report Format ..... Excel

Schedule Report      Generate Report      About This Report

- Select the report you want to run and report details will be highlighted
  - Parameters available for the report will expand
  - Select parameters as needed
  - All reports will have the ID Code Display – this allows those with access to run reports with the full unique ID
  - Other parameters will vary based on the report selected

# Additional Options for Select a Report

- Report Name:
  - Account Activity report
- Plan Name:
  - Selected plan for report
- Report Version:
  - Options vary based on report selected
- Report Type:
  - Full report
  - One Participant Only
  - Summary and Totals Only

The screenshot shows a software interface for selecting a report. At the top, there is a tab labeled "Healthcare & Dependent Care". Below it, the main title is "Healthcare & Dependent Care" with sub-headers "Data Availability ?" and "Details". The report type is "Account Activity" with sub-headers "On Demand" and "Account activity per participant".

The main content area lists various filters and options:

- Plan Name ..... Health Reimbursement Arrangement Plan(HRA) - 1/1/11 to ...
- Report Version ..... All (To Date)
- Report Type ..... Full Report
- ID Code Display ..... Last 4 Digits
- Benefit Group ..... All
- Payroll Group ..... All
- Company Code ..... All
- Location Code ..... All
- Primary Sort ..... Last Name
- Secondary Sort ..... First Name
- Report Format ..... Excel
- Total By ..... All

At the bottom right, there are buttons for "Schedule Report", "Generate Report", and "About This Report".

Two callout boxes are shown below the main interface:

- Choose Report Type:** A list with three options: "Full Report" (checked), "One Participant Only", and "Summary & Totals Only". An "OK" button is at the bottom right.
- Choose Report Version:** A list with two options: "All (To Date)" (checked) and "Enrollment Changes". An "OK" button is at the bottom right.

Red lines connect the "Full Report" and "All (To Date)" options in the callout boxes to their respective fields in the main interface.

# Additional Options (continued)

- Number listed shows how many are either selected or available

1	Benefit Group .....	All
1	Payroll Group .....	All
9	Company Code .....	All
3	Location Code .....	Various

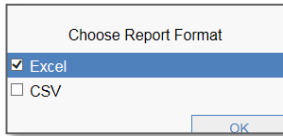


The screenshot shows a software interface for 'Healthcare & Dependent Care'. At the top, there are tabs for 'Healthcare & Dependent Care', 'Data Availability', and 'Details'. Below these are three filter categories: 'Account Activity', 'On Demand', and 'Account activity per participant'. The 'Account Activity' section is expanded, showing a list of filters with their current values: Plan Name (Health Reimbursement Arrangement Plan(HRA) - 1/1/11 to ...), Report Version (All (To Date)), Report Type (Full Report), ID Code Display (Last 4 Digits), Benefit Group (All), Payroll Group (All), Company Code (All), Location Code (All), Primary Sort (Last Name), Secondary Sort (First Name), and Report Format (Excel). A purple arrow points from the 'Location Code' filter in this screenshot to a dropdown menu below.

The dropdown menu is titled 'Choose Location Code'. It has a blue header bar with a white checkmark and the word 'All'. Below the header, there are four options, each with an unchecked checkbox: 'ACT-911', 'ACT-ASSESSOR', 'ACT-CPED', and 'ACT-CVT'.

# Additional Options (continued)

- Primary Sort
- Secondary Sort
  - Same options as Primary
- Report Format Options



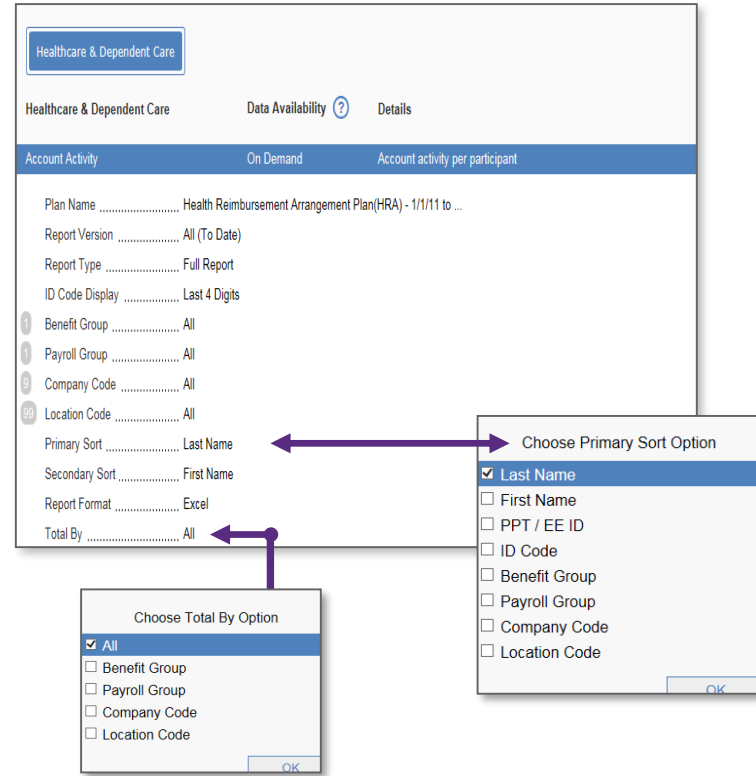
Choose Report Format

Excel

CSV

OK

- Total by Option
  - Provides total by options listed



Healthcare & Dependent Care

Healthcare & Dependent Care Data Availability ? Details

Account Activity On Demand Account activity per participant

Plan Name ..... Health Reimbursement Arrangement Plan(HRA) - 1/1/11 to ...

Report Version ..... All (To Date)

Report Type ..... Full Report

ID Code Display ..... Last 4 Digits

Benefit Group ..... All

Payroll Group ..... All

Company Code ..... All

Location Code ..... All

Primary Sort ..... Last Name

Secondary Sort ..... First Name

Report Format ..... Excel

Total By ..... All

Choose Report Format

Excel

CSV

OK

Choose Primary Sort Option

Last Name

First Name

PPT / EE ID

ID Code

Benefit Group

Payroll Group

Company Code

Location Code

OK

Choose Total By Option

All

Benefit Group

Payroll Group

Company Code

Location Code

OK

# How to Generate a Report

Commuter Programs Reports		Data Availability <span>?</span>	Details	
Account History	On Demand	Participant transit and/or parking account history.		
ID Code Display ..... Last 4 Digits				
Report Format ..... Excel				
		<a href="#">Schedule Report</a>	<a href="#">Generate Report</a>	<a href="#">About This Report</a>
Adds, Cancellations, and Re-Elections	On Demand & Monthly	Adds, Cancels and Re-Elections for the benefit month.		
Cancelled Orders	Monthly	Elections that were cancelled due to insufficient funding.		
Commuter Card	On Demand	Balance and activity for participants with a Commuter Card.		

- **Schedule Report:** Brings up options to schedule a report
- **Generate Report:** Generates report on demand – will be listed on the Pick Up page when ready
- **About This Report:** Pop up box with details about the specific report, including how to use the report

# Generating a Report On Demand

The screenshot displays a user interface for generating reports. It is divided into two main sections: 'Generated On Demand' and 'Generated Per Schedule'. Each section contains a table of reports and a 'Refresh Page' button.


**Generated On Demand Table:**

Report	Program	Plan Code	Requested	By	Generated	Available For
Commuter C...	COM		Today At 10:38 AM...	You	In Progress	N/A
Contribution...	HC&DC	HCFSA...	Today At 7:42 AM ET	You	Today at 7:43 AM ET	1 Day 21:05 Hours

**Generated Per Schedule Table:**

Report	Program	Plan Code	Requested	By	Generated	Available For
Account Activity	HC&DC					30 Days 16:24 Hours

**Report in Progress Modal:**


 **Report in Progress**

Your report will be available on the Pick Up page shortly (and for the next 48 hours).

- Click **Generate a Report** for on demand reports:
  - **Report in Progress** is displayed and takes user to the Pick Up page or other notification option, if selected
  - Continues to show “in progress” under generated column
  - Click **Refresh Page** for an updated status

# Generating On Demand Reports

- For on demand reports, click **Generate a Report**
- Once the report is available, it will show generated date and time
  - Most reports run quickly, depending on how much data is requested (certain reports are prioritized)
  - If report is expected to take a long time, you can request a notification
  - You can close out of the browser and come back later without losing the report
  - Choose to open in Excel or CSV (based on the selected report format)
- Report is available for 48 hours from the time generated

Report	Program	Plan Code	Requested	By	Generated	Available For 
Commuter C...	COM		Today At 10:38 AM...	You	Today at 10:39 AM ET	1 Day 23:59 Hours
Contribution...	HC&DC	HCFSA...	Today At 7:42 AM ET	You	Today at 7:43 AM ET	1 Day 21:04 Hours

# How to Generate a Scheduled Report

- Select either **One Time** or **Recurring**
- Recurring options depend on when data is available, for example:
  - Invoices are based on monthly report, so data is only available monthly
  - MSP data is only available quarterly, so report is only quarterly
  - Funding report will be listed as “Daily” or “Weekly” depending on the employer
- Not all reports can be scheduled
  - Reports based on incoming data, like HSA funding, can’t be predictably scheduled, so they will need to be run on demand

# Schedule a Report Screen

- Select One Time or Recurring reports
- Enter your Start Date
- Choose your Recipients
  - Drop-down will list available recipients\*
  - Select using checkboxes

Account Activity Report Schedule

This report will be generated

Scheduled Date ..... 11/22/2016

1 Recipients ..... User, Demo

Select Recipients

<input checked="" type="checkbox"/>	User, Demo	test12.test12@wageworks.com
<input type="checkbox"/>	Test, Amy	test@test.com
<input type="checkbox"/>	Test, Jane	Test.test@wageworks.com

Account Activity Report Schedule

This report will be generated

Start Date ..... 8/16/2016

4 Recipients ..... Various

\* All recipients need to have report access on the Employer site.

# Schedule Recurring Reports

- Options are based on when data is available (including frequency)
  - Start and End Dates: Specify the timeframe for which the report is to be run
  - Generate Examples: Shows sample dates for the first three reports
  - Cancel: Stops the report
  - Save: Retains your selected report specifications; once saved, obtain the report by clicking the Scheduled Reports tab

Account Activity Report Schedule

This report will be generated

One Time Recurring

The recurring report will be generated

Weekly Monthly

Every 1 week(s) on:

S M T W T F S

Scheduled Start Date ..... 12/1/2016

Scheduled End Date ..... 11/30/2017

Recipients ..... User, Demo

Examples for first 3 reports, based on above selections:

Generate Date	Report Date
12/5/2016	Data available as of generated date
12/12/2016	Data available as of generated date
12/19/2016	Data available as of generated date

Generate Examples Cancel Save

Report Frequency

- Daily
- Weekly
- Monthly
- Yearly

# Editing a Scheduled Report

Report	Program	Plan Code	Frequency	Scheduled	Start Date	# Recipients
Account Activity	HC&DC	HCFSA2016	Daily	10 Aug 2016	1 Sep 2016	1
Account Activity	HC&DC	HCFSA2016	Once	10 Aug 2016	30 Sep 2016	1
Account Activity	HC&DC	HCFSA2016	Monthly	11 Aug 2016	1 Sep 2016	1
Account Activity	HC&DC	HCFSA2016	Weekly	11 Aug 2016	15 Aug 2016	1

- Select the report for editing
  - Once you edit the parameters, select one of the two following options:

- Save the report

- Save as New Scheduled Report & Preserve Previously Scheduled Report
- Save as New Scheduled Report & Cancel Previously Scheduled Report

# Report Versions

# Choosing the Report Type

- Report type:
  - Full Report
  - One Participant Only
  - Summary and Totals Only

The screenshot shows a software interface for configuring a report. At the top, there is a tab labeled 'Healthcare & Dependent Care'. Below this, there are three sub-sections: 'Healthcare & Dependent Care', 'Data Availability ?' (with a question mark icon), and 'Details'. The 'Details' section is expanded, showing a list of configuration options. A purple arrow points from the 'Report Type' field, which is currently set to 'Full Report', to a 'Choose Report Type' dialog box. This dialog box has three options: 'Full Report' (which is selected with a checkmark), 'One Participant Only', and 'Summary & Totals Only'. An 'OK' button is visible at the bottom right of the dialog box.

Healthcare & Dependent Care

Healthcare & Dependent Care      Data Availability ?      Details

Account Activity      On Demand      Account activity per participant

Plan Name ..... Health Reimbursement Arrangement(HRA) - 1/1/11 to ...

Report Version ..... All (To Date)

Report Type ..... Full Report

ID Code Display ..... Last 4 Digits

Benefit Group ..... All

Payroll Group ..... All

Company Code ..... All

Location Code ..... All

Primary Sort ..... Last Name

Secondary Sort ..... First Name

Report Format ..... Excel

Total By ..... All

Choose Report Type

Full Report

One Participant Only

Summary & Totals Only

OK

# Full Report Version

- Full version details:
  - About This Report
  - How to Use This Report
  - Report Parameters
  - Totals
  - Participant details
  - Columns in current report
  - Optional columns are available at the end of the report for SYS EE ID (WageWorks ID) or PPT/EE Status (participant/ employee status)

<b>CARRYOVER REPORT</b>		
<b>DemoWorks</b>		
<b>Health Care FSA 2016 (HCFSA2016) - 1/1/2016 to 12/31/2016</b>		
8/15/2016 ET		
<b>ABOUT THIS REPORT</b>		
• This report displays carryover information - the same information displayed on the Participant Site.		
<b>HOW TO USE THIS REPORT</b>		
• Carryover Transferred from Previous Plan:		
• Carryover Option:		
• Maximum Carryover:		
• Carryover Spent from This Plan:		
• Potential Carryover to Next Plan:		
• Carryover Transferred to Next Plan:		
• Available Balance This Plan (After Transfer):		
• Total Carryover Amount:		
• All Amounts:		
<b>REPORT PARAMETERS</b>		
Plan Name:	Health Care FSA 2016 (HCFSA2016)	
Plan Dates:	1/1/2016 to 12/31/2016	
Report Type:	Full Report	
ID Code Display:	Last 4 Digits	
Benefit Group:	All	
Payroll Group:	All	
Company Code:	All	
Location Code:	All	
Primary Sort:	Last Name	
Secondary Sort:	First Name	
Date Produced:	8/15/2016 ET	
<b>DETAILS</b>		
<b>Total</b>		
Last Name	First Name	PPT / EE ID

# Summary Report Version

- Summary details:
  - About this Report
  - How to Use this Report
  - Report Parameters
  - Summary/Highlights specific to report
  - Totals Only has the same columns as Current Report, but only includes the total

**ABOUT THIS REPORT**

- This report displays all elections as of the date the report is produced.
- This is a full file so it will include all existing elections.
- Participants with a mid-year change in Election Amount are displayed with one row per Election Amount.
- Participants with multiple coverage periods separated by a break in coverage are represented on more than one row, one per period.

**HOW TO USE THIS REPORT**

- Use this report to monitor current enrollments.
- Be sure to enter the plan year start date in the As Of Date field to view Limited Coverage effective on the plan year start date.
- After Open Enrollment has completed, use this report to determine payroll deductions.

**REPORT PARAMETERS**

Plan Name: \_\_\_\_\_  
 Plan Dates: 1/1/2016 to 12/31/2016  
 Report Type: Summary & Totals Only  
 As of Date: 8/15/2016  
 ID Code Display: Last 4 Digits  
 Benefit Group: All  
 Payroll Group: All  
 Company Code: All  
 Location Code: All  
 Primary Sort: Last Name  
 Secondary Sort: First Name  
 Date Produced: 8/15/2016 ET  
 Total By: ALL

**SUMMARY / HIGHLIGHTS**

	Participants	Accounts	%	Avg. Election	Elections	Addl Benefits	Total Benefits
Standard Coverage	17	17	100.00%	\$74.00	\$1,250.00	\$0.00	\$1,250.00
<b>Total</b>	<b>17</b>	<b>17</b>	<b>100.00%</b>	<b>\$74.00</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$1,250.00</b>
	0		0.00%				
	16		94.12%				

**Total**

Last Name	First Name	PFT / EE ID	ID Code	Benefit Group	Payroll Group	Company Code
-----------	------------	-------------	---------	---------------	---------------	--------------

Summary/Highlights:  
Account Activity  
report

**SUMMARY / HIGHLIGHTS**

Card Payments	Amount	%
Card Payments (Pending)	✓	0%
Card Payments (Auto Approved)	✓	0%
Card Payments (Paid Back Check)	✓	0%
Card Payments (Paid Back Claims)	✓	0%
Card Payments (No Further Action)	✓	0%
Card Payments (Receipt or Repayment Needed)	✓	0%
Card Payments (Outstanding / 90+ Days Old)	✓	0%
<b>Card Payments (TOTAL)</b>		<b>100.00%</b>

# Using One Participant Report Version

Account Activity	On Demand	Account activity per participant
Plan Name .....	Health Savings Account(HSA) - 1/1/14 to ...	
Report Version .....	All (To Date)	
Report Type .....	One Participant Only	
ID Code Display .....	Last 4 Digits	
		<a href="#">Search and Display Report</a> <a href="#">About This Report</a>

- Select report type **One Participant Only**
- Enter participant search criteria (at least one field)
- Select participant to display information
  - If participant is not found, go to **Search** again
- Click **Display Report**

Participant Search

Enter search criteria to find a participant ?

Last Name:  First Name:  ID Code:  PPT / EE ID:  Unique ID:  System EE ID:

Search Results: To display report, select a participant and click the Display Report button

Last Name	First Name	ID Code	PPT / EE ID	Unique ID	System EE ID	Benefit Group	Payroll Group
Smith	Jane	9912	999999912	*****9912	40883545	ACTIVE	NONE

Records: 1 to 1 (Total = 1) [Previous](#) [Next](#)

<a href="#">Display Report</a>	<a href="#">Search</a>	<a href="#">Clear</a>	<a href="#">Close</a>
--------------------------------	------------------------	-----------------------	-----------------------

# One Participant Report Version

- One Participant report contains:
  - Report parameters
  - Details on the specific participant
  - All columns on report show (using the scroll bar)
- Click **OK** to go back to the Participant Search screen

**ENROLLMENT REPORT**  
DemoWorks  
Health Savings Account (HSA) - 1/1/2014 to ...

**REPORT PARAMETERS**  
Plan Name: Health Savings Account (HSA)  
Plan Dates: 1/1/2014 to ...  
Report Type: One Participant Only  
As of Date: 8/15/2016  
ID Code Display: Last 4 Digits

Last Name	First Name	PPT / EE ID	ID Code	Benefit Group	Payroll Group
Smith	Jane	9999999991	9991	ACTIVE	Default Payroll Group(None)

< >

OK

# HC/DC Reports Available


# Healthcare & Dependent Care Reports



- Healthcare (HC) and Dependent Care (DC) reports show in alphabetical list
  - HCFSA and DCFSA reports
  - HRA Reports
  - HSA Reports
- Date availability shows when new data is available
- Details gives short description of the report
- Reports available depend employer configurations
  - Carryover reports only show if Carryover is set up for the employer
  - MSP reports only show for HRA clients


# HC & DC Reports Lists

- **FSA, HRA & HAS**
  - Enrollment Report
  - Account Activity Report
  - Contributions & Payments Report
  - Health Care Card Report
  - Custom Contributions Report

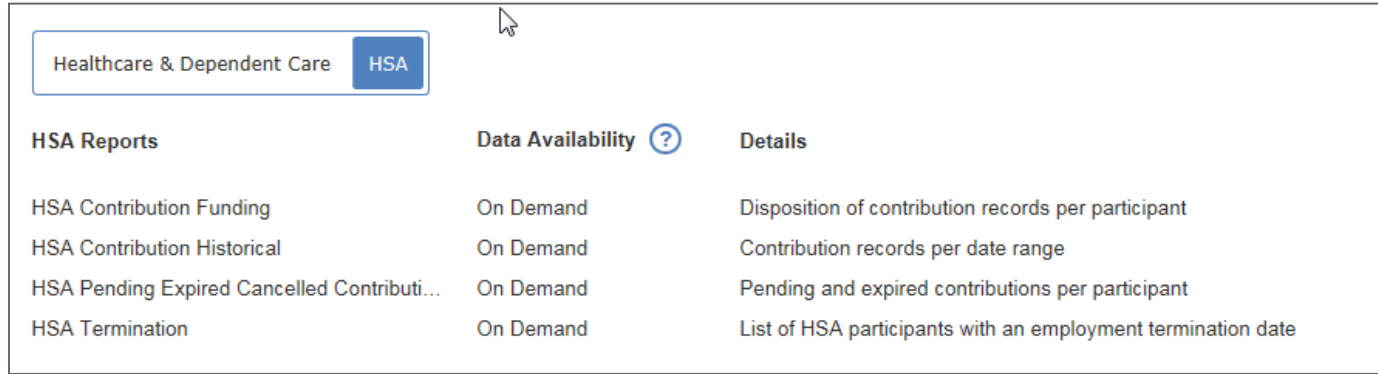
Healthcare & Dependent Care		
Healthcare & Dependent Care	Data Availability 	Details
Account Activity	On Demand	Account activity per participant
Carryover	On Demand	Carryover activity per participant
Contributions & Payments	On Demand	Contributions and payments activity per participant
Custom Contributions	On Demand	Breakdown of custom contributions per description per participant
Enrollment	On Demand	Enrollment / election info per participant
Funding	Daily	Plan and payment info to back up funding requests
Good Will Payments	Monthly	Exception payments not funded from plan / participant accounts
Healthcare Card	On Demand	HC card status info per participant
Invoice	Monthly	Breakdown of participants summarized on the monthly invoice
Late Repayments	On Demand	Repayments posted after the repaid plan's accounting close date
Medicare Secondary Payer (MSP) Data	Quarterly	MSP info per participant
Migration Audit	On Demand	Migration Audit Detail Report
Unclaimed Checks	Quarterly	Payments issued but not cashed per participant

# HC & DC Reports Lists (continued)

- FSA only
  - Carryover Report (if offered)
- HRA only
  - MSP Report

Healthcare & Dependent Care		
Healthcare & Dependent Care	Data Availability 	Details
Account Activity	On Demand	Account activity per participant
Contributions & Payments	On Demand	Contributions and payments activity per participant
Custom Contributions	On Demand	Breakdown of custom contributions per description per participant
Enrollment	On Demand	Enrollment / election info per participant
Funding	Daily	Plan and payment info to back up funding requests
Good Will Payments	Monthly	Exception payments not funded from plan / participant accounts
Healthcare Card	On Demand	HC card status info per participant
Invoice	Monthly	Breakdown of participants summarized on the monthly invoice
Late Repayments	On Demand	Repayments posted after the repaid plan's accounting close date
Unclaimed Checks	Quarterly	Payments issued but not cashed per participant

# HSA Healthcare Reports



The screenshot shows a web interface for HSA reports. At the top, there is a navigation bar with two tabs: "Healthcare & Dependent Care" and "HSA". The "HSA" tab is selected. Below the navigation bar, there is a table with three columns: "HSA Reports", "Data Availability", and "Details". The table lists four reports: "HSA Contribution Funding", "HSA Contribution Historical", "HSA Pending Expired Cancelled Contributi...", and "HSA Termination". Each report has a "Data Availability" of "On Demand" and a "Details" description.

HSA Reports	Data Availability <span>?</span>	Details
HSA Contribution Funding	On Demand	Disposition of contribution records per participant
HSA Contribution Historical	On Demand	Contribution records per date range
HSA Pending Expired Cancelled Contributi...	On Demand	Pending and expired contributions per participant
HSA Termination	On Demand	List of HSA participants with an employment termination date

- Subset of HSA-specific reports are listed under HSA option
- Other reports include HSA information; but only include HSA data
- HSA option only displays if the HSA is available

# Report Format Changes

# Account Summary Details

- Reports parameters are the same; ID Code Display will default to last 4 digits and only show options if ER has that access
- Reports now include **About This Report** tab with key fields and an FAQ on how to use the report

Account Summary      On Demand      Paycheck amount and transit and/or parking account balance.

Report Type ..... Full Report  
ID Code Display ..... Last 4 Digits  
4 Benefit Type ..... All  
4 Plan Type ..... All  
10 Payroll Group ..... All  
127 Location Code ..... All  
9 Company Code ..... All  
Primary Sort ..... Last Name  
Secondary Sort ..... Last Name  
Report Format ..... Excel

[Schedule Report](#)   [Generate Report](#)   [About This Report](#)

# Legacy: About this Report Details

COMMUTER: ACCOUNT SUMMARY REPORT

[FAQ](#)

[WW STAFF](#)

## REPORT PARAMETERS

Report Date 29-Aug-16

Benefit Type

Plan Type

Payroll Group:

Location Code:

Company Code:

Primary Sort

Secondary Sort



## LEGEND

**Available:** On Demand

### Plan Types:

PF PARKING = Payroll Funded Parking Account

PFTC = Payroll Funded Transit Card

PFPC = Payroll Funded Parking Card

PF TRANSIT = Payroll Funded Transit Account

[FAQs - Commuter Account Summary Report - Click Here](#)



# Account Summary (continued)

COMMUTER ACCOUNT SUMMARY REPORT	
City of New York	
8/29/2016 ET	
<b>ABOUT THIS REPORT</b>	
<ul style="list-style-type: none"><li>• The Account Summary Report shows participants' per paycheck contributions and current transit and/or parking account balance.</li><li>• This report is updated nightly with the most current data.</li><li>• Below are descriptions of key fields on this report:<ul style="list-style-type: none"><li>◦ <b>Benefit Type</b> - The Account type the participant is enrolled in. This report will display one row for Transit and/or Parking per participant.<ul style="list-style-type: none"><li>• PFTC - Payroll Funded Transit Card, PFTRANSIT - Payroll Funded Transit Account, PFPC - Payroll Funded Parking Card, PFPARKING - Payroll Funded Parking Account</li></ul></li><li>◦ <b>Per Paycheck Contribution</b> - Amount that will be deducted on a per paycheck basis based on the participant's monthly election and number of paychecks in a standard month for the participant.</li><li>◦ <b>Funded Balance</b> - The current amount of funds that are in the participant's account at the time the report is run.</li><li>◦ <b>Pre-Tax Funded Balance</b> - The amount of pre-tax funds that are in the participant's account at the time the report is run.</li><li>◦ <b>Post-Tax Funded Balance</b> - The current amount of post-tax funds that are in the participant's account at the time the report is run.</li></ul></li></ul>	
<b>HOW TO USE THIS REPORT</b>	
<ul style="list-style-type: none"><li>• Use this report to view participants' per paycheck contributions and current transit and/or parking account balance.</li><li>• This report should not be used to calculate payroll deductions.</li><li>• All participants will appear on this report including terminated participants.</li></ul>	
<b>REPORT PARAMETERS</b>	
Report Type:	Full Report
ID Code Display:	Last 4 Digits
Benefit Type:	ALL
Plan Type:	ALL
Payroll Group:	ALL
Location Code:	ALL
Company Code:	ALL
Primary Sort:	Last Name
Secondary Sort:	Last Name
Date Processed:	8/29/2016 ET
<b>DETAILS</b>	
Total	98652 Employees

- Added **PPT EE Status** and **SYS EE ID** to the end of each report



PPT EE Status	SYS EE ID
Current	32066352
Current	39567426
Termed (07/05/16)	32689406
Termed (09/05/16)	32836665

# Add, Cancellations and Re-Elections

- Report Parameters are dynamic
- Some reports include **Summary/Highlights** section

[Add, Cancellations, and Re-Elections](#)    [On Demand & Monthly](#)    [Add, Cancels and Re-Elections for the benefit month.](#)

Benefit Month ..... Sep-16  
 Report Type ..... Full Report  
 ID Code Display ..... Last 4 Digits  
 Benefit Type ..... All  
 Action ..... All  
 Location Code ..... All  
 Company Code ..... All  
 Primary Sort ..... Last Name  
 Secondary Sort ..... Last Name  
 Report Format ..... Excel

[Schedule Report](#)    [Generate Report](#)    [About This Report](#)

**REPORT PARAMETERS**

Benefit Month : Sep-16  
 Report Type: Full Report  
 ID Code Display: Last 4 Digits  
 Benefit Type: All  
 Action: All  
 Location Code: ALL  
 Company Code: ALL  
 Primary Sort: Last Name  
 Secondary Sort: Last Name  
 Date Processed: 8/29/2016 ET

**SUMMARY / HIGHLIGHTS**

Actions	Pub Trans	Vanpool	Parking	Total
Adds	0	0	0	0
Cancellations	35	0	12	47
Re-Elections	0	0	0	0

**DETAILS**

Total 47 Participants

Last Name	First Name	ID Code	PPT EE ID	Location Code	Company Code	Commuter Status	Termination Date
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# Commuter Reports (COM)

# Commuter Reports (COM)

- **Commuter Programs Reports** listed alphabetically
- **Data Availability** shows when new data is available
- **Details** provides short report description

Commuter Programs		
Commuter Programs Reports	Data Availability ?	Details
Adds, Cancellations, and Re-Elections	On Demand & Monthly	Adds, Cancels and Re-Elections for the benefit month.
Adjustments	Monthly	Invoice adjustments made for a prior benefit month.
Applied Credits	Monthly	Participant credit activity during the past month.
Available Credits	On Demand	Available credits for each participant by benefit and credit type.
Commuter Card	On Demand	Balance and activity for participants with a Commuter Card.
Commuter Ordinance Tracking Report	On Demand	Commuter Ordinance Tracking Report.
Election	On Demand & Monthly	Participant commuter election details for the benefit month.
Employer Parking	On Demand & Monthly	Employer Parking elections for the benefit month.
Employer Parking Adds, Re-Enrolls & Terms	On Demand & Monthly	Adds, Cancel & Re-Enrolls for the Employer Parking program.
Forfeiture	Monthly	Terminated participant funds returned to Program Sponsor.
Lost Pass Count	On Demand	Count of lost passes reported by participants.
Other Checks (Invoice Detail)	Monthly	Participant detail for Other Checks on the commuter invoice.
Pay Me Back	Monthly	Activity for participants with Pay Me Back elections.
Payroll	Monthly	Payroll activity for selected benefit month.
Uncashed Checks	Quarterly	Uncashed Participant checks returned for escheatment.

- Commuter Programs may include Employer Parking and Transit
- Employer Parking and Transit is still listed under those tabs

# Commuter Reports (CX)

# Commuter Reports (CX)


- **Commuter Programs Reports** listed alphabetically
- **Data Availability** shows when new data is available
- **Details** provides short report description

Commuter Programs		
Commuter Programs Reports	Data Availability ?	Details
Account History	On Demand	Participant transit and/or parking account history.
Adds, Cancellations, and Re-Elections	On Demand & Monthly	Adds, Cancels and Re-Elections for the benefit month.
Cancelled Orders	Monthly	Elections that were cancelled due to insufficient funding.
Commuter Card	On Demand	Balance and activity for participants with a Commuter Card.
Election	On Demand & Monthly	Participant commuter election details for the benefit month.
Insufficient Funds	Monthly	Accounts with a shortfall of funds for the current order.
Lost Pass Count	On Demand	Count of lost passes reported by participants.
Pay Me Back	On Demand	Activity for participants with Pay Me Back elections.
Payment	Monthly	Participant level payment details.
Processing Fee	Monthly	Participant detail of processing fees for reimbursements.
Unclaimed Checks	Quarterly	Uncashed Participant checks returned for escheatment.

# Commuter Reports (CAM)

# Commuter Reports (CAM)

- **Commuter Programs Reports** listed alphabetically
- **Data Availability** shows when new data is available
- **Details** provides short report description

Commuter Programs		
Commuter Programs Reports	Data Availability 	Details
Account Summary	On Demand	Paycheck amount and transit and/or parking account balance.
Adds, Cancellations, and Re-Elections	On Demand & Monthly	Adds, Cancels and Re-Elections for the benefit month.
Adjustments	Monthly	Account adjustments made for a previous benefit month.
Cancelled Orders	Monthly	Elections that were cancelled due to insufficient funding.
Commuter Card	On Demand	Balance and activity for participants with a Commuter Card.
Commuter Ordinance Tracking Report	On Demand	Commuter Ordinance Tracking Report.
Election	On Demand & Monthly	Participant commuter election details for the benefit month.
Enrollment	On Demand & Monthly	Commuter Enrollments for the benefit month selected.
Forfeiture	Monthly	Terminated participant funds returned to Program Sponsor.
Funding	On Demand	Participant payroll activity for the date range selected.
Funding Recovery	Monthly	Participant funds returned to the Program Sponsor.
Participant Fees	Monthly	Participant detail for monthly Administrative Fees invoice.
Pay Me Back	On Demand	Activity for participants with Pay Me Back elections.
Unclaimed Checks	Quarterly	Uncashed Participant checks returned for escheatment.

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