



GEORGIA DEPARTMENT
OF COMMUNITY HEALTH

State Health Benefit Plan Automated Agency Files

DCH - State Health Benefit Plan (SHBP) Enrollment Portal



Presentation to: SHBP Automated File Agencies

Presented by: SHBP Administrative Solutions Team (AST)

Date: October 13, 2013



Mission

The Georgia Department of Community Health

We will provide Georgians with access to affordable, quality health care through effective planning, purchasing and oversight.

We are dedicated to A Healthy Georgia.

Agenda

- **Automated Agency Files**
 - Payroll Update File (PUF)
 - Add Update File (AUF)
- **File Layout**
- **Critical AUF Submittal Errors**
- **ViewDirect Error Reports**
- **AUF File Corrections**
- **Questions**



Automated Agency Files



Automated Agency Files

Currently Automated Agency Files:

- Payroll Update File (PUF)
- Add Update File (AUF)

These files are submitted through to SHBP Information Technology (IT) through the File Upload Site at (www.shbpfile.ga.gov).

PUF

Payroll Update File (PUF):

- Uploaded monthly immediately following agency deductions
- Used for comparison of discrepancies between Membership Enrollment Management System (MEMS)/SHBP Enrollment Portal and the Agency Payroll System
- Posted on ViewDirect

AUF

Add Update File (AUF):

- Change File
- Uploaded Daily
- Added as of April 1, 2013
 - Fields for Physical Address and E-mail Address
 - Language
 - Ethnicity

AUF

- New record type of Miscellaneous Changes (MISC) for updates to :
 - Name
 - Address
 - City
 - State
 - Zip Code
 - Phone Number
 - E-mail Address
 - Salary
 - Hours Scheduled per Week

File Layout



File Layout

Multi Purpose Payroll Interface (MPPI) file fields were expanded to include:

- Ethnicity
- Primary Language
- E-mail Address

File Layout

Required fields are indicated with a 'Y' in the AUF - Add and Update File from Billing Location column on the MPPI File Layout. The following are required fields on the AUF:

Field Name	AUF: Add and Update File from Billing Location
Payroll Location	Y
Record Type	Y
Employee SSN	Y
Last Name	Y
First Name	Y
Street Address 1	Y
Street Address 2	Y
City	Y
State	Y
Postal Code	Y
Date of Birth	Y
Sex (Gender)	Y
SHBP Eligible	Y
Hire Date	Y
Coverage End Date	Y
Date of Death	Y (if applicable)
Date of Last Deduction	Y (if applicable)
Employee Status	Y
Monthly Salary	Y
Hours Scheduled per Week	Y
Email	Y (if applicable)

Critical AUF Submittal Errors



Critical AUF Submittal Errors

- **Original Date of Hire vs. Hire Date**

Original Hire Date is the date the employee originally (initially) became employed. The Hire Date is actually the Transfer Date.

- **Date of Birth**

Incorrect Changes for Medicare Options

- **Sex (Gender)**

Male or Female are acceptable, Unknown or Same Sex are not acceptable

- **Hours Scheduled per Week (Hours Worked)**

At least 32 hours unless part of participating group with exceptions

ViewDirect Error Reports



ViewDirect Error Reports

- AUF file submittal errors from the agencies are listed on the MEMS to ADP Error Report (SHERRADP) Report
- This report is posted daily to ViewDirect
- Do not call SHBP AST (Employer Services) until you have checked this report for your agency

AUF File Corrections



AUF File Corrections

- It is the responsibility of the agency to review and work the daily posting of the SHERRADP report daily
- For whatever reason, the employee transaction did not load in the MEMS to ADP file, the agency must make the correction and resubmit the correction via AUF
- SHBP AST (Employer Services) cannot make the correction but are available for questions regarding the re-submittal of corrected information via AUF file



Questions?

Thank You.

