

# General Board of Pensions

Plan Sponsor Introduction to the  
WageWorks Employer and Employee Site

# Reports



# WageWorks Reports

Plan Sponsors will be given access to run reports from the WageWorks Employer Site. This will allow you to see the YTD status of a participant's account as long as they are assigned to your Plan Sponsor code.

## Report Types

**Reports are organized by Plan Type:**

HealthCare & Dependent Care

Commuter Benefits

Other Programs

**The reports most relevant to typical HC Reimbursement Accounts are as follows:**

Enrollment Report

Contributions and Payments Report

Account Activity Report

Funding Report

HealthCare Card Report

# WageWorks Reports



Program Sponsor

General Board of Pensions (GBOP) (32385)

DR: WageWorks

## REPORTS

HC & DC AND COMMUTER | OTHER PROGRAMS

## REPORTS

### HEALTH CARE & DEPENDENT CARE

#	Report Name	Available
1	Enrollment Report	On Demand
2	Invoice Report	On Demand & Monthly
3	Funding Report	On Demand & Weekly
4	Account Activity Report	On Demand
5	Contributions & Payments Report	On Demand
6	Health Care Card Report	On Demand
7	Good Will Payments Report	On Demand & Monthly
8	Unclaimed Checks Report	Quarterly
9	Medicare Secondary Payer (MSP) Data Report	Quarterly
10	Late Repayments Report	On Demand
11	Migration Audit Report	On Demand

## FSA & HRA Spending & Reimbursement Reports

- Account Activity Report
- Contributions & Payments Report
- Health Care Card Report

# Account Activity Report

Captures FSA and HRA spending, reimbursements, and repayments.



General Board of Pensions (GBOP) (32385)

## REPORTS

HC & DC AND COMMITTEE OTHER PROGRAMS

### ACCOUNT ACTIVITY REPORT

Health Care FSA 2014 (HC FSA) - 1/1/2014 to 12/31/2014

#### REPORT PARAMETERS

Plan Name: Health Care FSA 2014 (HC FSA) - 1/1/2014 to 12/31/2014

Report Version:

☒ All (To Date)

☐ Enrollment Changes

☐ Qualified Changes

☐ HSA Status Changes

Benefit Group: All

Payroll Group: All

Company Code: All

Location Code: All

Primary Sort: Last Name

Secondary Sort: First Name

\* Records Posted From and Through Dates are required only for the Enroll of this report displays all records posted to date without regard to dates entered

DISPLAY

DOWNLOAD

CANCEL

			\$338,336.00	\$338,336.00	\$0.00	\$338,336.00	\$202,814.28	\$0.00	\$0.00	\$0.00	\$0.00
Coverage Effective Date	Coverage End Date	Claims Deadline	Election Amount	Maximum Election Amount	Additional Benefits	TOTAL BENEFITS	Pre-Tax AH Payroll Deductions	Post-Tax AH Payroll Deductions	Pre-Tax PS Contributions (Election Amount)	Post-Tax PS Contributions (Election Amount)	Other Post Tax Contributions (Additional Benefits)
01/01/2014	02/28/2014	05/29/2014	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$432.72	\$0.00	\$0.00	\$0.00	\$0.00
01/01/2014	05/01/2014	07/30/2014	\$500.00	\$500.00	\$0.00	\$500.00	\$163.54	\$0.00	\$0.00	\$0.00	\$0.00
01/01/2014	03/15/2015	04/30/2015	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$1,586.64	\$0.00	\$0.00	\$0.00	\$0.00
01/01/2014	03/15/2015	04/30/2015	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$1,586.64	\$0.00	\$0.00	\$0.00	\$0.00

# Account Activity Report


This report can also be used to capture mid-year enrollment change data


**ACCOUNT ACTIVITY REPORT**  
**Health Care FSA 2013 (HC FSA) - 1/1/2013 to 12/31/2013**

**REPORT PARAMETERS**

**Plan Name:** Health Care FSA 2013 (HC FSA) - 1/1/2013 to 1 ▾

**Report Version:**  
☐ All (To Date)  
☒ Enrollment Changes  
☐ Qualified Changes  
☐ HSA Status Changes

**Records Posted From \*:** 03/01/2013 

**Records Posted Through \*:** 10/13/2013 

SUMMARY - ENROLLMENT CHANGES	#	Election Amount	Avg. Election	Election Change	Avg. Change
Add	21	\$11,847.00	\$564.14		
Change	1	\$494.00	\$494.00	\$0.00	\$0.00
Cancel	3	\$6,500.00	\$2,166.67		
Unenroll	0	\$0.00	\$0.00		
Total	25	\$18,841.00	\$753.64	\$0.00	\$0.00

# Contribution and Payments Report

Essentially captures same type of spend/reimbursement/repayment data, but allows you to select a specific timeframe

**CONTRIBUTIONS & PAYMENTS REPORT**  
Health Care FSA 2013 (HC FSA) - 1/1/2013 to 12/31/2013

**REPORT PARAMETERS**

Plan Name: Health Care FSA 2013 (HC FSA) - 1/1/2013 to 12/31/2013

Posted / Issued From: 10/02/2013

Posted / Issued Through: 10/14/2013

Benefit Group: All

## SUMMARY/HIGHLIGHTS

	Amount
<b>Beginning Balance</b>	<b>(\$103,505.79)</b>
Total Contributions	\$69,778.74
Total Payments (Issued)	\$28,764.43
Total Repayments	\$120.95
<b>Ending Balance</b>	<b>(\$62,370.53)</b>

\$24,589.43	\$866.20	\$3,308.80	\$0.00	\$28,764.43	\$120.95	(\$62,370.53)
<b>Card Payments</b>	<b>Pay My Provider Payments</b>	<b>Pay Me Back Claims</b>	<b>Other Claims</b>	<b>TOTAL PAYMENTS (ISSUED)</b>	<b>TOTAL REPAYMENTS</b>	<b>ENDING ACCOUNT BALANCE (ACTUAL)</b>
\$ 00	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00	\$62,370.53

# Health Care Card Report

Captures HC Card statistics such as # of dependent cards, activation rates, and unverified transaction data

SUMMARY - CARD ACTIVATION	Issued	Activated	%
Current Account Holder Cards	1310	1147	88%
Current Dependent Cards	421	353	84%
<b>Total Current Cards</b>	<b>1731</b>	<b>1500</b>	<b>87%</b>

1310	1147	0	1310	1147	426	353	5	421	353
Total Account Holder (AH) Cards Issued	Total AH Cards Activated	Total AH Cards Cancelled/Expired	Current AH Cards	Current AH Cards Activated	Total Dependent (DEP) Cards Issued	Total DEP Cards Activated	Total DEP Cards Cancelled/Expired	Current DEP Cards	Current DEP Cards Activated

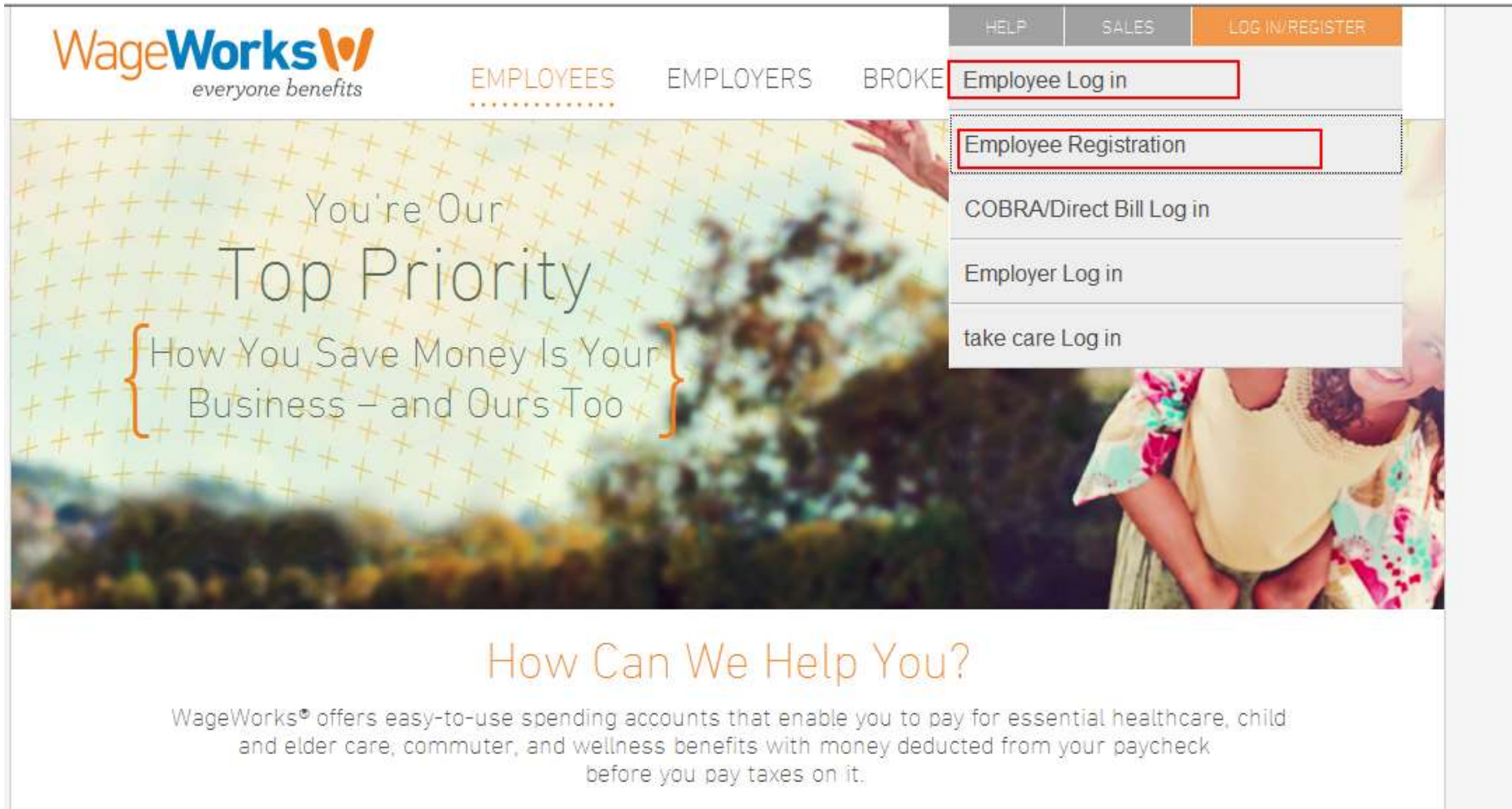
24.1%	\$144,410.48	\$105,487.73	\$38,025.18	\$4,294.46	\$67,304.02	\$67,079.62	Yes = 238
% Outstanding Card Use to Available Balance	Total Unverified Card Transactions Effective 1/1/2012	Total Unverified Transactions Plan To Date	Card Transactions Aged 20 - 80 Days (Plan To Date)	Card Transactions Aged 80 - 90 Days - Suspension Imminent (Plan To	Card Transactions Aged 90 Days or More - Suspension Current	Card Payments (Outstanding / 90+ Days Old / Force Auto Repay)	Cards Suspended



# Participant Site



# Participant Account Access



The screenshot displays the WageWorks website interface. At the top left is the WageWorks logo with the tagline "everyone benefits". Navigation links for "EMPLOYEES", "EMPLOYERS", and "BROKERS" are visible. A top navigation bar includes "HELP", "SALES", and "LOG IN/REGISTER". A dropdown menu is open under "LOG IN/REGISTER", listing "Employee Log in", "Employee Registration", "COBRA/Direct Bill Log in", "Employer Log in", and "take care Log in". The main banner features the text "You're Our Top Priority" and "How You Save Money Is Your Business – and Ours Too" over a background of a child's hands reaching up. Below the banner, the heading "How Can We Help You?" is followed by a paragraph describing WageWorks' services.

**WageWorks**  
everyone benefits

EMPLOYEES EMPLOYERS BROKERS

HELP SALES LOG IN/REGISTER

Employee Log in

Employee Registration

COBRA/Direct Bill Log in

Employer Log in

take care Log in

You're Our  
Top Priority

{ How You Save Money Is Your  
Business – and Ours Too }

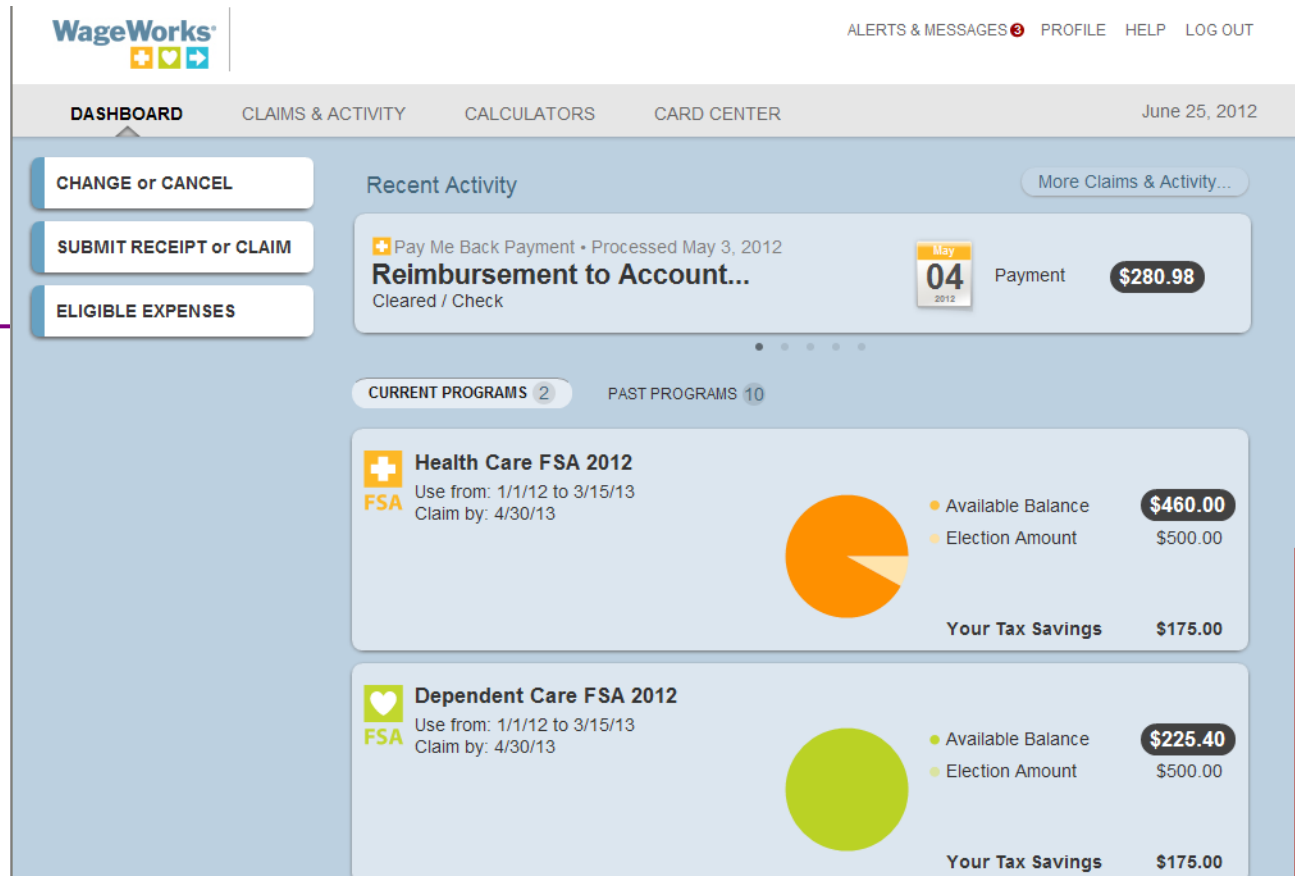
How Can We Help You?

WageWorks® offers easy-to-use spending accounts that enable you to pay for essential healthcare, child and elder care, commuter, and wellness benefits with money deducted from your paycheck before you pay taxes on it.

# Online Features and Functionality

One Dashboard for all  
Plans

- Health Care
- Dependent Care



# Participant Notifications

- Online view of all activity is available at anytime.
- CUV and EOB notices are emailed upon receipt of claim.
  - Mailed notice will be sent if participant does not have email address on file.

The screenshot displays the WageWorks participant portal interface. At the top, the WageWorks logo is on the left, and navigation links for 'ALERTS & MESSAGES', 'PROFILE', 'HELP', and 'LOG OUT' are on the right. Below this is a main navigation bar with 'DASHBOARD', 'CLAIMS & ACTIVITY' (selected), 'CALCULATORS', and 'CARD CENTER'. The date 'June 25, 2012' is shown on the right. The left sidebar contains buttons for 'SUBMIT RECEIPT or CLAIM' and 'ELIGIBLE EXPENSES'. The main content area features filters for 'ALL CLAIMS & ACTIVITY', 'HEALTH CARE', and 'DEPENDENT CARE', along with dropdown menus for 'All Transactions', 'All Statuses', and 'Date Processed'. A list of transactions is displayed, including a 'Reimbursement to Account...' for \$280.98 and two 'Rx (prescription)' claims for \$6.96 and \$16.11 respectively. Each transaction entry includes a date, status, and a 'Files' icon with a count.

Transaction Type	Date	Status	Amount	Files
Pay Me Back Payment	May 04, 2012	Payment	\$280.98	1
Pay Me Back Claim	May 02, 2012	Claim Approved / Not Paid (NSF)	\$6.96	1
Pay Me Back Claim	May 02, 2012	Claim Approved / Not Paid (NSF)	\$16.11	1

# Customer Service

- Participants may call for account information at **877-WageWorks (877-924-3967)**
- Customer Service Representatives are available Monday thru Friday, 8 AM to 8 PM ET (excluding holidays)

# Questions





***Thank You.***

