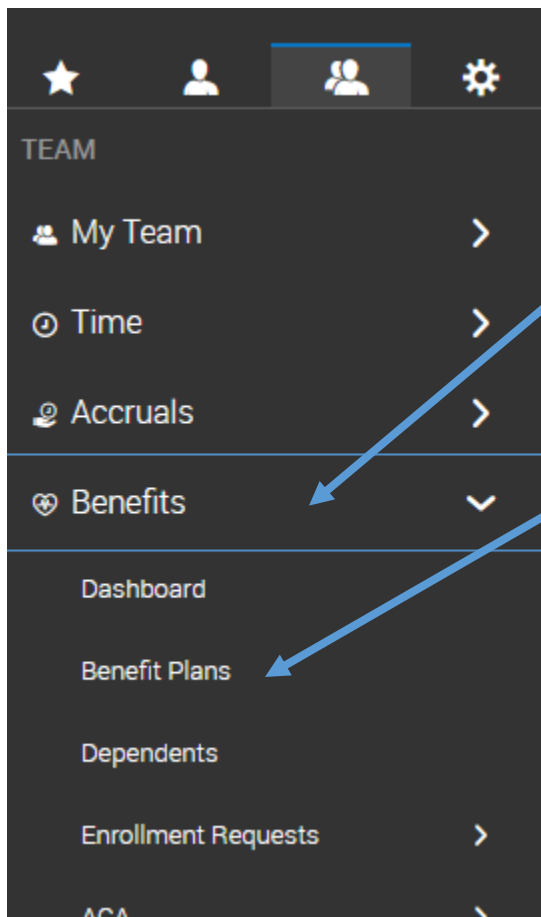


CENTRALLY HR (CHR) Override Benefits Enrollment premium

How to override health premium deduction amount.

**Use this guide if changing premium deduction over a period of time. For example August to December, to make up for missed payments in the off / summer months.*

Login to CHR and go to My Team.



1. Go to Benefits.

2. Click on Benefit Plans.

3. Type employee first or last name.

← Employee Benefit Plans

ADD NEW VIEW EDIT DELETE

Page 1 of 1 1-1 of 1 Rows Saved: [System] Columns (2) (2)

Employee Id	First Name	Last Name	Employee EIN	Employee Status	Benefit Type	Benefit Plan Name
1901			Blessed Sacrament EDP/Parish/...	Active	Medical	General Valuecare Network (PVC)

Employee Information icon

4. Click on Employee Information.

CENTRALLY HR (CHR) Override Benefits Enrollment premium

5. Go to the HR tab.

Employee Profile

Hired Date: 02/20/2015 (4 Years, 9 Months, 15 Days)

Main Payroll **HR** Schedules ACA Edit Tabs

JUMP TO

- Benefit Profile Enrollment Override
- All Forms
- Benefit Plans
- HR Custom Fields

Benefit Profile Enrollment Override

Profile: Choose... Start Date: mm/dd/yyyy End Date: mm/dd/yyyy

All Forms

Page 1 of 1 1 - 1 of 1 Rows

6. Click on Benefit Plans.

JUMP TO

- Benefit Profile Enrollment Override
- All Forms
- Benefit Plans**
- HR Custom Fields
- Benefit Salaries
- Education

Benefit Plans

ENROLLED WAIVED

Page 1 of 1 1 - 1 of 1 Rows Current + Add

Plan Name	Coverage Level	Deduction Effective From	Deduction Effective To	Coverage Effective From	Coverage Effective To
General Valuecare Network (PVC)	Family	09/01/2020	12/31/9999	01/01/2020	12/31/9999

7. Click on Plan Name

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8. Scroll down the page to Employee Deductions.

All Employee Deductions

Plan Name	Coverage Level	Coverage Effective From	Coverage Effective To
General Valuecare Network (PVC)	Family	01/01/2020	12/31/9999

Deduction Name	Deduction Effective From	Deduction Effective To
Health Insurance 125	01/15/2020	08/31/2020
Health Insurance 125	09/01/2020	12/31/9999

9. Go to Current employee's health deduction name.

Scheduled Deduction

SAVE ADD NEW

Deduction: Health Insurance 125

JUMP TO

- Scheduled Deduction
- Settings
- Arrearage Settings
- Cost Center Defaults
- Goal
- Processing Values
- Adjustments

Settings

Benefit Plan: General Valuecare Network (PVC) Coverage Level: Family

Employee

Override Amount

Amount: \$ 825.00

Frequency: Every Scheduled Pay Block Last (3rd or 5th)

Employer

Override Amount

Amount: \$ 750.00

Frequency: Every Scheduled Pay Block Last (3rd or 5th)

10. Under Settings, check the box for Override Amount. Change to the desired amount. This will change the deduction moving forward.

11. Click Save.