



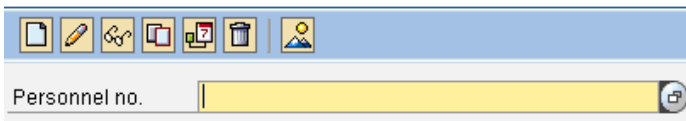
CREATING AN ADJUSTMENT REASON

1. Enter transaction code **PA30** in the Control Box and click 

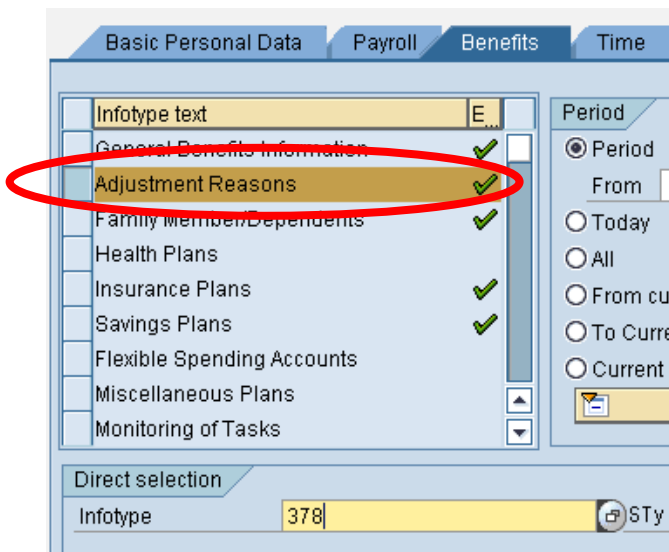


2. Enter the employee's personnel number or search for the employee and click  or enter.

Maintain HR Master Data



3. Select the Benefits tab, then highlight the Adjustment Reasons row OR type the Infotype "378" in the Direct Selection box.



4. Click the **Create** icon.



5. Select the appropriate Adjustment Reason for the qualifying event. View the adjustment reason job aid for assistance:

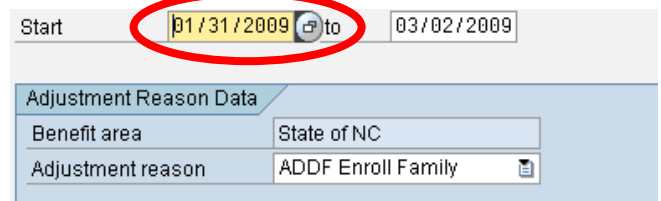
http://help.mybeacon.nc.gov/beaconhelp/Benefits/Benefits%20Job%20Aids/pdf_Adjustment_Reasons_091808.pdf

Agency HR has access only to the following adjustment reasons:

- ADDF – Enroll Family (Dependents)
- DCAR – FSA Dep Changes (Dependent child FSA changes)
- DRPF – Drop Family (Dependents)
- DTH – Death of Dependent
- DVC – Divorce
- MRG – Marriage (Employee marries)
- MRGD – Dependent Marries
- NCHD – Add Foster/Step Child
- NEWB – Birth or Adoption of a Child
- NLS – No longer a Student
- SEP – Separation (Spouse)
- SMC – Subst. Money Change (> \$50)
- SRQ – Subscriber Request
- STU – New Student

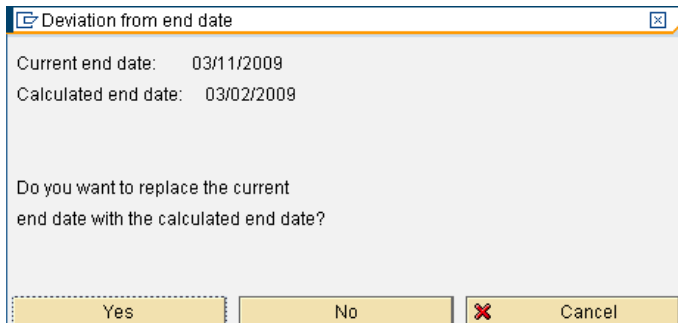
NOTE: Documentation to verify proof that the employee's qualifying event is valued should be maintain by the agency.

6. Change the start date to the qualifying event date.



7. When the deviation from end date screen pops up, click **Yes**.


NOTE: The adjustment reasons end date is automatically calculated for 30 days.





Deviation from end date

Current end date: 03/11/2009
Calculated end date: 03/02/2009

Do you want to replace the current end date with the calculated end date?

Yes No  Cancel

8. If needed, add comments to the Adjustment Reason by clicking on Edit, then Maintain Text. Click **Save**  after entering in comments.
9. After ensuring the start date is correct, click **Save** 
NOTE: *The start date on IT 378 is critical when benefit plans begin. NC Flex plans begin the first of the month after the adjustment reason start date. The State Health Plan (SHP) begins first of the month after the adjustment reason or the first of the second month. The only exception is the NEWB (new born) adjustment reason which allows the employee the choice of starting the SHP the date of birth (the qualifying event date) or the first of the month after the date of birth.*