

The following communication is being sent on behalf of Human Resources Administration Division of Department of Administrative Services. The Annual Benefits Base Rate (ABBR) for the upcoming FLEX Plan Year (January 1 through December 31, 2012) will be calculated and updated within TeamWorks after the close of business on Wednesday, **October 3, 2012**. The ABBR will be calculated based on information that was in TeamWorks at that time, so users need to make sure the compensation rates in effect as of **October 1, 2012**, are up to date. The process will use the Annual Pay Rate from the Compensation Tab in Job Data and all other applicable additional pay. Accordingly, the employee's Frozen Annual Benefit Salary in GaBreeze for the 2013 Plan Year will be updated to reflect the Annual Benefits Base Rate (ABBR).

What is the ABBR Refresh Process?

The process which refreshes the Annual Benefits Base Rate (ABBR) builds a Job Data row for each employee who is active or on leave of absence. The "Action/Reason" of the row is "Data Change/Refresh Annual Benefits Base Rt" and the effective date of the row will be **October 1, 2012**.

What if a Correction of Annual Benefits Base Rate (ABBR) is Needed?

To ensure the accuracy of the ABBR, please review your agency's employee records by October 3rd in TeamWorks to determine whether the annual pay rate and additional pay values are accurate. If the Annual Benefits Base Rate for an employee requires correction after the refresh is run on October 3, please perform the following:

- (1) Apply the entry (or entries) that will correct the employee's data in TeamWorks.
- (2) Enter a Job Data row (use the action code of "Data Change" and the reason code of "Correct Annual Benefit Base Rt" with an effective date of 10/01/2012) to correct the Annual Benefits Base Rate. Also, ensure that the ABBR amount on the Benefits Program Participation page is corrected.

Additionally, agencies should correct the Frozen Annual Benefit Salary (ABBR) in GaBreeze by using the Frozen Annual Benefit Salary Smart Form. By submitting this form, the necessary corrections to the employee's record in GaBreeze for the 2013 Plan Year will be updated to reflect and calculate correctly. To access the Frozen Annual Benefit Salary Smart Form, log onto the GaBreeze Employer Website and go to SMART FORMS. **This is for any salary corrections done in TeamWorks after the ABBR process deadline of October 3rd.**

Special Circumstances Information

For employees with special circumstances in Job Data, the processing will be slightly different:

1. Employees who already have an October 1, 2012 Job Data row will have the ABBR row added with the next higher effective sequence number in addition to the October 1, 2012 date.

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2. Employees who already have a Job Data row (or rows) with an effective date later than October 1, 2012, will have the October 1, 2012 ABBR row inserted in its proper place and the later dated rows will have their Annual Benefits Base Rate changed to the newly calculated amount for Plan Year 2013.
3. Employees who have been transferred out of one agency and not yet been transferred into another agency (their top Job Data row will have an "Action/Reason" of "XFR/OUT" and an Employee Status of "Leave of Absence") will not have an Annual Benefits Base Rate row built. Their top existing Job Data row will be updated with the new ABBR amount. An ABBR row as the top Job Data row would prevent the employee from being transferred into the new agency via the Transfer/Rehire Panel.
4. An Employee hired or rehired with an effective date later than October 1, 2012 will have the Annual Benefits Base Rate from the top Job Data row used for Annual Enrollment processing.

QUESTIONS: **HRA Team**
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