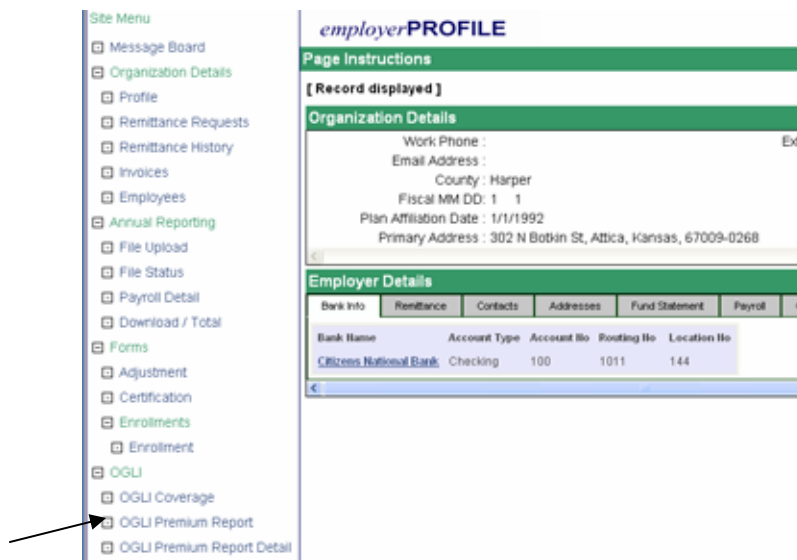


Monthly Reports for Optional Group Life Insurance

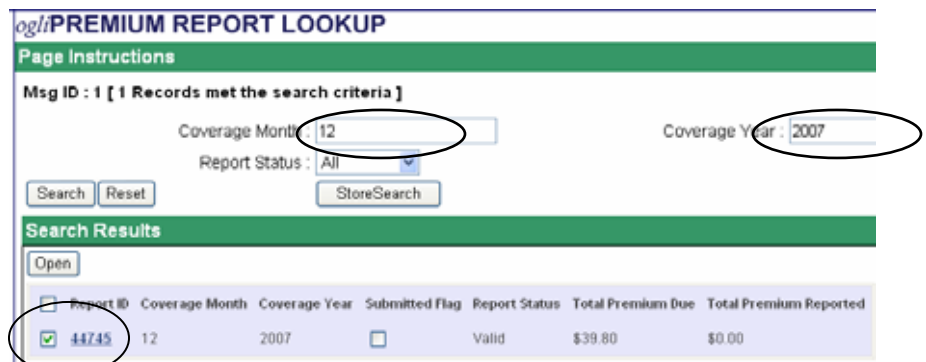
Step 1: Navigate to OGLI Premium Report screen

After login, the portal will open to your Employer Profile screen. On the Site Menu, click **OGLI Premium Report**.



Step 2: Look up OGLI report

Enter the coverage month and year, then click the **Search** button. One line of detail will appear (Report ID, Coverage Month, Coverage Year, etc). You can open this report one of two ways. Click the **box** next to the Report ID and then click the **Open** button, or click on the **Report ID** number (bold and underlined). Either method will open the report.



Once the report is open, you will see two panels of information.

1. Report Summary (the "totals" page of the report)
2. Other Details (an alphabetical listing of employees with OGLI coverage)
You will work through this list to review and validate each record. All employees are listed on one continuous page. Scroll down the page to find the record you are looking for.

Step 3: Open employee OGLI report detail

Records may be opened one at a time by clicking the **box** next to the employee's SSN and clicking the **Open** button. Open only the records that require a change to the generated data.

The screenshot displays two main sections of the OGLI report interface. The top section, titled "Report Summary", contains various data points and input fields. The bottom section, titled "Other Details", includes a tabbed interface with "Premium Details", "Errors", and "Transactions Error Summary". Below the tabs is an "SSN" input field with "Open" and "New" buttons. A table lists employee records with columns for Detail ID, SSN, First name, MI, Last name, Age, Coverage Amount, Premium Amount Due, Premium Amount Reported, and Transaction Type. The first three rows of the table are highlighted in light blue. An arrow points to the checkbox in the first row of the table.

Detail ID	SSN	First name	MI	Last name	Age	Coverage Amount	Premium Amount Due	Premium Amount Reported	Transaction Type
<input type="checkbox"/>	727703	000-06-6061	Mary	K Balboa	44	\$50,000.00	\$5.20	\$5.20	Generated
<input type="checkbox"/>	727704	000-56-7891	Sharolyn	K James	56	\$10,000.00	\$4.20	\$4.20	Generated
<input type="checkbox"/>	727705	000-45-7891	Judy	L Smith	60	\$15,000.00	\$9.35	\$9.35	Generated

After checking all the records you wish to view, click the **Open** button. The first employee record will appear.

Step 4: Enter employee information

Most data is pre-populated. Enter any changes and click the **Save And Validate** button to save the employee record and stay on this record.

Click the **Save And Next** button to save this record and navigate to the next record. You can also hit the **Enter** key on your keyboard to go to the next employee record.

Once the last record has been opened, only the Save And Validate button will appear. (Not the Save and Next button). Click the **Premium Report button** or **Return** in the blue bar at top of the screen to return to your original OGLI detail listing all your employees.

Step 5: Termination

Current Month Terminations

Terminations that occurred in the current month of the OGLI report being processed (August termination, August report). The fields that need to be changed are Transaction Type, Transaction Date and Termination Reason.

Example: Employee's last day on payroll is 08-15-08. Open the employee's detail record. Change Transaction Type to "Termination." Enter 08-15-08 in the Transaction Date field. In the Termination Reason field, select the appropriate reason. Click the **Save and Validate** button.

Prior Month Terminations

Terminations that occurred in a month before the coverage month of the OGLI report you are processing (July termination, August report). The fields you need to change are Transaction Type, Transaction Date and Termination Reason.

Example: Employee's last day on payroll is 07-21-08. Open the employee's detail record. Change Premium Amount Reported to \$0.00. Enter 07-21-08 in the Transaction Date field. Select a reason in the Termination Reason pull down menu.

Step 6: Refund

Occurs when an OGLI premium is deducted in error.

Example: Employee retires effective 7-1-08 and the last day on payroll is 6-30-08. The employee has an OGLI premium deducted for July 2008. On the OGLI Premium Report Maintenance screen go to the panel labeled Other Details.

Enter the employee's SSN in the text box labeled SSN and click the **New** button.

Total Compensation of Employees : \$0.00 Total Premium Reported : \$0.00
 First Day Coverage Contribution Amount : \$0.00 Difference : \$39.80
 Report Status : Valid Submitted :
 Comments :

Other Details

Premium Details Errors Transactions Error Summary

SSN :

<input type="checkbox"/>	Detail ID	SSN	First name	MI	Last name	Age	Coverage Amount	Premium Amount Due	Premium Amount Reported	Transaction Type
<input type="checkbox"/>	727703	000-06-6061	Mary	K	Balboa	44	\$50,000.00	\$5.20	\$5.20	Generated
<input type="checkbox"/>	727704	000-56-7891	Sharolyn	K	James	56	\$10,000.00	\$4.20	\$4.20	Generated
<input type="checkbox"/>	727705	000-45-7891	Judy	L	Smith	60	\$15,000.00	\$9.35	\$9.35	Generated

A new OGLI Premium Report Detail Maintenance record will appear.

In the Premium Amount Reported field enter the monthly premium as a negative amount. Change Transaction Type to "Refund." Enter the Coverage Month and Coverage Year to be refunded. Add reason for refund in the 'Comments' box.

ogli PREMIUM REPORT DETAIL MAINTENANCE

Page Instructions

[Record displayed]

Report Summary

Coverage Month : 12 Coverage Year : 2007
 Total Premium Due : \$39.80 Total Premium Reported : \$0.00
 Report Status : Valid

Report Detail

SSN : 000-06-6061 Name : 000-06-6061 Balboa , Mary
 Age : 44
 Coverage Amount : \$50,000.00
 Premium Amount Due : \$5.20
 Premium Amount Reported :
 Transaction Type : Transaction Date :
 Termination reason :
 Coverage Month : Coverage Year :
 Comments :

The field labeled Termination Reason should be left blank and the Transaction Date should default to the current date. Click the **Save and Validate** button.

Step 7: Arrearage

Occurs when an OGLI premium was not deducted and should have been.

Example: Employee returns to payroll from a leave after the payroll has been processed for that month. On the OGLI Premium Report Maintenance screen go to the panel labeled Other Details. Enter the employee's SSN in the text box labeled

SSN and click the **New** button. A new OGLI Premium Report Detail Maintenance record will appear.

The Premium Amount Reported and the Premium Amount Due should be pre-populated. Change the Transaction Type to "Arrearage." Enter Coverage Month and Coverage Year for the arrearage. Add reason for arrearage in the 'Comments' box.

Termination Reason should be left blank and the Transaction Date should default to the current date. Click the **Save and Validate** button.

Step 8: Adding a record

If an employee does not appear on the report and your office has verified with KPERS that employee does have OGLI coverage, you will need to add a record.

On the OGLI Premium Report Maintenance screen go to the panel labeled Other Details. Enter the employee's SSN in the text box labeled SSN and click the **New** button.

ogli PREMIUM REPORT MAINTENANCE

Page Instructions

Msg ID : 7 [Record displayed, please make changes and press save]

Save And Validate Refresh

Report Summary

Coverage Month : 12 Total Premium Due : \$39.80
Coverage Year : 2007 Total Arrearage : \$0.00
Total Refunds : \$0.00

Number of FDC Employees : Total Premium Calculated : \$39.80
Total Compensation of Employees : \$0.00 Total Premium Reported : \$0.00
First Day Coverage Contribution Amount : \$0.00 Difference : \$39.80

Report Status : Valid Submitted :

Comments :

Other Details

Premium Details Errors Transactions Error Summary

SSN : Open New

Detail ID	SSN	First name	MI	Last name	Age	Coverage Amount	Premium Amount Due	Premium Amount Reported	Transaction Type
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A new OGLI Premium Report Detail Maintenance record will appear. If the employee currently has OGLI coverage, data will be pre-populated. Verify the data for accuracy. Click the **Save and Validate** button.

If you receive "Error 1672 – Member's employment history does not match with premium data," KPERS needs a KPERS-1 form. At the top of the page, you should see a KPERS-1 button. Click the **KPERS-1** button and the system will take you to the KPERS-1 form. Complete the necessary information, fix any errors and click the **Save** button. Once all errors are resolved a Submit to KPERS button will appear. Clicking **Submit** sends the KPERS-1 information to KPERS.

Click **Return** in the blue bar at the top of the screen. It will take you back to the OGLI Premium Report Detail Maintenance screen. If the error message still appears, you will need to click the **Refresh** button to see if the error goes away.

Once error is removed you can click **Return** or click the **Premium Report** button to return to your employee listing. All records that were created due to refund, arrearage and adding a new record will appear at the bottom of the listing.

Step 9: Review totals and submit report

The totals for the report appear on the OGLI Premium Report Maintenance screen in the top section labeled Report Summary.

ogli PREMIUM REPORT MAINTENANCE

Page Instructions

Msg ID : 7 [Record displayed, please make changes and press save]

Save And Validate Refresh

Report Summary

Coverage Month : 12	Total Premium Due : \$39.80
Coverage Year : 2007	Total Arrearage : \$0.00
	Total Refunds : \$0.00
Number of FDC Employees : <input type="text"/>	Total Premium Calculated : \$39.80
Total Compensation of Employees : \$0.00	Total Premium Reported : \$0.00
First Day Coverage Contribution Amount : \$0.00	Difference : \$39.80
Report Status : Valid	Submitted : <input type="checkbox"/>
Comments : <input type="text"/>	

Total Premium Due: Premium amount for the report when generated before any changes.

Total Arrearage: Amount of all arrearage payments that were added to this report.

Total Refunds: Amount of all refund payments that were added to this report.

Total Premium Calculated: The system calculates this amount by adjusting the generated amount with all changes.

Total Premium Reported: Enter this amount based on all changes made to the report. Also, this is the amount that should match your OGLI payroll remittance for the same month.

Difference: A figure will appear if the calculated and reported premiums do not match.

Report Status: If no errors exist the status is "Valid" and a Submit to KPERs button should appear. If the status is "Review," there are errors that need to be corrected. An employee record may have an error or the report total may have an error.

Employee Record Error: On the OGLI Premium Report Maintenance screen under Other Details, click **Transactions Error Summary**. Click on the **ID** number to bring up the employee record with the error.

Number of FDC Employees : Total Premium Calculated : \$39.80

Total Compensation of Employees : \$0.00 Total Premium Reported : \$0.00

First Day Coverage Contribution Amount : \$0.00 Difference : \$39.80

Report Status : Valid Submitted :

Comments :

Other Details

Premium Details Errors Transactions Error Summary

SSN : Open New

<input type="checkbox"/>	Detail ID	SSN	First name	MI	Last name	Age	Coverage Amount	Premium Amount Due	Premium Amount Reported	Transact Type
--------------------------	-----------	-----	------------	----	-----------	-----	-----------------	--------------------	-------------------------	---------------

Report Totals Error: On the OGLI Premium Report Maintenance screen under the Report Summary check that you have entered the report totals. You cannot submit

your report if the Total Premium Calculated and Total Premium Reported amounts do not match. The Difference field must equal zero.

Comments: You can add comments to explain why a report total may differ from a remittance amount.

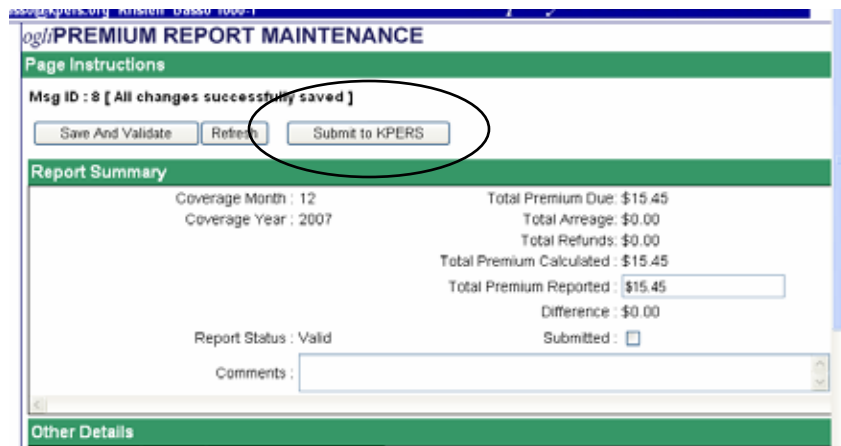
First Day Coverage: Only employers that have affiliated for this coverage will have this information appear on the OGLI report.

Number of FDC Employees: Enter the number of employees who are still completing their year of service during the report month.

Total Compensation of Employees: This amount should equal the total gross salaries for first day coverage employees.

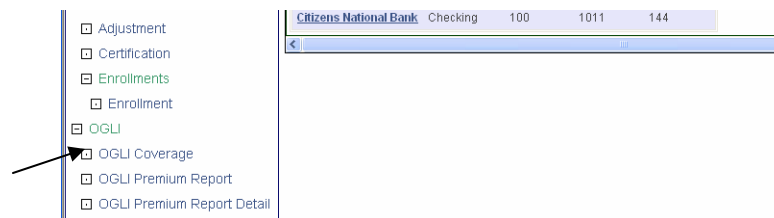
First Day Coverage Contribution Amount: This amount is calculated by taking the compensation times the insurance rate (currently 1.0%).

When all errors have been resolved a Submit button will appear. Click **Submit** to send your report to KPERS. If the button does not appear on the OGLI Premium Report Maintenance screen, your report is not ready to submit.



After you submit your report, a "Read Only" message will appear in the upper right hand corner and the Submitted checkbox will be checked. You cannot make any further changes to this report.

OGLI Coverage *(on the site menu)*



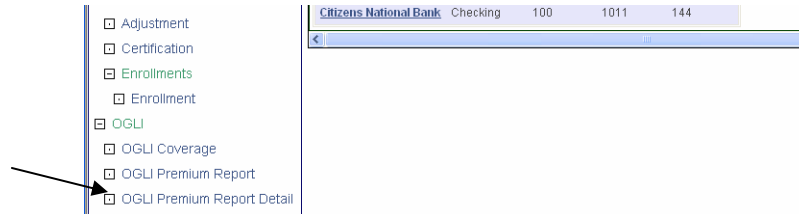
This screen allows you to see if an employee has OGLI coverage. Access the record by entering the SSN or entering the required information in one of the boxes and click the **Search** button. If the employee has OGLI coverage his or her name will appear in the Search Results panel. Open the record and you will see three tabs.

OGLI Coverage History: Lists the coverage amount, effective date, activity description and two ID numbers (for KPERS use).

Pending, Closed or Denied Transactions: Lists amounts that will have one of these statuses. This tab will be helpful when an employee applies for coverage that must be underwritten and action is required by the insurance carrier.

OGLI Premium History: Lists all of employee's premiums for your employer. The detail is created once a monthly OGLI report has been posted by KPERS.

OGLI Premium Report Detail *(on the site menu)*



This screen allows you to search for a previous month's report by certain details.

You can also search for an employee by SSN. It will bring up detail records for that person from all past reports for your employer.

Paper Forms Still Required

OGLI Enrollment Form: Employee completes this form to apply for or increase OGLI coverage and submits to Minnesota Life Insurance Company.

KPERS-79 Form: Employee and designated agent complete this form to reduce or cancel OGLI coverage and submit to KPERS.

KPERS-79C Form: Employee and designated agent complete this form to continue OGLI coverage based on certain criteria and submit to KPERS.

Conversion and Election of Portable Term Life Forms: Employee and designated agent complete one of these forms to continue OGLI coverage once the employee is no longer eligible under the group plan. Form should be submitted to KPERS.

Appendix A: Transaction Errors for Employers

1671 – Termination date is after the coverage start date from other employer.
Contact KPERS.

1672 – Employment history does not match premium data.
Complete a KPERS-1 for employee.

1673 – Termination reason is required.
Select termination reason from drop down list.

1674 – OGLI coverage is being terminated.
Member is employed with an employer not affiliated with OGLI.

1675 – OGLI coverage is being reviewed.
Member has or had OGLI coverage and KPERS will review status to determine if previous coverage can continue, or if member has to enroll for new coverage.

1676 – Previous OGLI coverage is not terminated.
Timing issue with posting reports. Previous employer's report has not been posted yet.

1677 – Transaction type can only be termination when premium amount reported is \$0.
Verify data to see if the premium amount is correct and change the transaction type.

1678 – A termination date is required.
Enter the termination date in the Transaction Date field.

1679 – Invalid transaction date.
Transaction date can not be later than last day of the current report month.

1680 – Premium amount reported should be \$0 when transaction type is termination and transaction date is before premium report month.

1681 – SSN required.
Enter the SSN in the proper field.

1682 – SSN not found in OGLI records.
Verify SSN and contact KPERS for new enrollment.

1683 – Comments required for transaction type "Arrearage" or "Refund."
Enter reason for these transaction types.

1684 – Comments cannot exceed 500 characters.

1685 – A valid OGLI record for member is not found with the employer.
Contact KPERS.