

Retrieving MyBenefits Data - FMI Online - Premium Recovery

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MyBenefits Premium Recovery Reports - Reference Guide

Your *MyBenefits Premium Recovery Report* on FMI Online provides the most up-to-date health benefits cost information by a staff person. Updated FMI reports are available the day after each semi-monthly commission cycle.

Important! Share this recovery report with your local payroll administrator after each commission cycle to ensure appropriate deductions are being applied for each staff person.

Accessing Your Current Report

Use the following instructions to access your *latest* MyBenefits report on FMI Online.

Open **FMI Online**

Navigate to **"FR Reports"**

Find the report name **"My Benefits Staff Premium Recovery Detail Report -FR"** under All Reports

Click **"Run Standard Report"**

Back on the FMIO Screen, click on **"View Completed Reports"**

On the next screen, the report name should appear and you can **click to open**

Accessing Previous Reports

Use the following instructions to access the same report for the *last* semi-monthly cycle.

ReClick **“Run Custom Report”**

Repeat **steps 1-3** above

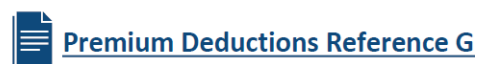
On the next screen, you will have to **insert a cycle date** (e.g., 1/23/2019), then **Run**

Back on the FMIO screen, click on **“View Completed Reports”**

On the next screen, select the correct version of the report and **click to open**

Direct Billing

Representatives on direct billing will not have Premium Deduction Reports on FMI Online. Refer to instructions received via email and mail communications for more information. For additional support, contact the MyBenefits Solution Center at (800) 932-1806.



Understanding Your Report

Staff persons that have elected benefits will show on this report. In this example, the total semi-monthly **cost for your staff persons' health benefits is \$541.75. This amount is charged to your 1210 account each semi-monthly cycle.** You should then **recoup \$115.12 from your staff**, as that is their cost based on your sponsorship subsidy level (50% for dental, 80% for medical, 100% for vision, staff only).

1 Summary			5	6		
Benefit Type	Subsidy Details*		Current Cycle Amount**	Recover from Staff Persons***	YTD Amount	Recovered from Staff Persons
Dental	50% - Staff Only		-\$18.25	-\$10.12	-\$120.25	-\$79.60
Medical	80% - Staff Only		-\$17.00	-105.00	-2,015.00	-367.00
Vision	100% - Staff Only		-6.50	0.00	-26.00	0.00
Grand Total			-\$541.75	-\$115.12	-\$2,161.25	-\$446.60
Imputed Income			\$0.00		\$0.00	

2 Staff						
Staff Number	Staff Name	Benefit Type	Current Cycle Amount**	Recover from Staff Persons***	YTD Amount	Recovered from Staff Persons
Staff #1		Medical	-\$285.00	-\$79.00	-\$855.00	-\$237.00
		Vision	-3.25	0.00	-9.75	0.00
		Total	-\$288.25	-\$79.00	-\$864.75	-\$237.00
Staff #2		Dental	-\$18.25	-\$10.12	-\$54.75	-\$30.36
		Medical	-232.00	-26.00	-696.00	-78.00
		Vision	-3.25	0.00	-9.75	0.00
		Total	-\$253.50	-\$36.12	-\$760.50	-\$108.36

3 Staff - Adjustments						
Staff Number	Staff Name	Benefit Type	Current Cycle Amount**	Recover from Staff Persons***	YTD Amount	Recovered from Staff Persons

4 Staff - Imputed Income						
Staff Number	Staff Name	Benefit Type	Current Cycle Amount**	Recover from Staff Persons***	YTD Amount	Recovered from Staff Persons

1. Summary: The top “Summary” section reflects the cumulative amount for all staff persons.

2. Staff: The next section, “Staff,” shows the breakdown for each staff person’s benefits and associated costs.

3. Adjustments: The dollar amounts noted under the “Staff – Adjustments” portion reflects any additional, one-time charges needed with the current cycle, and typically indicate a change with a retroactive effective date.

4. Imputed Income: The “Imputed Income” section of the report will only display if a staff person has a non-qualified participant on their plan. This amount would be added to your staff person’s taxable income and does not require a deduction.

5. Current Cycle Amount: The dollar amount noted under the “Current Cycle Amount” column represents *half* of the total monthly premium. This is the total amount that will be charged to your 1210 account each cycle but does *not* reflect your final out-of-pocket cost.

6. Recover from Staff Persons: The dollar amount noted under the “Recover from Staff Persons” column indicates the amount that should be recovered from that staff.

Note: Provide this amount to payroll for the appropriate deductions.

\$541.75 (Total Cost) – \$115.12 (Staff Portion) = \$426.63 (Employer's Subsidy Amount)

For Information about Premium Deductions Process - Reference Guide, please click **here**
