

WORK INSTRUCTIONS FOR REQUESTING A CHECK FOR PAYMENT TO BENEFLEX FOR MEDICAL FLEXIBLE SPENDING ACCOUNT (BEN-W002)

Every Monday afternoon Beneflex sends a report, by email which itemizes the Med FSA claims received since the previous Monday at 4:00 pm. The claims are broken down by payroll (03, 06, 09, and county). Print the reports. Also, print the form BEN-F007 Check Request (found in "My Documents" folder) and complete as follows:

- 1) Enter the current date
- 2) Go to the "Purpose" section and place a check by "Med FSA claims"
- 3) Go to the bottom of the page under MedFSA V# 304511
- 4) Enter the total dollar amount of claims for each pay group (03, 06, 09, county), this total is found on the reports received from Beneflex
- 5) Add all pay group totals together and write amount in the blank just under "Amount of Check"
- 6) Double check total
- 7) Make a copy of the completed BEN-F007 and attach to the Beneflex reports
- 8) File in the Beneflex folder which is located in the Benefits Office filing cabinets with other current school year deduction registers and documents
- 9) Take the original BEN-F007 to Accounts Payable for processing
- 10) Accounts Payable will then print the check and mail to Beneflex
- 11) A copy of the check with the date mailed will then be placed in the Benefits box (check daily) in Accounts Payable office
- 12) Attach the check copy to the back of the BEN-F007/Beneflex reports and refile

ASSOCIATED DOCUMENTS

6.1 Check Request ([BEN-F007](#))

6.2 Beneflex report

RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Beneflex Folder: reports, check requests, copy of checks	Benefits Office	Indefinitely	Permanent	Locked Building

REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/10/09		Initial Release

End of Instruction