

## Revansiddha Gaur

---

**From:** Sharon Schulteis [Sharon.Schulteis@bsg.com]  
**Sent:** Friday, March 24, 2017 12:46 AM  
**To:** Alex Nguyen  
**Cc:** Tamkeen Siddiqui; Christy Oswald; Amit Thorve; Debbie Kulling; Amanda Johnson; Michelle Parker  
**Subject:** [WARNING - ENCRYPTED ATTACHMENT NOT VIRUS SCANNED] RE: Audit of January 2017 Metso ACA file  
**Attachments:** Jan2017.zip

Alex, we finished auditing all 3 of the January ACA files that you reran and shared on 3.15.17 and have some questions based on the results of our audit. Attached are the files you shared with us along with the workbook our analyst created with the tabs she's referring to. Same password-

Please review these 2 tabs and advise what the situation is:

The 4<sup>th</sup> tab are spouses showing in WT that were not on the ACA file-**SS-this I don't understand because the random sample I checked shows that these spouses have been enrolled for many years in some cases. Why aren't they pulling across on the ACA file?**

and the 5<sup>th</sup> tab are dependents showing in WT that were not on the ACA files-**SS-same things as tab4-many of these dependents have been enrolled for years, don't know why they aren't pulling across. WT, please advise-**

### Sharon Schulteis

#### Account Executive

The Benefit Services Group, Inc. | [www.bsg.com](http://www.bsg.com)  
N25 W23050 Paul Road, Pewaukee, WI 53072  
Direct Phone:**262-446-6036**  
Phone: 262-521-5700, ext. 1136  
Fax: 262-521-5710  
E-mail: [Sharon.Schulteis@bsg.com](mailto:Sharon.Schulteis@bsg.com)

**Wellness Council of America (WELCOA) – Gold Well Workplace Award**  
**American Heart Association-Bronze Workplace Health Achievement**  
**The Business Journal three-time recipient – Healthiest Employer Small Business Award**

The information contained in this communication may be confidential, is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system. If you have any questions concerning this message, please contact the sender.

---

**From:** Holly LaVesser  
**Sent:** Wednesday, March 22, 2017 8:46 AM  
**To:** Sharon Schulteis <Sharon.Schulteis@bsg.com>  
**Cc:** Tamkeen Siddiqui <Tamkeen.Siddiqui@bsg.com>; Christy Oswald <Christy.Oswald@bsg.com>  
**Subject:** RE: Audit of January 2017 Metso ACA file

Hi Sharon,

In the attached file, the tab labeled, "Deps" has dependents that are on the ACA file, but that were not on my WT census pulled for 3/22/17. **SS comments- I looked each person up, I don't know why they weren't pulling across on the census file that Holly ran because they are all enrolled and it is appropriate that they are on the WT file.**

The 2<sup>nd</sup> tab labeled, "EEs" has the Employees listed on the ACA file that are not in WT for either medical coverage or waived. **SS- I looked up about 15 of these people and they are all recent terminated employees, this is a January file so appropriate that they would be on the January file.**

The 3<sup>rd</sup> tab are employees showing in WT that were not on the ACA file. **SS-I looked up a random sampling and these are newly hired employees with an effective date of after 1.1.2017 for the most part. Appropriate that they wouldn't be on the January file**

The 4<sup>th</sup> tab are spouses showing in WT that were not on the ACA file-**SS-this I don't understand because the random sample I checked shows that these spouses have been enrolled for many years in some cases,**

and the 5<sup>th</sup> tab are dependents showing in WT that were not on the ACA files-**SS-same things as tab4-many of these dependents have been enrolled for years, don't know why they aren't pulling across.**

The "CobRet EE" tab has 1 person listed on the Cobra/Retiree file not in WT. **SS-I looked this person up and they are in WT, this might have been a timing issue when they got entered and available on the census. It is appropriate that they would be on the ACA file for January.**

The CobRet Dep" tab has 2 people listed on the Cobra/Retiree file not in WT. **SS-Both of these dependents are in WT and it is appropriate that they would be pulling across on the ACA file, might be a timing issue with the census file pulled.**

The "Retirees in WT not on ACA" tab are those not found on the ACA file (also COBRA), and the "Retiree Deps in WT not on ACA" tab are the dependents not on the Retiree/COBRA ACA file (one dependent here is actually on the active file). **Ss- Because they should be on the NON-EE file**

I did not do anything with the MultiER file.**SS- I audited the January 2017 file and the enrollments match up.**

Thanks!

**Note: I will be out of the office Friday, March 24<sup>th</sup> – Friday, March 31<sup>st</sup>.**

## **Holly LaVesser**

### **Benefit Analyst**

The Benefit Services Group, Inc. | [www.bsg.com](http://www.bsg.com)

N25 W23050 Paul Road, Pewaukee, WI 53072

Phone: 262-521-5700, ext. 1032

Direct: 262-446-5932

Email: [holly.lavesser@bsg.com](mailto:holly.lavesser@bsg.com)

**Wellness Council of America (WELCOA) – Gold Well Workplace Award**

**American Heart Association – Bronze Workplace Health Achievement**

**The Business Journal three-time recipient – Healthiest Employer Small Business Award**

The information contained in this communication may be confidential, is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system. If you have any questions concerning this message, please contact the sender.

---

**From:** Sharon Schulteis

**Sent:** Tuesday, March 21, 2017 1:04 PM

**To:** Holly LaVesser <[Holly.LaVesser@bsg.com](mailto:Holly.LaVesser@bsg.com)>

Cc: Tamkeen Siddiqui <[Tamkeen.Siddiqui@bsg.com](mailto:Tamkeen.Siddiqui@bsg.com)>; Christy Oswald <[Christy.Oswald@bsg.com](mailto:Christy.Oswald@bsg.com)>

Subject: Audit of January 2017 Metso ACA file

Holly, WT had to correct somethings on their side with the reporting they send to ADP for ACA on a monthly basis. Attached is an updated file for active employees, titled “**Metsoshare Benefits Import 20170315**”. I have it filtered under Column A, feel free to adjust as needed. Can you check these following items:

- 1) That the employees & dependents listed on this file match the current census file in –we need to confirm that the file brought over the employees dependents also.

The 2<sup>nd</sup> file is the “**Metsoshare Non EE**” file-again we need to compare it to the Retirees and Cobra participants loaded in WT. Confirm that everyone on this report is in the system?

Tamkeen what is the purpose of the MultiER file attached?

Holly requested due date of 3.31.17, let me know if that works for you-

Thank you-

## **Sharon Schulteis**

### **Account Executive**

The Benefit Services Group, Inc. | [www.bsg.com](http://www.bsg.com)

N25 W23050 Paul Road, Pewaukee, WI 53072

Direct Phone:**262-446-6036**

Phone: 262-521-5700, ext. 1136

Fax: 262-521-5710

E-mail: [Sharon.Schulteis@bsg.com](mailto:Sharon.Schulteis@bsg.com)

**Wellness Council of America (WELCOA) – Gold Well Workplace Award**  
**American Heart Association-Bronze Workplace Health Achievement**  
***The Business Journal* three-time recipient – Healthiest Employer Small Business Award**

The information contained in this communication may be confidential, is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system. If you have any questions concerning this message, please contact the sender.