



Remove employees

Remove employees from payment coupon to pay for only those members who require monthly off-payroll reconciliation

WEB CONTRIBUTION TOOLS

remove employees

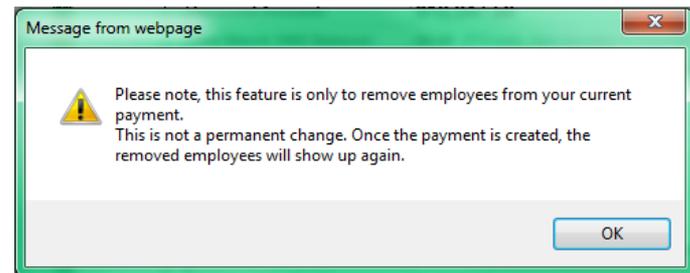
Every employee in the agency will have partial invoices left unpaid at the end of each coverage month. Agencies need to be able to sort the members and create a coupon for ONLY those members who need to be paid via IET or with a zero payment coupon.

Comments: (will be displayed on the Payment Sheet submitted with your check.)

⚠ Please note your payment is due by the 5th of the following month.

Remove Employees Processing Type: PROCEED...

Removing employees does NOT remove their invoices from your billing, it only removes them temporarily from the monthly contributions screen so that you can pay for only the members you select.



Web contribution tools remove employees

 Please note, this feature is only to remove employees from your current payment. This is not a permanent change. Once the payment is created, the removed employees will show up again.

Employees Included		Employees Excluded
Braxton, Employee James, Employee Green, Employee Whitman, Employee Lincoln, Employee Oldman, Employee Watson, Employee	 	

**Use Ctrl key to select multiple employees at a time.

 Done

Your coupon can include as many or as few employees as you need. All of your employees will initially be in the “Employees Included” box.

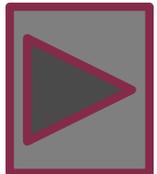
You can move all employees or only a few employees from the Included Box to the Excluded Box by selecting employees and using the “Remove/Include” buttons between the boxes. Once you have the employees you want to pay for, click “Done”.

 Please note, this feature is only to remove employees from your current payment. This is not a permanent change. Once the payment is created, the removed employees will show up again.

Employees Included		Employees Excluded
James, Employee Whitman, Employee	 	Braxton, Employee Green, Employee Lincoln, Employee Oldman, Employee Watson, Employee

**Use Ctrl key to select multiple employees at a time.

 Done



Web contribution tools remove employees

BEFORE

\$1,317.68				
\$0.00 (FYI only. Not included in Invoiced Amount)				
Period	Invoiced Amt	Remittance Amt	Get Details	Select to Pay
July 20XX	\$3,845.88	\$1,317.68		<input type="checkbox"/> Pay Now
Customer ID	Name	Item	Amount	
7000000001	Braxton, Employee	ADMINISTRATIVEFEE_PREMIUM	\$50.00	
7000000001	Braxton, Employee	BASICLIFE	\$0.15	
7000000001	Braxton, Employee	HEALTHPREMIUM_EMPLOYEE	\$6.08	
7000000001	Braxton, Employee	HEALTHPREMIUM_EMPLOYER	\$18.15	
7000000001	Braxton, Employee	OPTIONALLIFE	\$3.38	
7000000002	James, Employee	ADMINISTRATIVEFEE_PREMIUM	\$50.00	
7000000002	James, Employee	BASICLIFE	\$2.00	
7000000002	James, Employee	HEALTHPREMIUM_EMPLOYEE	\$102.00	
7000000002	James, Employee	HEALTHPREMIUM_EMPLOYER	\$338.00	
7000000002	James, Employee	OPTIONALLIFE	\$4.00	
7000000002	James, Employee	DEPENDENTLIFE	\$0.76	
7000000003	Green, Employee	ADMINISTRATIVEFEE_PREMIUM	\$50.00	
7000000003	Green, Employee	BASICLIFE	\$0.15	
7000000003	Green, Employee	HEALTHPREMIUM_EMPLOYEE	\$18.31	
7000000003	Green, Employee	HEALTHPREMIUM_EMPLOYER	\$37.15	
7000000004	Whitman, Employee	ADMINISTRATIVEFEE_PREMIUM	\$50.00	
7000000004	Whitman, Employee	BASICLIFE	\$2.00	
7000000004	Whitman, Employee	HEALTHPREMIUM_EMPLOYEE	\$73.00	

AFTER

\$857.00				
\$0.00 (FYI only. Not included in Invoiced Amount)				
Period	Invoiced Amt	Remittance Amt	Get Details	Select to Pay
July 20XX	\$3,845.88	\$857.00		<input type="checkbox"/> Pay Now
Customer ID	Name	Item	Amount	
7000000002	James, Employee	ADMINISTRATIVEFEE_PREMIUM	\$50.00	
7000000002	James, Employee	BASICLIFE	\$2.00	
7000000002	James, Employee	HEALTHPREMIUM_EMPLOYEE	\$102.00	
7000000002	James, Employee	HEALTHPREMIUM_EMPLOYER	\$338.00	
7000000002	James, Employee	OPTIONALLIFE	\$4.00	
7000000004	Whitman, Employee	ADMINISTRATIVEFEE_PREMIUM	\$50.00	
7000000004	Whitman, Employee	BASICLIFE	\$2.00	
7000000004	Whitman, Employee	HEALTHPREMIUM_EMPLOYEE	\$73.00	
7000000004	Whitman, Employee	HEALTHPREMIUM_EMPLOYER	\$236.00	
\$0.00				
\$0.00 Current Payment Amount.				
\$857.00				
\$0.00 How to use?				

**** PLEASE NOTE ****

This page will revert back to all invoices if you navigate anywhere else in the website before creating a coupon.

