



CLER 2.0 - Report 13

What is Report 13?

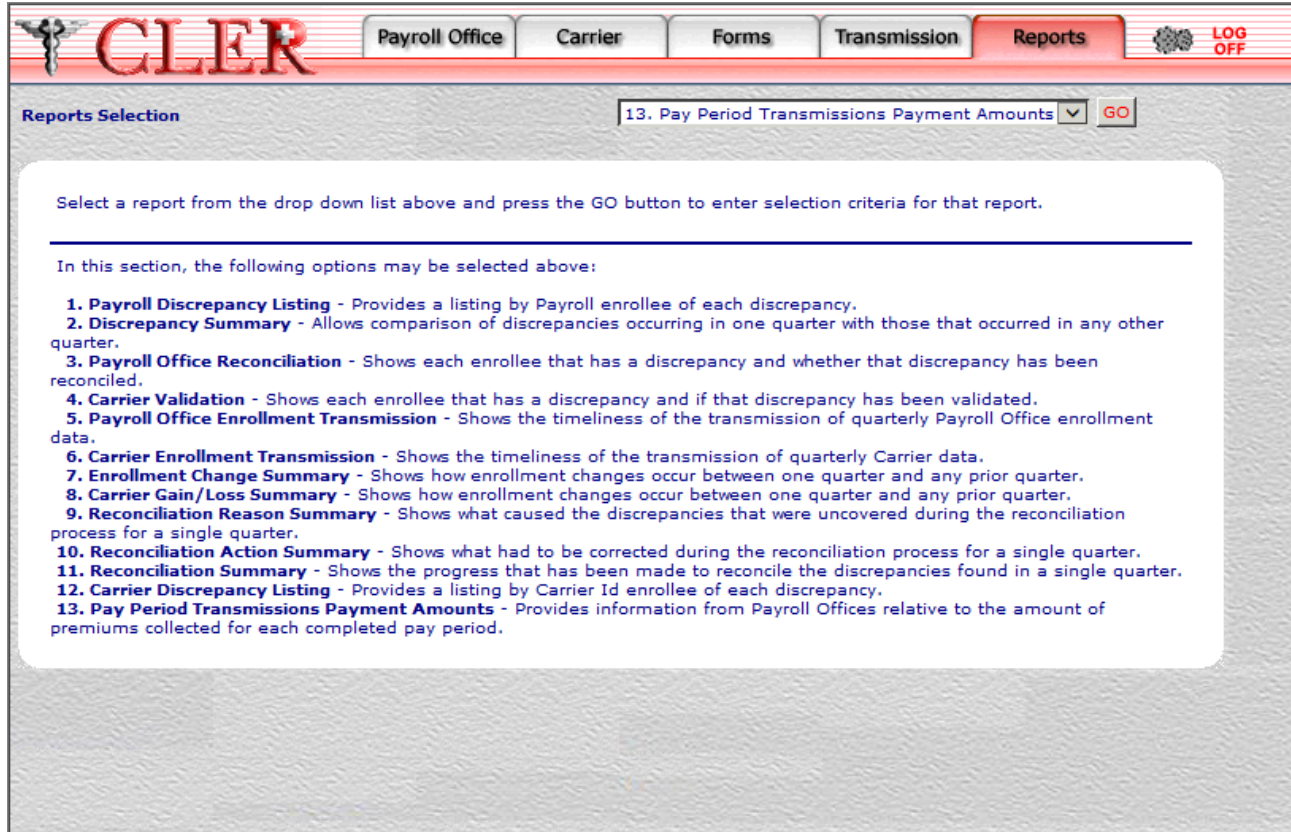
Report 13 is an enhancement to the CLER system launched as CLER 2.0 that provides FEHB carriers a tool to research premium payment data per person, per pay period for each payroll office. Carriers previously did not receive any premium information listed by individual. Payroll offices were instructed to change the frequency of their reporting data to CLER from quarterly to each pay period so carriers know what is being paid for each individual's pay period and what payroll office is sending the premium payment.

The new premium payment report in CLER allows carriers to better reconcile the premiums they receive and provides changes in enrollment data such as employees changing payroll offices or changing health plans by pay period. Carriers are able to make certain changes in their enrollment records based on the CLER premium payment report. Carriers should always look at Report 13 when reconciling discrepancies to determine which payroll office is currently taking the premium deduction and the most current enrollment code. Utilizing Report 13 during this research should reduce the number of enrollment discrepancies identified in the quarterly enrollment data match as carriers have already corrected their databases. This will result in fewer enrollment discrepancies each quarter. Using report 13 along with the new input file format and submission frequency will allow carriers and agencies better reconcile their enrollment files and will help identify the most current error information, and help to prevent erroneous claim payments.

OPM is instructing carriers to contact Federal agencies for information needed to resolve CLER discrepancies found in the Report 13 report, and to send the Notice of Intent to Disenroll letter to the enrollee, if Federal agencies do not respond within 30 days of being contacted. Agencies need to ensure they respond to carriers within those 30 days.

Instructions For Executing Report 13 (Pay Period Transmissions Payment Amounts) in CLER.

In the CLER System under "Reports" tab, select Report 13 and select "GO" tab.



CLER Payroll Office Carrier Forms Transmission Reports LOG OFF

Reports Selection 13. Pay Period Transmissions Payment Amounts GO

Select a report from the drop down list above and press the GO button to enter selection criteria for that report.

In this section, the following options may be selected above:

- 1. Payroll Discrepancy Listing** - Provides a listing by Payroll enrollee of each discrepancy.
- 2. Discrepancy Summary** - Allows comparison of discrepancies occurring in one quarter with those that occurred in any other quarter.
- 3. Payroll Office Reconciliation** - Shows each enrollee that has a discrepancy and whether that discrepancy has been reconciled.
- 4. Carrier Validation** - Shows each enrollee that has a discrepancy and if that discrepancy has been validated.
- 5. Payroll Office Enrollment Transmission** - Shows the timeliness of the transmission of quarterly Payroll Office enrollment data.
- 6. Carrier Enrollment Transmission** - Shows the timeliness of the transmission of quarterly Carrier data.
- 7. Enrollment Change Summary** - Shows how enrollment changes occur between one quarter and any prior quarter.
- 8. Carrier Gain/Loss Summary** - Shows how enrollment changes occur between one quarter and any prior quarter.
- 9. Reconciliation Reason Summary** - Shows what caused the discrepancies that were uncovered during the reconciliation process for a single quarter.
- 10. Reconciliation Action Summary** - Shows what had to be corrected during the reconciliation process for a single quarter.
- 11. Reconciliation Summary** - Shows the progress that has been made to reconcile the discrepancies found in a single quarter.
- 12. Carrier Discrepancy Listing** - Provides a listing by Carrier Id enrollee of each discrepancy.
- 13. Pay Period Transmissions Payment Amounts** - Provides information from Payroll Offices relative to the amount of premiums collected for each completed pay period.

When selecting the information to show in the report, make sure to select an option for every required field. Required fields are noted with a red asterisk. The required fields for this report are: Payroll Office ID, Carrier ID, As of Date From, As of Date To, and Pay Cycle. The field Enrollment Code is optional.

The screenshot shows the 'Reports Selection' page for '13. Pay Period Transmissions Payment Amounts'. The page includes a navigation bar with 'Payroll Office', 'Carrier', 'Forms', 'Transmission', and 'Reports' tabs. A 'LOG OFF' button is in the top right. Below the navigation bar, the page title is '13. Pay Period Transmissions Payment Amounts' with a 'GO' button. The main content area contains instructions: 'Enter selection criteria in the following fields, select the output option from the box at the bottom left and click the SUBMIT button to display the report or send it to a spreadsheet or text file on your computer. Reports may be printed by using the browser's print function. Fields marked with * are required.' The form fields are: 'Payroll Office ID*' (dropdown with '00000001'), 'Carrier ID*' (dropdown), 'As of Date*' (From and To date pickers), 'Pay Cycle*' (dropdown), and 'Enrollment Code' (dropdown). Below these are 'Order By' options (1st-5th) and two radio buttons: 'Display Total Payment Amounts' (selected) and 'Display Payment Amounts for Enrollees'. At the bottom, there is a dropdown menu set to 'Display the report', a 'SUBMIT' button, and a 'RESET' button.

In addition to the required fields when running the report, it can also be created in two different formats: Display Total Payment Amounts or Display Payment Amounts for Enrollees. There are also three options for how to view the report: Display the Report, Save Report as a Spreadsheet, or Save Report as a Text File.

This screenshot is identical to the one above, but the dropdown menu for 'Display the report' is open, showing three options: 'Display the report' (highlighted in blue), 'Save report as a spreadsheet', and 'Save report as a text file'. The 'SUBMIT' and 'RESET' buttons remain visible below the menu.

The Three Sample Display Types of Report 13

Sample Report 13: Display Total Payment Amounts "Display the report"

Controlled Unclassified Information

Report 13 - Pay Period Transmissions Total Payment Amounts for Payroll Office 24777777
From 09/01/2015 to 09/29/2015
Transmission Type = P And Enrollment Code = 312

Carrier	Enrollment Code	As of Date	Amount Paid	Pay Cycle	Transmission Type
GEHA	312	9/1/2015	\$22,336.50	M	P
			\$22,336.50		

Prepared By NFE003 on 4/3/2018 at 9:33 AM Central

Sample Report 13: Display Total Payment Amounts "Save report as a spreadsheet"

Microsoft Excel interface showing the report data saved as a spreadsheet.

Controlled Unclassified Information

Report 13 - Pay Period Transmissions Total Payment Amounts for Payroll Office 24777777
from 09/01/2015 to 09/29/2015
Transmission Type = P And Enrollment Code = 312

Carrier	Enrollment Code	As of Date	Amount Paid	Pay Cycle	Transmission Type
GEHA	312	9/1/2015	\$22,336.50	M	P
			\$22,336.50		

Prepared By NFE23 on 9/21/2015 at 1:54 PM Central

Sample Report 13: Display Payment Amounts For Enrollees “Save report as a spreadsheet”

Controlled Unclassified Information

**Report 13 - Pay Period Transmissions Enrollee Payment Amounts for Payroll Office 24777777
from 09/01/2015 to 09/29/2015**

Enrollee Last Name	Enrollee First Name	Enrollee Middle Name	Enrollee SSN	Carrier	Enrollment Code	As of Date	Amount Paid	Transmission Type
TEST	TEST	H	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	L	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	E	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST		XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST		XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	T	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	A	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	L	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	M	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	V	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	D	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST		XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	W	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST	I	XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
TEST	TEST		XXXXXXXXXX	GEHA	312	9/1/2015	\$1,489.10	P
							\$22,336.50	

Prepared By NFE29 on 9/21/2015 at 1:49 PM Central

Lastly, carriers are able to make certain changes in their enrollment records based on the information in Report 13 CLER Pay Period Transmissions Payment Amounts report. This should reduce the number of enrollment discrepancies identified in the quarterly enrollment data match as carriers have already corrected their databases. This should result in fewer enrollment discrepancies each quarter that federal agencies would need to resolve with FEHB carriers and reduce each agency’s workload.