

Health Insurance Errors Data Download Instructions

Overview

Download and correction of Health Insurance Error reports requires 3 steps:

1. Download the file.

This process is somewhat automated. Read the Download Instructions for more information.

2. Import and format the CSV file into an application such as Microsoft Excel®.

If using an application other than Microsoft Excel®, you will need to format the fields within your application. For Microsoft Excel®, the Division of Finance has created a tool to help format the Health Insurance Error reports. First-time users wishing to use the tool must download an Excel macro once. It can be used repeatedly to format future data downloads.

3. After formatting the report, research the errors, add comments requesting the specific action(s) necessary to correct each error, save the file and e-mail to payroll_reports_dofpr@admin.state.ak.us.

Note: Simulation error reports should be corrected and e-mailed to DOF no later than 3:00 p.m. on production cutoff days. Production error reports should be corrected and e-mailed to DOF by the first day of the next pay period.

Download Instructions

1. Select your group or department from the list.
2. Enter your LDAP user ID and password in the **Password Entry Dialog** box. The format of this box will vary slightly depending on your browser. Examples of Mozilla and Internet Explorer are shown below. To maintain security of the password, asterisks (****) are displayed as the password is keyed. (It is strongly recommended that you do not save your password if given the option.) **Click OK.**

Mozilla:



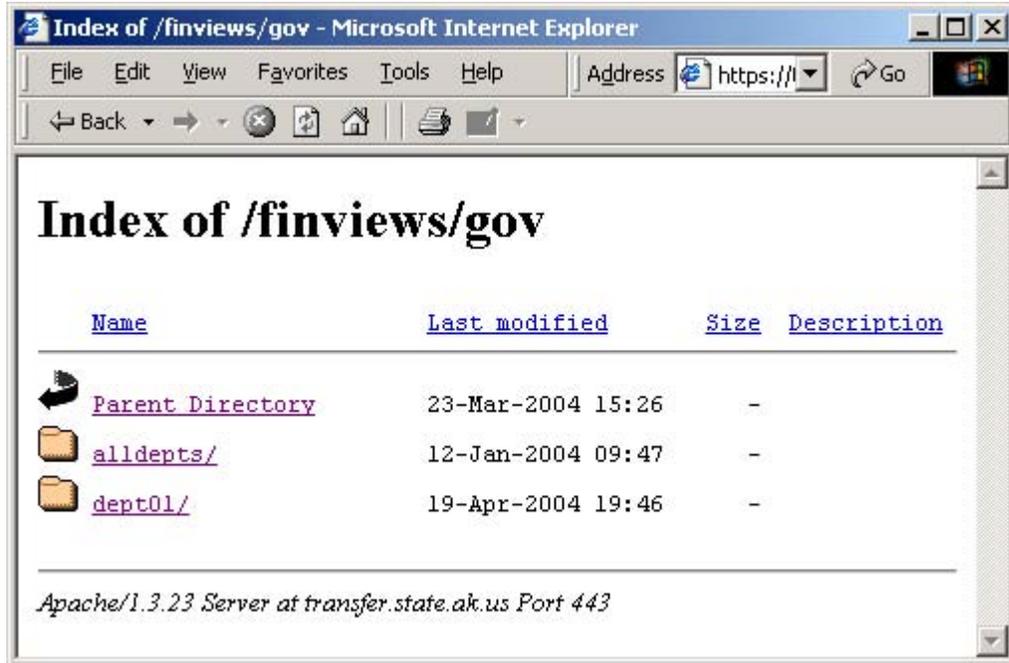
The screenshot shows a dialog box titled "Prompt" with a close button (X) in the top right corner. The main text reads "Enter username and password for 'Accounting' at transfer.state.ak.us". Below this, there are two input fields: "User Name:" containing the text "wldiebels" and "Password:" containing seven asterisks "*****". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Internet Explorer:



The screenshot shows a dialog box titled "Enter Network Password" with help (?) and close (X) buttons in the top right corner. The main text reads "Please type your user name and password." Below this, there are several fields: "Site:" with the value "transfer.state.ak.us", "Realm:" with the value "Accounting", "User Name:" with the value "wldiebels", and "Password:" with the value "*****". At the bottom, there is a checkbox labeled "Save this password in your password list" which is currently unchecked and circled in red. Below the checkbox, the text "Do not use." is written in red. At the bottom right are two buttons: "OK" and "Cancel".

3. A screen similar to the following will display:

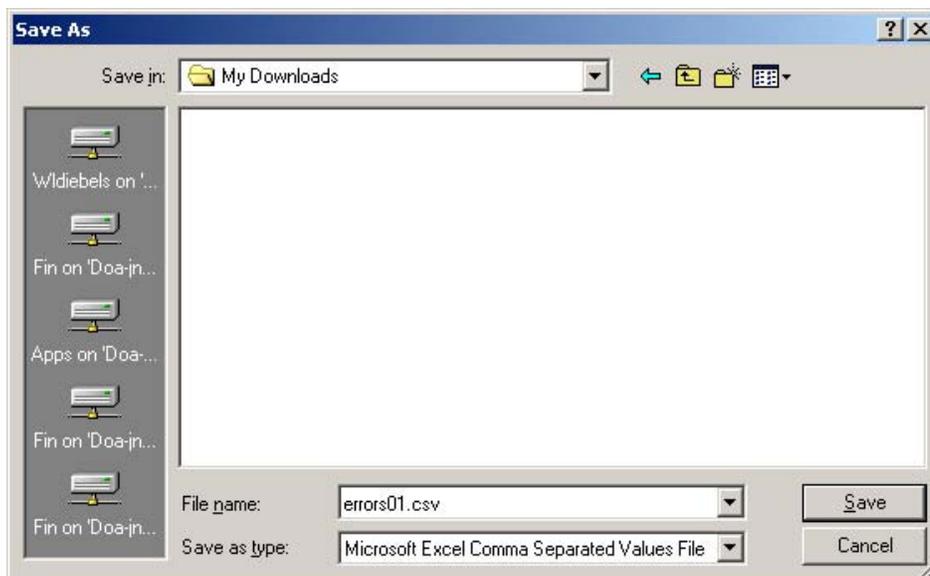


4. Left-click on the appropriate departmental folder from the list, then left-click the appropriate Health Insurance Error report from the directory list displayed.

The six most recent "generations" of each department's simulation and production Health Insurance Error reports are available for download. **Please note: As each new generation of the report is created from a simulation or production payroll, the oldest report is deleted:**

- errors01.csv** = the most recent simulation or production HI Error report
- errors02.csv** = the second most recent generation of the report
- errors03.csv** = the third most recent generation of the report
- errors04.csv** = the fourth most recent generation of the report
- errors05.csv** = the fifth most recent generation of the report
- errors06.csv** = the sixth and oldest generation of the report

A window similar to the one below will display:



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5. In the "**Save in:**" selection list box, specify the drive and directory in which you would like the file to be saved. In the example above, the directory (or folder) in which the file is being saved is named "My Downloads". Do not modify the "**File name:**" or "**Save as type:**" boxes.

Note: As described below in "*How to Use the Microsoft Excel® Macro*" it is important to use the file name ERRORS01.CSV for normal processing. If you wish to keep an archive copy of the file, you should create a copy with a different name to prevent it from being overlaid by subsequent downloads.

6. Click the **Save** button to save the Health Insurance error report to your specified drive and directory.
7. The file may now be opened in an Excel spreadsheet application.

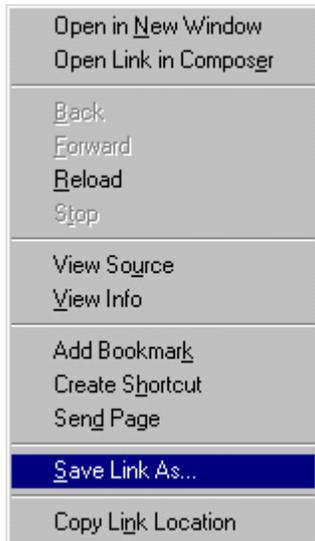
Reformat and Work a Downloaded Health Insurance Error Report

1. Retrieve your downloaded health insurance file in MS Explorer or into an Excel program blank spreadsheet.
2. Open the MS Excel macro FmtHI.xls and run the macro to convert the spreadsheet to the standard format. See the instructions below for more detailed information on how to use the macro.
3. Research HI messages/errors, indicate actions needed, and e-mail your file to: payroll_reports_dofpr@admin.state.ak.us.

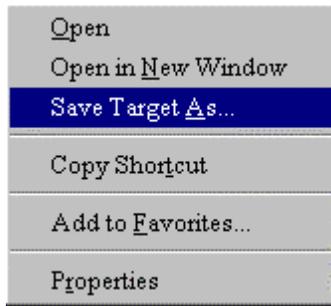
Instructions for downloading the Microsoft Excel FmtHI macro

Note: This process to download the macro only needs to be done once.

1. Go to the [Payroll Macros page](#), then download the Microsoft Excel® macro by **right-clicking** on the link for **FmtHI.xls (Microsoft Excel® Macro)**.
2. When you right-click on the link provided, a window similar to the one of the windows below will display:



Netscape Window

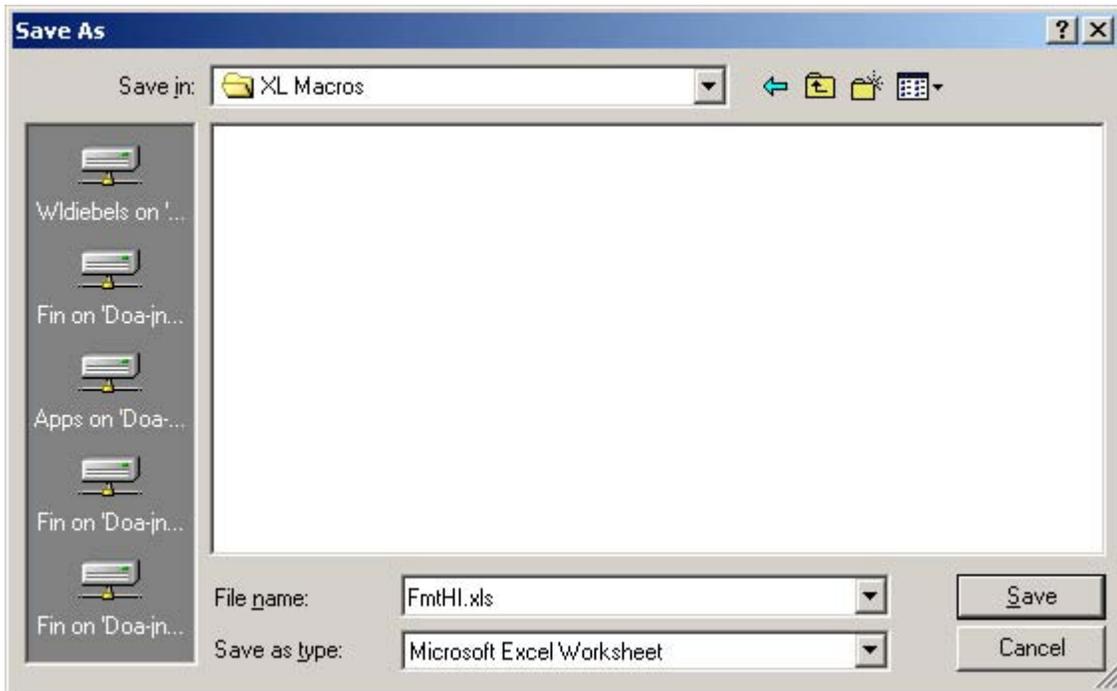


Internet Explorer Window

3. Netscape® users click on "**Save Link As...**", Internet Explorer® users click on "**Save Target As...**".

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4. A "Save As" window similar to the one below will display:



5. In the "**Save in:**" selection list box, specify the drive and directory in which you would like the file to be saved.
6. Click the **Save** button to save the file to your specified drive and directory.

How to Use the Microsoft Excel® Macro

To simplify consistent formatting of the Health Insurance Errors data, a macro is available which will perform automatic formatting of the "**ERRORS01.CSV**" file. You are encouraged to use the Microsoft Excel® macro. Please follow the step-by-step instructions below.

1. Open the Health Insurance Error file "**ERRORS01.CSV**" in Microsoft Excel®. Here are two ways this task can accomplished:
 - Double click on the file "**ERRORS01.CSV**" in Windows Explorer.
 - Open Microsoft Excel®, click on the **F**ile pull down menu then select **O**pen, and navigate to the drive and directory (or folder) in which the file "**ERRORS01.CSV**" resides, either double click on "**ERRORS01.CSV**" or select it with a single click then click the **O**pen button.
2. Open the file "**FmtHI.xls**" in Microsoft Excel®. Here are two ways this task can accomplished:
 - Double click on the file "**FmtHI.xls**" in Windows Explorer.
 - In Microsoft Excel®, click on the **F**ile pull down menu then select **O**pen, and navigate to the drive and directory (or folder) in which the file "**FmtHI.xls**" resides, either double click on "**FmtHI.xls**" or select it with a single click then click the **O**pen button.
3. Do not be alarmed if you notice brief movement and flashing as the macro formats the "**ERRORS01.CSV**" file. When the macro has finished the formatting process it will close automatically. (Note: The macro only works on the current errors file; i.e., although you can open ERRORS02.CSV through ERRORS06.CSV, you cannot use the macro to format them.)
4. You ***must*** have the "**ERRORS01.CSV**" file open in Microsoft Excel® ***before*** opening the Microsoft Excel® macro, otherwise the following error will occur:

