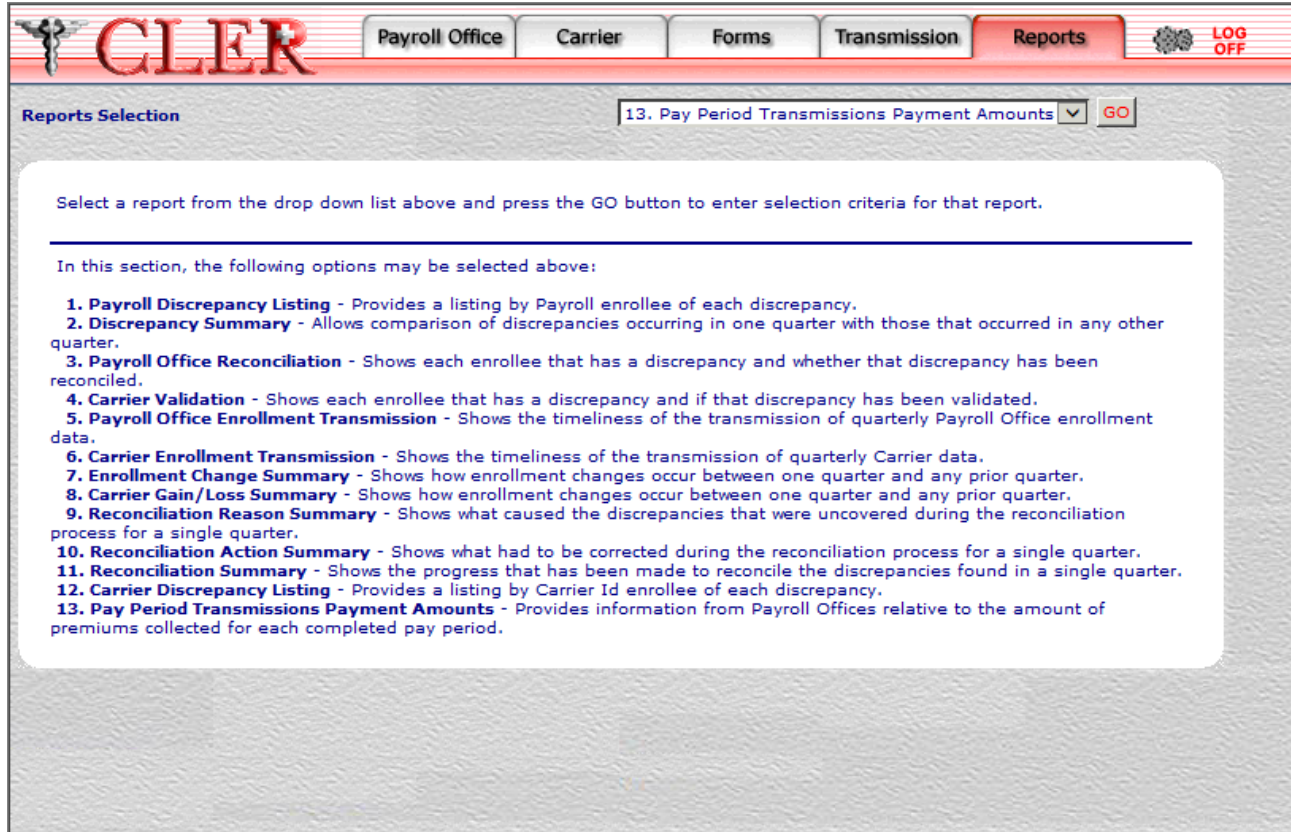# CLER 2.0 - Report 13

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 individuals 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.

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.

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.

The Three Sample Display Types of Report 13

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

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

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

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	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	L	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	E	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST		xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST		xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	T	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	A	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	L	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	M	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	V	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	D	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST		xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	W	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST	I	xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
TEST	TEST		xxxxxxxxx	GEHA	312	9/1/2015	$1,489.10	P
							$22,336.50	

Prepared By NFE29 on 9/21/2015 at 1:43 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.