



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.

Below are step by step instructions how to execute the new Report 13 (Pay Period Transmissions Payment Amounts) report in CLER.

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

The screenshot shows the CLER system interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://www.nfc.usda.gov/cler/clermain.asp?menu=5>. The browser's title bar reads "NFC Centralized Enrollment Clearinghouse System (CLER) - Windows Internet Explorer".

The interface features a navigation menu with the following tabs: Payroll Office, Carrier, Forms, Transmission, and Reports. The Reports tab is currently selected and highlighted in red. To the right of the Reports tab is a "LOG OFF" button.

Below the navigation menu, the "Reports Selection" section contains a dropdown menu with the selected option "13. Pay Period Transmissions Payment Amounts" and a "GO" button.

A white box with a light blue border contains the following text:

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.

NFC Centralized Enrollment Clearinghouse System (CLER) - Windows Internet Explorer

https://www.nfc.usda.gov/cler/clermain.asp?menu=5

File Edit View Favorites Tools Help

CLER Payroll Office Carrier Forms Transmission Reports LOG OFF

Reports Selection 13. Pay Period Transmissions Payment Amounts GO

13. Pay Period Transmissions Payment Amounts

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.

Payroll Office ID* 00000001 **Carrier ID*** **As of Date*** From: To: **Pay Cycle*** **Enrollment Code**

Order By: 1st Carrier 2nd 3rd 4th 5th

Display Total Payment Amounts
 Display Payment Amounts for Enrollees

Display the report SUBMIT RESET

Quick Tip:
Red asterisks are required fields

Reports Selection 13. Pay Period Transmissions Payment Amounts GO

13. Pay Period Transmissions Payment Amounts

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.

Payroll Office ID* 00000001 **Carrier ID*** **As of Date*** **Pay Cycle*** **Enrollment Code**

From: **To:**

Order By: 1st Carrier 2nd 3rd 4th 5th

Display Total Payment Amounts
 Display Payment Amounts for Enrollees

Display the report SUBMIT RESET

Select Payroll Office ID

Select Carrier ID

Select As of Date from and to

Select Pay Cycle: Biweekly/Monthly/Other

Enrollment Code (optional)

NFC Centralized Enrollment Clearinghouse System (CLER) - Windows Internet Explorer

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File Edit View Favorites Tools Help

CLER Payroll Office Carrier Forms Transmission Reports LOG OFF

Reports Selection 13. Pay Period Transmissions Payment Amounts GO

13. Pay Period Transmissions Payment Amounts

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.

Payroll Office ID* 00000001 Carrier ID* As of Date* From: To: Pay Cycle* Enrollment Code

Order By: 1st Carrier 2nd 3rd 4th 5th

Display Total Payment Amounts
 Display Payment Amounts for Enrollees

Display the report SUBMIT RESET

QUICK TIP:

You can create report with a total amount of payments or amount for each enrollee

QUICK TIP:

You can display the report in three options:

- Display the report
- Save reports as a spreadsheet
- Save report as a text file

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

Controlled Unclassified Information

Report 13 - Pay Period Transmissions Total Payment Amounts for Payroll Office 2477777
 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 NFE29 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 2477777
 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

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.