

Medical Aid

Backdate Beneficiaries



How to backdate Medical Aid Beneficiaries

- Access the Employees Medical Aid History (MHS) Screen from the Employee Payslip Screen (PS)
- Load the correct medical aid start date on the Information Screen (IS) on the Benefits Details tab
- Activate the Active Period for each month, by changing the No to Yes
- Load the dependants including the main member in the Beneficiary Adjustment Block
- Medical aid contributions must be backdated on the Payslip Screen

Medical Aid Start Date
 Date of Birth 20/03/1968 (51 years)

Reference Number

Private Medical Aid Beneficiaries Private Medical Aid Monthly Contribution

Monthly Contribution History | Summary Record

	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Active Period	Yes	Yes	Yes	No	No	No	No	No	No	N
Beneficiaries	0	0	1							
Beneficiary Adjustmnt	1	1	0							
Adjustment History	0	0	0							
Total Beneficiaries	1	1	1							
Tax Credit	310.00	310.00	310.00							
Employee Contribution	.00	.00	5000.00							
Private MA Adjustment	.00	.00	.00							
Employee Cont History	.00	.00	.00							
Company Contribution	.00	.00	2000.00							
Comp. Cont. History	.00	.00	.00							
Total Contribution	.00	.00	7000.00							
Add. Rebate from 65	.00	.00	.00							

Type Medical Aid