

SBAC PERSONNEL & COST DATA REPORTING in EERP

Office of Education Technology: Division of School Technology Services

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Overview - Medicaid School-Based Administrative Claiming (SBAC) Program

The Kentucky Department of Education entered a contract with Public Consulting Group (PCG) to assist school districts in claiming reimbursement for Medicaid-eligible administrative functions performed by school personnel.

If you have explored this user guide and have problems generating either of the required reports, please send an email to eerp@education.ky.gov, and a member of the KDE EERP team will be able to assist you.

If you have SBAC program-related questions, contact PCG at kysbac@pcgclaimingsystem.zendesk.com or (866) 349-6866.

Employees Eligible for SBAC Reporting

The first step in creating the administrative claiming reports is to identify the employees and contractors eligible to participate in the program. Please refer to the *Kentucky School Based Services Time Study* for guidelines on choosing time study participants. This guidebook is also available as a download at [KY SBAC Time Study Guide 9-15-20.pdf](#). Once your district has determined the appropriate employees to include in the reports, you can assign an attribute to these employees in EERP for inclusion in the SBAC report.

Navigate to Employee Master:

Human Capital Management > Payroll > Employee Maintenance > Employee Master

The following screen will appear:

The screenshot displays the 'Employee Master [KDE]' application interface. At the top, there is a navigation bar with various icons for actions like Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, Schedule, Attach, Detail, Terminate, Mass Deactivate, Reporting Error, Org Chart, Supervisor, View History, DL Accrual, Project Update, Customer Number, ESS Access, Applicant Find, and User Defined Update. Below the navigation bar, the main content area is titled 'Employee Master [KDE]' and contains several sections. The 'Employee Identification' section includes fields for Employee *, SSN *, Last Name *, First Name *, Middle Name, MI, Suffix, Status, and Preferred Name. Below this is a tabbed interface with tabs for Main, Dates, Demographics, Address, Payroll, Mail Sort, Last Change, User Defined, Benefit FTEs, and Org Chart. The 'Employee Information' section includes fields for Job Class *, Summary Job Class, Location *, Group/BU *, Pay Frequency *, Org/Obj/Proj *, Department, Personnel Status *, Check Location, and State ID. The 'Check Location' section has checkboxes for 'New Employee' and 'Substance Screening Pool'.

Select employees to assign for SBAC reporting:

1. Find the employee.
2. Click on the Address tab and verify that an e-mail address is listed. If not, update the record and add the e-mail address. The employee roster pulls information from the Employee Master record.

The screenshot shows a software interface with a ribbon menu at the top containing tabs: MAIN, DATES, DEMOGRAPHICS, ADDRESS (highlighted), PAYROLL, MAIL SORT, LAST CHANGE, USER DEFINED, BENEFIT FTES, and ORG CHART. Below the ribbon is the 'Address Information' section with the following fields: Line 1 *, Line 2, City, State, Zip *, Country (dropdown), County (dropdown), City Code (dropdown), Email (text input, highlighted in yellow), Alt Email (text input), Prior Name (text input), FOIA exempt (checkbox), Supervisor (dropdown), and Spouse (dropdown).

3. From the Ribbon, select **Detail**.
4. Double click **USER DEFINED FIELDS**. The following screen appears:

The screenshot shows the 'Employee User Defined Fields [KDE]' screen. At the top is a ribbon with buttons: Back, Search, Browse, Add (highlighted), Update, Delete, Output, Print, Display, PDF, Save, Excel, Word, Email, Schedule, and Global. Below the ribbon is a table with columns: Employee *, SSN, Last Name, First Name, MI, and Status. Below the table are fields for Field ID Code *, Date, Code, and Value.

5. Select **Add**. The employee number will appear.
6. Tab to **Field ID Code**.
7. Select **SBAC-MEDICAID REIMBURSEMENT ELIGIBL** from the drop-down menu.
8. Enter the date the employee is eligible for reporting in the Date field.
9. Select **STRT** from the **Code** drop-down menu to designate this as a starting eligibility date for this employee. This code is used to ensure employees appear in the appropriate Personnel Roster and Employee Cost reports.
10. **Accept** to complete the process.

For employees who pay into KTRS, an additional code representing their KTRS retirement tier must be added. ***Failure to add the tier will result in the KTRS On-Behalf amount not being calculated/reported in the Employee Cost report.*** If not already completed, additional User Defined Codes and Fields must be created. More information about creating these new codes is available in [Appendix A](#).

11. Select **Add**. The employee number will appear.
12. Tab to **Field ID Code** and select **TIER – KTRS TIER FOR ON-BEHALF SBAC** from the drop-down menu.
13. From the drop-down menu in the Code field, select the applicable KTRS Tier for the employee (1 – 4).
14. Select **Accept** to complete the process.

Note: The **Employee Roster** reports employees eligible for the next reporting period. The **Employee Cost** report lists employees and their reportable pay/benefits for the prior reporting period. The Date and Code fields assigned above ensure that employees who start or terminate their eligibility appear on the correct report. Always terminate eligibility at the end of the quarter.

Repeat these steps until all eligible employees are assigned and their employee master record contains an e-mail address.

Employees No Longer Eligible for SBAC Reporting

Periodically, employees will no longer be eligible for SBAC reporting. These circumstances occur when an employee no longer meets the SBAC eligibility requirements or they are no longer employed by the district. At the time an employee becomes ineligible, they should no longer appear on the Personnel Roster (next reporting period), but must appear on a final Employee Cost report (prior reporting period). To ensure employee wages and benefits appear on the Employee Cost report, the District needs to update the Employee User Defined Fields and set the appropriate status. Please follow the instructions below to properly establish this status.

1. Find the Employee Master record.
2. Select **Detail**, then choose **User Defined Fields**.
3. Update the record by changing the **Date** to reflect the last day the employee is eligible.
4. Select the Code **END** from the drop-down menu to designate the date as an ineligibility date.

Example:

Field ID Code *	SBAC - MEDICAID REIMBURSEMENT ELIGIBL
Date	03/31/2023
Code	END - SBAC END DATE
Value	

Note: The **Employee Roster** reports employees eligible for the next reporting period. The **Employee Cost** report lists employees and their reportable pay/benefits for the prior reporting period. The Date and Code fields assigned above ensure that employees who start or terminate their eligibility appear on the correct report.

Creating the Employee Roster Report

After all employees are assigned for SBAC reporting, the district may produce the Employee Roster report. This report lists information regarding all employees eligible for random moment time study participation.

Navigate to KY Medicaid Reimbursement SBAC Report:

Human Capital Management > Payroll > State Specific > South > Kentucky > KY Medicaid Reimbursement SBAC Report

The following screen is displayed:

1. Select **Define** and enter the Report Quarter/Report Year.
2. Ensure the report includes all Locations and Orgs.
3. Click **Accept**.
4. Select the **Excel** icon to produce the report.

The following screen will appear:

Select	Field
<input checked="" type="checkbox"/>	District Code
<input checked="" type="checkbox"/>	District Desc.
<input checked="" type="checkbox"/>	School Code
<input checked="" type="checkbox"/>	School Name
<input checked="" type="checkbox"/>	Summary Job
<input checked="" type="checkbox"/>	Job Desc.
<input checked="" type="checkbox"/>	Employee ID
<input checked="" type="checkbox"/>	First Name
<input checked="" type="checkbox"/>	MI
<input checked="" type="checkbox"/>	Last Name
<input checked="" type="checkbox"/>	Email

5. Accept to generate the Excel spreadsheet.

Note: Only employees with a User Defined Field of **SBAC**, a code of **STRT**, and a date on or before the last day of the reporting period are included in the report. Any employees with a code **STRT** and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of **SBAC**, a code of **END**, and a date on or after the first day of the reporting period is included

on the report. Any employees with a code **END** and a date before the start of the reporting period are excluded. Please see the table in the section entitled **Employee Roster Reporting Criteria**.

A Microsoft Excel report will be created, and all active employees who are assigned for SBAC reporting (per instructions above) appear in the report. If any employees are missing or ineligible employees appear, check that the employee is/is not designated with the SBAC code and the employee is active (“Active Status” on the Employee Master record is “A”). **Subcontractors that are not paid through the payroll system should be added manually to this Excel spreadsheet.**

E-mail addresses are required to utilize the *electronic* Random Moment Sample (RMS) form. These pull from the Employee Master record when entered on the record. Save the Excel spreadsheet using the ‘Save As...’ command from Excel’s ‘File’ menu to save the file as a renamed file, using the following naming scheme:

[Your district name] Roster Q3-25.xls

In the above naming scheme, ‘Q3’ identifies the calendar quarter to which the file pertains (Q1=Jan-Mar, Q2=Apr-June, Q3=July-Sept, Q4=Oct-Dec). The last two digits identify the calendar year (example: 25=2025). The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.

Employee Roster Reporting Criteria

Employees are included on the Employee Roster who meet the following criteria:

Only employees with a User Defined Field of **SBAC**, a code of **STRT**, and a date on or before the last day of the reporting period are included in the report. Any employees with a code **STRT** and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of **SBAC**, a code of **END**, and a date on or after the first day of the reporting period is included on the report. Any employees with a code **END** and a date before the start of the reporting period are excluded.

Note: The EMPID column in the Excel spreadsheet is a combination of the district number and EERP employee number. Do not adjust this field.

Example:

<u>EMP #</u>	<u>User Fld</u>	<u>Code</u>	<u>Date</u>
1	SBAC	STRT	04/01/2025
17	SBAC	STRT	07/15/2025
27	SBAC	STRT	10/15/2025
30	SBAC	END	03/31/2025
44	SBAC	END	06/30/2025
57	SBAC	END	12/31/2025

If the Employee Roster is produced on Nov 30 for Q1 2025 (1/1/2025 – 3/31/2025), then employees 30, 44, and 57 are included, while employees 1, 17, and 27 are excluded.

If the Employee Roster is produced on Feb 28 for Q2 2025 (4/1/2025 – 6/30/202), then employees 1, 44, and 57 are included, while employees 17, 30, and 27 are excluded.

If the Employee Roster is produced on June 30 for Q3 2025 (7/1/2025 – 9/30/2025), then employees 1, 17, and 57 are included, while employees 30, 44, and 27 are excluded.

If the Employee Roster is produced on Aug 30 for Q4 2025 (10/1/2025 – 12/31/2025), then employees 1, 17, 27, and 57 are included, while employees 30 and 44 are excluded.

Creating the Quarterly Employee Cost Report

The Employee Cost Report is produced after the close of each quarter for which your district participated in the SBAC program. Verify that all payrolls for the reporting quarter have been posted to the General Ledger.

Navigate to the KY Medicaid Reimbursement SBAC Report:

Human Capital Management > Payroll > State Specific > South > Kentucky > KY Medicaid Reimbursement SBAC Report

The following screen is displayed:

KY Medicaid Reimbursement SBAC Report [KDE]

Back Output Print Display PDF Save Excel Define Employee Cost

Execute this report: Now

Report Quarter/Year *: Specify

Location: [] to: ZZZZ

Org: [] to: ZZZZZZZZ

1. Select **Employee Cost**.
2. Select **Define** and enter the Report (Calendar) Quarter, Report (Calendar) Year, Employer Cost Deduction Code, Administration Fee Amount, Life Insurance Amount, and KTRS Percentage.
 - a. Employer Cost Deduction Code: This is the deduction code created by each district for Employer Health Insurance cost and may differ from the example.
 - b. Administrative Fee Amount: \$8.00 (subject to change)
 - c. Life Insurance Fee Amount: \$1.00 (subject to change)
 - d. KTRS Percentage: (subject to change)
 - i. TRS Tiers 1 & 2: 16.105% – 3% = 13.105%
 - ii. TRS Tier 3: 17.105% – 3% = 14.105%

iii. TRS Tier 4: $13.75\% - 3\% = 10.75\%$

The screenshot shows the 'KY Medicaid Reimbursement SBAC Cost Report' interface. At the top, there is a title bar with a logo and the text 'KY Medicaid Reimbursement SBAC Cost Report'. Below the title bar is a navigation bar with icons for Back, Output, Print, Display, PDF, Save, Excel, and Define. The main content area shows the report title 'KY Medicaid Reimbursement SBAC Report [KDE | 0983TEST | 8/1] > KY Medicaid Reimbursement SBAC Cost Report'. Below this, there are several input fields: 'Execute this report' (dropdown menu set to 'Now'), 'Report Quarter/Year *' (dropdown menu set to 'Specify' with input fields for 0, /, *, and 0), 'Employer Cost Deduction Code' (text input field with value '2412'), 'Administration Fee Amount' (text input field with value '8.00'), 'Life Insurance Amount' (text input field with value '1.00'), 'KTRS 1 Percentage' (text input field with value '13.105'), 'KTRS 2 Percentage' (text input field with value '13.105'), 'KTRS 3 Percentage' (text input field with value '14.105'), and 'KTRS 4 Percentage' (text input field with value '10.750').

- **Employer Cost Deduction Code** – This is the deduction code used in your district to identify the employer cost of health insurance. The amount for the report is calculated by using the amount from the quarterly employee accumulator (using the deduction code number that’s entered into the *Employer Cost Deduction Code*), then multiplied by the *Percent of Quarter Gross* that is calculated when the report is generated.
- **Administration Fee Amount** – This is the monthly cost for the administration fee paid on behalf of each employee by KDE. The total for the report is calculated by using the amount entered into this field and multiplying by three (3) to get a quarterly total, then multiplying by the *Percent of Quarter Gross* that is calculated when the report is generated.
- **Life Insurance Amount** – This is the monthly cost for the Basic Life insurance paid on behalf of each employee by KDE. The total for the report is calculated by using the amount entered into this field and multiplying by three (3) to get a quarterly total, then multiplying by the *Percent of Quarter Gross* that is calculated when the report is generated.
- **KTRS Percentage** – This is the percentage for KTRS *that is paid by the state on behalf of the school district for non-federal employees*. The total for this field is calculated by taking the salary amount for each employee and multiplying it by the percentage that is entered into the *KTRS Percentage* field for each tier. (The rates below are current for nonfederal employees as of October 2025.)
 - TRS Tiers 1 & 2: $16.105\% - 3\% = 13.105\%$
 - TRS Tier 3: $17.105\% - 3\% = 14.105\%$
 - TRS Tier 4: $13.75\% - 3\% = 10.75\%$
 - [Contribution Rates for Non-University Employers](#)

Notes:

- The SBAC program utilizes a **calendar year quarter**, not a fiscal year quarter.
 - The **KTRS Percentage** field on the Define screen represents the ON-BEHALF percentage, not the percentage that is paid by the school district. It is the cost paid by the state ON-BEHALF of the school district for non-federal employees. You will see this number in the KTRS On-Behalf column of the Excel spreadsheet. The board paid percentage is included in the Benefits column of the Excel spreadsheet.
 - The calculation for the KTRS employer cost (paid by the state on-behalf of the school district) is **NOT** calculated on **hybrid employees**. The on-behalf amount must be manually calculated on the spreadsheet for these employees.
2. Click on the **Excel** icon to produce the report in Microsoft Excel format.
 3. Press Enter or click **Accept**.

A Microsoft Excel report will be created, and all employees assigned for SBAC reporting and have reportable wages appear in the report. If any employees are missing or ineligible employees appear, check that the employee is/is not designated with the SBAC code and that they have reportable wages. Subcontractors that are not paid through the payroll system should be added manually to this Excel spreadsheet.

Save the Excel spreadsheet using the ‘Save As...’ command from Excel’s ‘File’ menu to save the file as a renamed file, using the following naming scheme:

[Your district name] SalariesQ1-25.xls

In the above naming scheme, ‘Q1’ identifies the calendar quarter to which the file pertains (Q1=Jan-Mar, Q2=Apr-June, Q3=July-Sept, Q4=Oct-Dec). The last two digits identify the calendar year (example: 25=2025). The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.

Sample Spreadsheet File: (Only salary and benefit information is shown.)

M	N	O	P	Q	R	S	T	U
Salary	Benefits	Percent Gross	Insurance On-Behalf	Admin On-Behalf	Life Ins On-Behalf	KTRS Tier	KTRS On-Behalf	Total Benefits
15,572.28	683.82	100.00	2,532.60	24.00	3.00		0.00	3,243.42
7,483.62	2,261.10	100.00	2,532.60	24.00	3.00		0.00	4,820.70
31,899.36	1,417.44	100.00	1,962.36	24.00	3.00	1	4,180.41	7,587.21
10,251.72	3,111.00	100.00	1,962.36	24.00	3.00		0.00	5,100.36
6,403.62	1,957.20	100.00	2,543.94	24.00	3.00		0.00	4,528.14
23,367.12	1,036.50	100.00	2,196.06	24.00	3.00	1	3,062.26	6,321.82
21,206.10	939.00	100.00	1,923.48	24.00	3.00		0.00	2,889.48

Manual Updates to the Employee Cost Spreadsheet

There are certain costs not generated in the Employee Cost report. These costs must be manually entered into the spreadsheet.

- **KTRS – The calculation for the KTRS employer cost by the state on-behalf of the school district is not calculated for hybrid employees.** (Classified employees with a degree who are paying into KTRS instead of CERS.) Update any employee who paid into KTRS but is set up as a classified employee (Summary Class Codes in the 7000 range). The calculation is the Salary amount multiplied by the on-behalf KTRS Percentage (percentage paid on-behalf of the school district by the state for non-federal employees).
 - The rates below are for nonfederal employees as of August 2025
 - TRS Tiers 1 & 2: 16.105% – 3% = 13.105%
 - TRS Tier 3: 17.105% – 3% = 14.105%
 - TRS Tier 4: 13.75% – 3 % = 10.75%
 - [Contribution Rates for Non-University Employers](#)

Note: Only employees with a User Defined Field of **SBAC**, a code of **STRT**, and a date on or before the last day of the reporting period are included in the report. Any employees with a code **STRT** and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of **SBAC**, a code of **END**, and a date on or after the first day of the reporting period is included on the report. Any employees with a code **END** and a date before the start of the reporting period are excluded. Please see the table at the end of this document for examples.

The Salary and Benefits columns in the Employee Cost Report will only include salary and benefits eligible for reporting. If you have any questions regarding the amounts that appear in the report, please refer to the SBAC Employee Cost Reporting Criteria below. The Detail Check History Report in EERP may also be beneficial for reconciliation purposes.

Employee Cost Reporting Criteria

Salary and Benefits paid from the following accounts/funds are reported in the SBAC Employee Cost Report:

- General and Special Revenue Funds (Fund Code 1 & 2).
- Instructional type functions (Function Codes 1100 to 2999 & 3300 to 3399).
- Object code range 0110 to 0699.
- Funds paid from non-Federally Funded Grants (Grant #'s 0 to 2099 & 7000 to 9999 for Special Revenue Fund).

Only employees with a User Defined Field of **SBAC**, a code of **STRT**, and a date on or before the last day of the reporting period are included in the report. Any employees with a code **STRT** and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of **SBAC**, a code of **END**, and a date on or after the first day of the reporting period is included on the report. Any employees with a code **END** and a date before the start of the reporting period are excluded.

Example:

<u>EMP #</u>	<u>User Fld</u>	<u>Code</u>	<u>Date</u>
1	SBAC	STRT	04/01/2024
17	SBAC	STRT	07/15/2024
27	SBAC	STRT	10/15/2024
30	SBAC	END	03/31/2024
44	SBAC	END	06/30/2024
57	SBAC	END	12/31/2024

If the Employee Cost is produced on April 30 for Q1 2024 (1/1/2024– 3/30/2024), then employees 30, 44, and 57 are included, while employees 1, 17, and 27 are excluded.

If the Employee Cost is produced on July 30 for Q2 2024 (4/1/2024 – 6/30/2024), then employees 1, 44, and 57 are included, while employees 17, 27, and 30 are excluded.

If the Employee Cost is produced on October 30 for Q3 2024 (7/1/2024 – 9/30/2024), then employees 1, 57, and 17 are included, while employees 30, 27, and 44 are excluded.

If the Employee Cost is produced on January 30 for Q4 2024 (10/1/2024 – 12/30/2024), then employees 1, 17, 27, and 57 are included, while employees 30 and 44 are excluded.

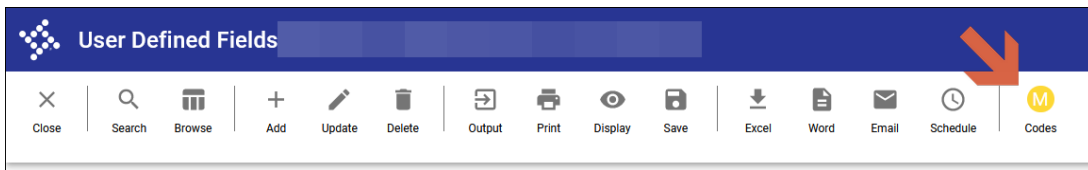
Appendix A – User Defined Codes and Fields for KTRS Tiers

An update was made to the report in November 2025 so that it will calculate the KTRS On-Behalf amount based on the retirement tier assigned to employees. The following steps must be taken to ensure accurate reporting of the KTRS On-Behalf amount. Failure to add the KTRS Retirement tier will result in the on-behalf amount not calculating.

Setup User Defined Codes

Navigate to Human Capital Management > Human Resources > Personnel Setup > User Defined Fields

1. Select the Codes option from the toolbar:



2. Select Add and add codes for tiers 1 through 4: TIER 1, TIER 2, TIER 3, and TIER 4

Code	Short Description	Long Description
1	TIER 1	KTRS TIER 1
2	TIER 2	KTRS TIER 2
3	TIER 3	KTRS TIER 3
4	TIER 4	KTRS TIER 4

User Defined Fields [KDE | TRAIN | 7/10] > User Defined Codes

Code *

Short Description *

Long Description *

Data

Create User Defined Field

Navigate to Human Capital Management > Human Resources > Personnel Setup > User Defined Fields

1. Select Add and add the following record:

- Field Code: TIER
- Field Label: KTRS TIER
- Description: KTRS TIER FOR ON-BEHALF SBAC
- Security Category: USER DEFINED FIELDS
- Code Enabled: Mark the box
- Navigate to the list of Available Codes at the bottom of the screen and add KTRS Tier 1 – 4 to the selected codes.

User Defined Fields [KDE | TRAIN | 7/10]

Close Accept Cancel Search

User Defined Fields [KDE | TRAIN | 7/10] >

Field Code * TIER

Field Label * KTRS TIER

Description * KTRS TIER FOR ON-BEHALF SBAC

Security Category * USER DEFINED FIELDS

Date Enabled

Code Enabled

Value Enabled

Integration

Enabled for Integration

Field

Entry Restrictions

Value Data Type

Entry Must be Unique

Available Codes		Selected Codes	
Code	Description	Code	Description
END	SBAC END DATE	1	KTRS TIER 1
FAM	EMPLOYEE, SPOUSE, AND CHILDREN	2	KTRS TIER 2
FLAT	FLAT AMOUNT	3	KTRS TIER 3
PCT	PERCENT OF PAY		
SING	SINGLE COVERAGE		
SPOU	EMPLOYEE AND SPOUSE		
STRT	SBAC START DATE		
4	KTRS TIER 4		

Add Tiers to SBAC Eligible Employees

To report the correct KTRS On-Behalf amount/percentage, SBAC eligible employees must be coded to a KTRS Retirement Tier (if applicable).

Navigate to Employee Master: Human Resources/Payroll >Payroll >Employee Maintenance > Employee Master

Select employees to assign for SBAC reporting:

1. From the Ribbon, select Detail.
2. Select USER DEFINED FIELDS. If the employee already has a User Defined Code, the list of codes will appear. Select Accept.
3. Select Add. The employee number will appear.
4. Tab to Field ID Code and select TIER – KTRS TIER FOR ON-BEHALF SBAC from the drop-down menu.
5. From the drop-down menu in the Code field, select the applicable KTRS Tier for the employee (1 – 4).
6. Select Accept to complete the process.

Note: Employees who pay into KTRS must have both the SBAC-MEDICAID REIMBURSEMENT ELIGIBLE code and a TIER – KTRS TIER FOR ON-BEHALF SBAC to report correctly on the Employee Cost report. Failure to add the tier will result in the KTRS On-Behalf amount not being calculated in the Employee Cost report.

Employee Master [KDE | 0983TEST | 8/1] > Employee Detail > Employee User Defined Fields [KDE | 0983TEST | 8/1]

Employee *	SSN	Last Name	First Name	MI	Status
8881	123-99-9992	SNOW	JON		ACTIVE

Field ID Code *	TIER - KTRS TIER FOR ON-BEHALF SBAC
Date	01/01/2024
Code	4 - KTRS TIER 4
Value	

Employee Master [KDE | 0983TEST | 8/1] > Employee Detail > Employee User Defined Fields [KDE | 0983TEST | 8/1] > Employee User Defined Fields

Record Number	Emp #	Code	Field Label	Date	Code	Value
1	8881	SBAC	MED REIMB	01/01/2024	STRT	
2	8881	TIER	KTRS TIER		4	