Employer Portal Reports

Sampling of reports available to employers offering a HealthEquity account

THE POWERFUL AND EASY HEALTH ACCOUNT SOLUTION

HealthEquity®
Building Health Savings℠

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HSA sample reports

The following reports are for example purposes only. They do not reflect actual data. Actual reports may differ slightly from the sample reports shown. For employers with HSAs, the following reports are available:

- Employee Account Summary
- HSA Account Status
- Contribution (Tax Year)
- Contribution (Calendar Year)
- Potential Over Contributions
- PPD Account Numbers (optional for those clients set up for PPD)
- Past payments report

Employee Account Summary Report

- Available only if your group has at least five employees enrolled.

- Allows you to view information, such as number of employees with applicable accounts and/or features and employees with a zero balance, an average balance, the maximum dollar amount within any employee's account, and employees with balances greater than $2,500.00.

- Can be exported to Excel by selecting the green and white Excel icon.

- This report will return data as of the current date, however, you can change the "as of" date to retrieve selected data.

Account	Employees	0 Balance	≥ 2500 Balance	Average Balance	Maximum	$1 - $500 Balance	$501 - $1000 Balance	$1001 - $2500 Balance	$2501 - $5000 Balance	> $5000 Balance
HSA	3527	35	961	$2,039.44	$24,822.19	504	734	1293	692	269
Investment	94	0	49	$3,602.86	$17,842.89	14	12	19	23	26

HSA Account Status Report

- This report shows info related to the date on which employees were enrolled in an HSA and whether they have taken action to activate their account at HealthEquity. Activation is defined as having activated their HSA debit card, logged into the account online and accepted the terms of the online agreement, or paid a claim.

- This report also shows whether an employee's HSA is closed. To reopen an employee's closed HSA:

  - Mark the "Include Inactive" checkbox to view employees with closed accounts.
  - Click the hyperlink on the word "Closed" to reopen the account.
  - On the next screen, click the "Reopen" button.

	Dept	Name	Employee ID	Enrollment Date	HSA Account Status
1		Bentley. John	1234567	7/5/2011	Activated
2		Dean, Demo	1234568	7/5/2011	Activated
3		Demo, James	1234569	6/16/2012	Activated
4		Demo, Demo D.	1234561	6/16/2012	Activated
5		Doe, James D.	1234562	12/28/2012	Activated
6		Doe, John D.	1234563	2/23/2013	Activated
7		Doe, John M.	1234564	6/15/2013	Activated
8		Doe, Jon	1234565	11/22/2013	Activated
9		Doe, Matt	1234566	12/15/2013	Activated
10		Guekes, Bill	1234512	6/13/2012	Activated
11		Guekes, William	1234513	7/5/2011	Activated
12		Gull, Matt	1234514	7/5/2011	Activated
13		Hall, Cheri	1234515	12/17/2013	Activated
14		Hall, Max	1234516	6/15/2013	Activated
15		Hutchings, Jared	1234517	1/11/2012	Activated
16		Jones, Marlene	1234518	6/13/2012	Activated
17		Jones, Mike	1234519	7/5/2011	Activated
18		King, James	1234520	7/5/2013	Activated

Contribution (Tax Year and Calendar Year) Reports

- The Contribution (Tax Year) report displays total contributions made by the employer to employees' HSAs for the specified tax year.
- The Contribution (Calendar Year) report lets you specify a date range relative to when the contribution was posted.
- Calendar reports include employee ID, name, and total contributions for the period selected.
- Run either report based on different years and date ranges.
- Export reports to Excel by selecting the green and white Excel icon.
- Drill down into each employee's contribution history by clicking on the name to see the date and amount of each contribution for that employee which has been facilitated by the employer. This information can also be exported to Excel.

Tax year

Employee ID	Dept	Name	ER Cont	EE Cont	Pending ER	Pending EE
1234567		Bentley. John	$2,200.00	$4,200.00	$0.00	$0.00
1234568		Dean, Demo	$100.00	$0.00	$0.00	$0.00
1234569		Dean, James	$200.00	$150.00	$400.00	$50.00
1234561		Demo, Demo D.	$0.00	$0.00	$0.00	$0.00
1234562		Doe, James D.	$200.00	$150.00	$0.00	$0.00
1234563		Doe, John D.	$200.00	$150.00	$0.00	$0.00
1234564		Doe, John M.	$200.00	$100.00	$0.00	$0.00
1234565		Doe, Jon	$100.00	$0.00	$200.00	$50.00
1234566		Doe, Matt	$200.00	$0.00	$0.00	$0.00
1234512		Guekes, Bill	$200.00	$100.00	$0.00	$0.00

Calendar year

Employee ID	Dept	Name	ER Cont	EE Cont	Pending ER	Pending EE
1234567		Bentley. John	$2,200.00	$4,200.00	$0.00	$0.00
1234568		Dean, Demo	$100.00	$0.00	$0.00	$0.00
1234569		Dean, James	$200.00	$150.00	$400.00	$50.00
1234561		Demo, Demo D.	$0.00	$0.00	$0.00	$0.00
1234562		Doe, James D.	$200.00	$150.00	$0.00	$0.00
1234563		Doe, John D.	$200.00	$150.00	$0.00	$0.00
1234564		Doe, John M.	$200.00	$100.00	$0.00	$0.00
1234565		Doe, Jon	$100.00	$0.00	$200.00	$50.00

Potential Over Contributions Report

- For the tax year selected, shows employees who received HSA contributions that may be higher than allowed based on their coverage type and age. This may include contributions that the employee made directly to HealthEquity.
  - A 6% penalty applies to excess contributions per the IRS. The penalty is 10% if contributions were made to their HSA based on being an eligible individual for the entire year under the last-month rule and not remaining an eligible individual during the testing period.
  - Have employees listed contact HealthEquity® Member Services to distribute the excess amount and avoid IRS penalties.

Last Name	First Name	Employee ID	Contributions Made	Contributions Allowed	Potential Excess
Bentley	John	1234567	$2,150.00	$0.00	$2,150.00
Dean	Demo	1234568	$450.00	$0.00	$450.00
Dean	James	1234569	$529.65	$0.00	$529.65
Demo	Demo D.	1234561	$323.10	$0.00	$323.10
Doe	James D.	1234562	$1,240.00	$0.00	$1,240.00
Doe	John	1234563	$1,125.00	$0.00	$1,125.00
Doe	John M	1234564	$346.20	$0.00	$346.20
Doe	Jon	1234565	$1,4780.00	$0.00	$1,4780.00
Doe	Matt	1234566	$935.00	$0.00	$935.00
Guekes	Bill	1234512	$750.00	$0.00	$750.00

PPD Report

This report provides routing and account number information for your employees' HSAs so that you may make direct deposit contributions to their accounts. This report applies only to employers who have selected the PPD option.

Employee ID	Name	Dept	Routing number	Bank account number
1234567	Bentley, John	Finance	123456789	1234567890000001
1234568	Dean, Demo	Manufacturing	123456780	1234567890000002
1234569	Dean, Demo	Marketing	123456781	1234567890000003
1234561	Demo, Demo D.	Manufacturing	123456782	1234567890000004
1234562	Doe, James D.	Manufacturing	123456783	1234567890000005
1234563	Doe, John	Sales	123456784	1234567890000006

Past Payments

This report provides a chronological listing of all prior payments to HealthEquity for contributions, deductions and fees. By clicking on the Payment Date, you can launch the detailed invoice associated with the payment.

Payment Date	Contributions	Deductions	Fees	Other	Total	Descriptions	Status	Reference ID
9/5/2012	$ 557.00	$ 0.00	$ 0.00	$ 0.00	$ 557.00	ACH: #6566	Complete	n50d9h-P
8/24/2012	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	zero sum	Complete	ppc8jf
8/20/2012	$ 557.00	$ 0.00	$ 0.00	$ 0.00	$ 557.00	ACH: #6566	Complete	v0vbkd-P
8/7/2012	$ 482.00	$ 0.00	$ 0.00	$ 0.00	$ 482.00	ACH: #6566	Complete	ggqhm9-P
7/20/2012	$ 482.50	$ 0.00	$ 0.00	$ 0.00	$ 482.50	ACH: #6566	Complete	dwp6j1-P
7/5/2012	$ 482.50	$ 0.00	$ 0.00	$ 0.00	$ 482.50	ACH: #6566	Complete	55xb3h-P

FSA/HRA sample reports

Funding Account Summary (includes FSA)

Purpose: Quickly see plan liability, total funds receive and claims paid. This report allows you to track at a high level the election amount against the claims paid from a plan and may be filtered by plan year and account type. It may be exported to Excel by selecting the green and white Excel icon. Provides an overview by plan year and plan of the following: Total election amount, funding schedule, peg amount for prefunding, total claims paid, funding received, available balance in accounts, claims pending, funding pending.

Account Type	Plan Year	Total Election Amount	Funding Schedule	Schedule Start Date	Percent	Peg Amount	Available Balance	Funding Recieved	Total Paid Claims	Claims Pending	Funding Pending
HRA	2013	$409,500.00	Weekly	6/26/2012	0.00%	$50,625.00	$50,625.00	$95,073.71	($44,448.71)	$0.00	$0.00
HRA	2013	$0.00	Weekly	6/26/2012	0.00%	$50,625.00	$50,625.00	$95,073.71	($44,448.71)	$0.00	$0.00
FSA	2013	$75,870.00	Weekly	7/03/2013	15.00%	$10,671.00	$10,257.32	$33,503.11	($23,245.79)	$0.00	$0.00
DCRA	2013	$36,550.00	Weekly	7/03/2013	7.00%	$2,559.00	$1,866.72	$8,747.79	($6,881.07)	$0.00	$0.00

Reimbursement Plan Summary

Provides an overview of a members account at the plan level. This report can be filtered by plan year, plan type, plan name, department, member and a date range. Allows you to see by member: rollover deposits, election amount, total deposits, total claims, claims allowed, claims denied, claims paid, fees paid, plan balance, YTD balance (for HRA and FSA this would be the same as the election amount and for DCRA it is the amount deposited YTD less claims paid), plan start date and end date. Each of the monetary fields are totaled at the bottom of the page, may be exported to excel.

Mbr Name	Mbr ID	Employee ID	Account Type	Dept.	Total Rollover	Total election	Total Deposit	Total Claims	Total allowed	Total Denied	Total Paid	Total Fees	Plan Balance	YTD Balance (deposits Paid)	Coverage Start	Coverage End
John	1234567	–	HCRA	1230	$0.00	$1,300.00	$450.00	$51.34	$51.34	$0.00	$51.34	$0.00	$1,248.66	$1,248.66	7/1/2012	6/30/2013
Jane	1234568	–	HCRA	1240	$0.00	$2,500.00	$865.35	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$2,500.00	7/1/2012	6/30/2013
					$0.00	$3,800.00	$1315.35	$51.34	$51.34	$0.00	$51.34	$0.00	$9,748.66	$3,748.66		

FSA/HRA Claims

Claim payment detail that is able to be filtered by date range and shows the member's name, the plan the claim was paid from, when it was paid, how it was paid, payment amount and if it was paid to the member or the provider. If provided employee ID and department are also available on this report. May be exported to excel.

Mbr ID	Name	Employee ID	Dept.	Account Type	Payment date	Payment Type	Payment Amount	Payee
1234567	Sample, John	–	012340000	2013 HRA 7/1/2012-6/30/2013	1/01/2000	Check	$40.76	Provider
1234568	Sample, Jane	–	012350000	2013 HRA 7/1/2012-6/30/2013	1/01/2000	ACH	$44.89	Member
							$17,813.46	**Total Records: 300**

RA Funding Ledger

Posted Transactions

Claim payment detail that is able to be filtered by date range and shows the member's name, the plan the claim was paid from, when it was paid, how it was paid, payment amount and if it was paid to the member or the provider. If provided employee ID and department are also available on this report. May be exported to excel.

Payment Date	Member	Employee ID	Dept	Type	Description	Credit	Debit	Balance	Member ID	Claim
11/01/2012	Sample, John	012-34-5678	123450	DebitCard	Card Transaction		($192.95)	$10,257.32	1234567	
11/01/2012	Sample, Jane	024-56-7890	123450	DebitCard	Card Transaction		($35.94)	$10,450.27	8910123	
11/01/2012	Sample, Jack	056-78-9010	123450	DebitCard	Card Transaction		($33.01)	$10,486.21	4567890	
11/01/2012				ACH	RA Replenishment for HCRA 2013 Funding	$3,737.88		$10,519.22		

FSA/HRA Claims Overpayments

Plan Summary

Allows employer to track those members that have not sent in substantiation for claims, these claims would have been paid in the last 90 days and then in 90+ days. Overpayments are claims where the paid amount is greater than the allowed amount. This often with adjusted claims or invalid substantiations. Report is able to be sorted by plan year, plan type,

Member ID	Mbr Name	Employee ID	Dept	Type	Payee	Payment Date	Payment Type	Overpayment Amount	HEQ Claim ID	HP Claim ID
1234567	Sample, John		2323230000	2013 HCRA 7/1/2012 to 6/30/2012	Provider	8/10/2012	DebitCard	$367.08		
1234568	Sample, Jane		2424240000	2013 HCRA 7/1/2012 to 6/30/2012	Provider	8/10/2012	DebitCard	$113.00		