




# ASIFlex Employer Portal

MoneyPlus and Health Savings Accounts  
2024

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### Important information

- This overview is not meant to serve as a comprehensive description of the insurance benefits offered by PEBA.
- More information can be found in the following:
  - [Benefits Administrator Manual](#); and
  - [Insurance Benefits Guide](#).
- The plan of benefits documents, certificates of coverage, and benefits contracts contain complete descriptions of the insurance benefits offered by or through PEBA. Their terms and conditions govern all these benefits.

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### ASIFlex Employer Portal

- Two ways to access portal:
  - [employer.asiflex.com](http://employer.asiflex.com); or
  - [www.asiflex.com/scmoneyplus](http://www.asiflex.com/scmoneyplus).
- ASIFlex provides login credentials.
  - Email [sc@asiflex.com](mailto:sc@asiflex.com).

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### Payroll submission

- Employer responsible for reporting the actual amount of each payroll deduction every payroll cycle to ASIFlex.
- Two ways to submit payroll deductions through the Employer Portal:
  - Use a common file format to transmit data (Upload File); or
  - Enter payroll deduction data manually (Payroll Data Entry).
- Comptroller General (CG) employers:
  - PEBA will send enrollment file to CG's office.
  - CG will submit payroll deduction file to ASIFlex.
- ASIFlex will process payroll deduction file within one business day of receipt.

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### Payroll submission

- The [Benefits Administrator Manual](#) provides detailed information about:
  - How to submit payroll files and deductions;
  - When and where to remit deductions; and
  - How to respond to discrepancy reports.
- Payroll file formats for upload option available at [asiflex.com/sclinks](http://asiflex.com/sclinks).

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### Discrepancy reports

- Discrepancy report will be posted immediately in the employer portal.
- Employer must review and respond to discrepancy report within two business days.
- If transmitting data via a common file, the preferred method of responding to a discrepancy report is to add a comment in the field next to the discrepancy on the actual report. Then, save the file as the original file name and upload it to the employer portal.
- Employers may also send a secure email to ASIFlex at [sdata@asiflex.com](mailto:sdata@asiflex.com).

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**Types of discrepancies**

- The contribution sent for a participant is different than the expected amount.
- A record is received on the payroll deduction file for an employee for whom ASIFlex does not have enrollment information on file.
- A record is missing on the payroll deduction file for a participant for whom ASIFlex expects to receive a contribution.
- ASIFlex does not have record of a BIN/SSN received on the payroll deduction file.
- A sample discrepancy report is available in the [Benefits Administrator Manual](#).

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**Other available reports**

- Complete Balance Sheet Discrepancy Report (YTDEXP).
  - Produced monthly only if there are discrepancies for individual participants.
  - Shows the difference between the actual contribution ASIFlex has received year-to-date as of the last payroll cycle and the expected amount based on the annual election amount for each participant.

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**Disclaimer**

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

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