### Adding a Benefit Plan

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
</table>
| 1.   | Begin by navigating to the **Benefit Plan Table** page.  
      | Click the **Set Up HRMS** link.  
      | ![Set Up HRMS](link) |
| 2.   | Click the **Product Related** link. |
| 3.   | Click the **Base Benefits** link. |
| 4.   | Click the **Benefit Plan Table** link.  
      | ![Benefit Plan Table](link) |
| 5.   | Click the **Add a New Value** tab. |
| 6.   | Click the **Plan Type** list.  
      | ![Plan Type list](link) |
| 7.   | Click the **vertical scrollbar.** |
| 8.   | Click the **Medical** list item.  
      | ![Medical list item](link) |
| 9.   | Click in the **Benefit Plan** field.  
      | ![Benefit Plan field](link) |
| 10.  | Enter the desired information into the **Benefit Plan** field. Enter a valid value e.g. "HMO". |
| 11.  | Click the **Add** button.  
      | ![Add button](link) |
| 12.  | Benefit plans are the benefits you want to offer to your employees. Use the **Benefit Plan Table** page to define benefit plans, their associated providers, and default deduction codes. |
| 13.  | The **Effective Date** field displays the current system date. In this example, the current date is 07/30/2007. The effective date should reflect the date on which you want the plan to become active. This can be a date in the past, the current date, or a future date.  
      | Enter the desired information into the **Effective Date** field. Enter a valid value e.g. "01/01/2001". |
| 14.  | Click in the **Description** field.  
      | ![Description field](link) |
| 15.  | Enter the desired information into the **Description** field. Enter a valid value e.g. "Bay Pacific Health Plan". |
| 16.  | Click in the **Short Description** field.  
<pre><code>  | ![Short Description field](link) |
</code></pre>
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<tbody>
<tr>
<td>17.</td>
<td>Enter the desired information into the <strong>Short Description</strong> field. Enter a valid value e.g. &quot;BAYPAC&quot;.</td>
</tr>
<tr>
<td>18.</td>
<td>Click in the <strong>SetID</strong> field.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the desired information into the <strong>SetID</strong> field. Enter a valid value e.g. &quot;SHARE&quot;.</td>
</tr>
<tr>
<td>20.</td>
<td>Click in the <strong>Vendor ID</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the desired information into the <strong>Vendor ID</strong> field. Enter a valid value e.g. &quot;BAYPAC&quot;.</td>
</tr>
<tr>
<td>22.</td>
<td>Entering a <strong>Default Deduction Code</strong> saves you from typing the deduction code each time that you associate this benefit plan with a benefit program on the <strong>Benefit/Deduction Program Table</strong>. Click in the <strong>Default Deduction Code</strong> field.</td>
</tr>
<tr>
<td>23.</td>
<td>Enter the desired information into the <strong>Default Deduction Code</strong> field. Enter a valid value e.g. &quot;KUMED&quot;.</td>
</tr>
<tr>
<td>24.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>25.</td>
<td>You have successfully added a benefit plan and entered a default payroll deduction code. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>