Childcare Vouchers

Admin process update, post-upgrade

Following the upgrade of your benefits platform, there are a few changes to the Childcare Vouchers (CCV) employee benefit selection and admin validation process.

What's different?

Thanks to improved technology, automation makes the updated process simpler and quicker.

- ✓ Effortless benefit selection for parents on the upgraded MyLifestyle hub.
- ✓ Rather than waiting until the end of an election period for the CCV report, it's automatically generated, and a notification is sent to admins.
- ✓ You won't need to notify our Client Delivery team when re-uploading the approved GoAnywhere report.
- ✓ Our Edenred CCV portal is integrated with your upgraded platform and automatically updates reporting and employee contributions after offline validation and order fulfilment.

The new process for admins

1. The benefit selection client report is **automatically generated after the payroll cutoff date** and transferred to Go Anywhere outbound folder. Admins or a nominated third party are automatically notified.

2. Admins or a nominated third-party payroll provider will need to validate the report and reupload it to the GoAnywhere inbound folder. **Client Delivery is automatically notified** once complete.
   a. In the client report, create two new columns titled "Salary Sacrifice" and "Salary Plus".
   b. The "Salary Sacrifice" column **must** include the final employee salary sacrifice value after any amendments for each parent.
      i. The "Amount" column will be pre-populated with the amount chosen by the parent in the MyLifeStyle hub.
   c. If the parent receives an additional employer contribution amount from the employer, the "Salary Plus" column must include this final value. If they don't receive Salary Plus, enter a value of "0".
   d. "Client Revised Monthly Value" must be left blank.
   e. Subscriptions can be cancelled by changing one or more of these options:
      i. 'Salary Plus' = 0 AND 'Salary sacrifice' = 0

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      ii.   'Client Amendment Type' = 'Leaver'. 'Career Break', 'No Contributions', 'OGD', ' Career Break', 'Sickness', 'ETC' AND/OR

      iii. Change Identifier' = Ceased cover

3. Rename validated client report to new naming convention and upload validated client report to the Go Anywhere inbound folder. Client Delivery is automatically notified once complete.

   "{ClientName} Validated - CCV Report – (yyyymmdd_hhmmss}.xls"

4. Client Delivery places the Salary Sacrifice and Salary Plus orders in the Edenred CCV portal.

5. The Edenred CCV portal **automatically updates any changes** on the upgraded MyLifestyle hub for the employees to view.

6. Admins can **view CCV reporting on the updated MyLifestyle hub** and on the Edenred CCV portal.

Explanation of Payroll dates within the upgraded platform

Approvals Date	Cut-off date	Pay Days
02/06/2025	04/06/2025	11/06/2025

- *"Approvals Date"- parent selection period ends for that payroll cycle period, and pending applications are generated at 1am.*
- *"Cut-off date" - when the benefit selection report is generated.*
- *"Pay days" – date vouchers are paid to employees.*

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The new process for employees

1. The employee will now view, change, and stop their current contributions within the upgraded platform. If they want to amend their monthly contribution they need to click 'Change Contribution'.
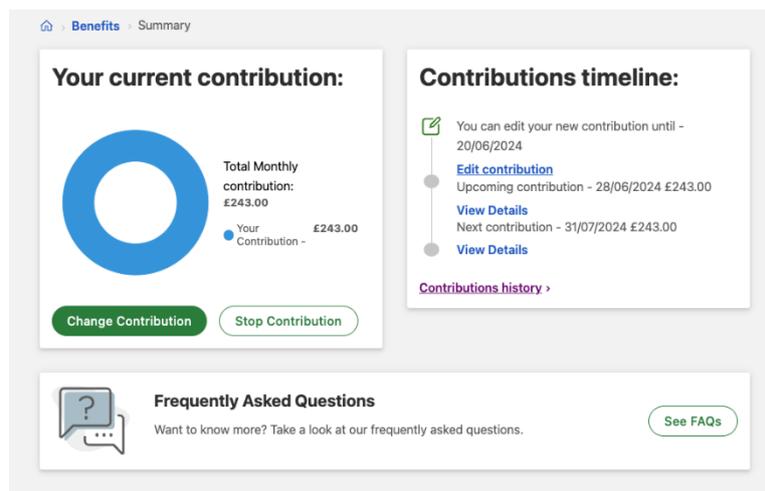
2. They will need to submit an application form for a new amount. Following the payroll cutoff date, the selection will be included in the Client Report for admin validation, as per step 1 in the admin process.
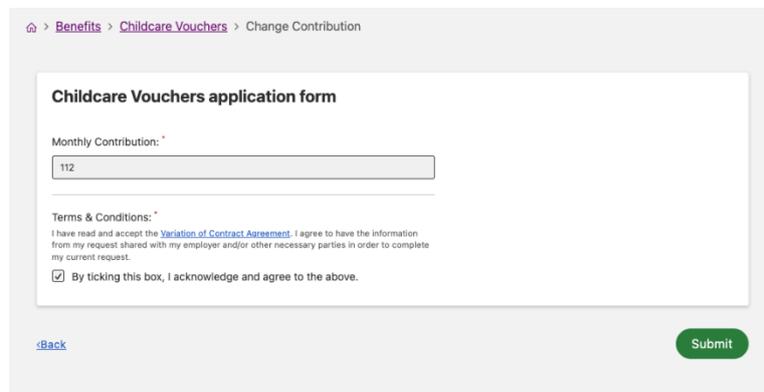
3. They can view and track their order history at any time.

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4. Employees still manage their Childcare Provider payments from the Edenred Childcare platform.