New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Board of Trustees Meeting of November 16, 2016
Information Technology Report

➢ **Encrypting Email Attachments**

In a continued effort to protect the Group's data and the data of our members the Information Technology Department (IT) has added an additional layer of security to our email. This month we will begin using Share File to encrypt attachments being sent through email. Share file is a Citrix product and the way it works is the files are uploaded to a Share File website, the recipient receives the email and instead of the attachments being imbedded in the email there will be a link to the Share File website. The attachments can be viewed or downloaded to the recipients computers. The upload, view and download processes are all encrypted on the Share File website, giving that extra layer of security and comfort that the data NJSIG is handling is secure at all times.

The Group's email messages have always been encrypted using Transfer Layer Security (TLS) on all emails that are sent from our office, Share File is just an additional layer of protection we are adding on our end. We also have a two way email TLS certificate setup with our managed care company Qual-Lynx, this is a more secure TLS security and can only be setup with trusted sites. There are hundreds of emails sent between us and this has been in place now for over 10 years.

The IT Department continues to look at technology that can better serve our members and the organization; this is just another example of our efforts.

➢ **Escheated Check Procedures**

The IT Department has developed procedures for reporting unclaimed property to the NJ Department of Treasury. We will be using the HRS system which was recommended by the state. This system allows us to manually enter records, import data feeds from claims, export the record's file to be posted on the NJ Department of Treasury website and generate the cover letter needed to accompany the check being mailed to the state for unclaimed property. I have included a copy of the escheated reporting procedures in my report.

Reports have been developed to help the Claims Department be proactive in identifying any possible stale dated checks so they can contact the payee, identify the reason for the check not being cashed and provide a solution to getting the funds to the payee without having to go through the escheated procedures. These reports should help the claims staff in preventing any unclaimed property.

New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Information Technology Report – November 16, 2016
Page 2

➢ **Underwriting Reinsurance Reporting Automation**

Through the previous business practices the Underwriting Department was manufacturing reports via data extracts and manual human intervention. We have begun building out a process which will streamline these efforts to maximize accuracy and efficiency. The process will cut down the time it takes to facilitate the creation of these reports drastically, and enable the Underwriting Supervisor to shift focus back on managing the business rather than creating reports. The process was lengthy, and involved the recreation of multiple files on a monthly and quarterly basis. The new procedure will automate the data extraction, storage, and report compilation. Through the use of industry standard data automation processes and programming languages we are able to achieve a user friendly interface to process these report requirements. (Example of format below)

Select the Reporting Year: 2016-2017 ▼	Report Management			
Report Name	Q1	Q2	Q3	Q4
AmWINS (Formerly PRS) - EXCESS PROPERTY	CREATE REPORT	CREATE REPORT	CREATE REPORT	CREATE REPORT

➢ **Project Management**

NJSIG is incorporating a new project management approach for the departments within the organization. We have rolled out a new application which will enable managers and supervisors to submit project and/or reporting requests via our new Project Management application built in-house by the IT department. The application will track the progress of projects and report status changes to the requestors throughout the entire life cycle of the project. A formal system to submit requests, and track those requests will prove to be extremely beneficial to the current workflow structures in place.

It will also serve as a great tool for accountability within the organization. This will also be an asset in regards to prioritization, allowing the Departments to focus on higher priority projects rather than scrambling to complete portions of various different requests.

New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Information Technology Report – November 16, 2016
Page 3

➢ **Mobile Application Development**

As of August, we have implemented a custom in-house built solution for tracking time off within the organization. The application is in a data warehouse environment and processes time off requests for every employee in the organization. The application also calculates and manages the banks based on an employee's hire date and grade, continuously updating as requests are approved and denied. Since then we have been building the mobile application to support submissions via tablets/phones to better accommodate our employees. The android version has been completed and will be deployed prior to year-end and the Apple (iOS) application is currently being developed. All of these services are being developed in-house through our current staff, without any additional cost to the organization.

Jeff Cook

Jeff Cook
Information Systems Manager

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Unclaimed Property IT Procedures 11/10/2016

NJSIG will be using the HRS Pro Enterprise software to manage the escheated check processes and reporting to the state. HRS Pro is the software recommended on the NJ Treasury Departments website. This software allows you to import data based on a defined file layout, create the export file of the unclaimed property records and generate cover letters that are required when reporting.

Two types of reports can be created, a negative report and a positive report. The negative report is used when there are no unclaimed checks to report for that year.

Creating Holders:

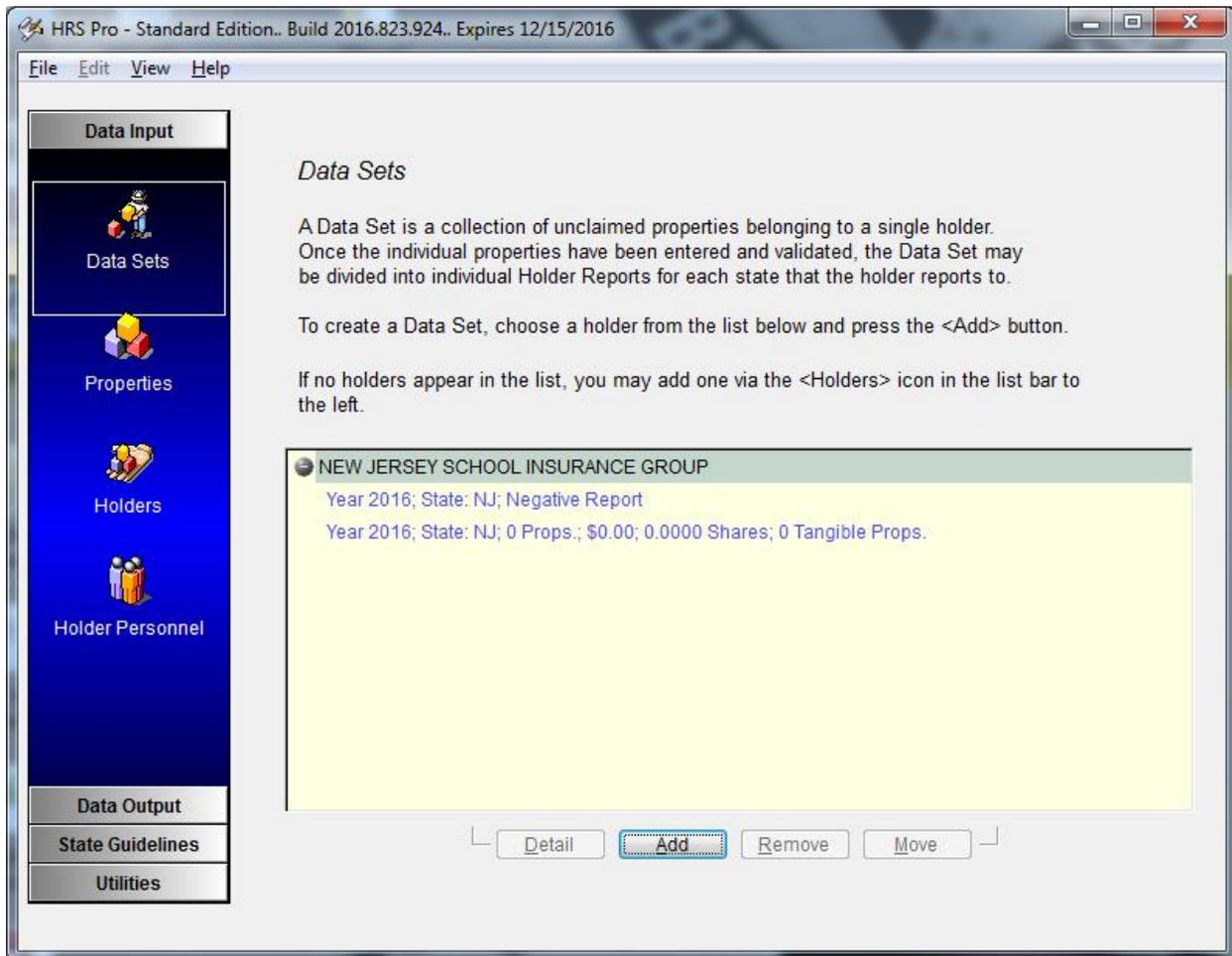The holders are the company information.

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Holder Personnel:

Holder personnel are needed when creating a holder report cover sheet and the NAUPA output file, and you must assign a contact and those contacts are the 'Holder Personnel'. You must assign the role of 'Report Contact' and 'Claims Contact' when creating a report; they can be one person with both roles or two people with one role each.

HRS Pro - Standard Edition.. Build 2016.823.924.. Expires 12/15/2016

File   Edit   View   Help

Data Input

Data Sets

Properties

Holders

Holder Personn

Data Output

State Guideline

Utilities

View / Modify Personnel

Last Update: 09/27/2016 - JLC

* Name: JEFFREY COOK

* Initials: JLC

* Street 1:   6000 MIDLANTIC DRIVE

Street 2:

Street 3:

* Zipcode: 08054   * City: MOUNT LAUREL

* State: NJ   Country: 609

* Phone: (609) 386-6060   Ext.: 3050

E-mail: JCOOK@NJSIG.ORG

Dt. Inactivated: / /

Edit   Save   Close   * = Required Field

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Creating a Data Set:

In the HRS software a Data Set must be created for each year, either a standard Data Set where unclaimed property records would be attached to or a negative Data Set if there is nothing to report for that year.

Entering Records Manually:

The properties tab is used to enter individual unclaimed property records manually. You must have selected the proper Data Set so that the records are applied to that specific Data Set. You cannot select the Negative Report Data set when adding records; this is used when there are no records to report.

To manually add a record select Add, you only need to provide the fields with a * next to them, these are the mandatory fields. You need to include the check number and the account number even though they are not

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

mandatory fields. There is a sample test record that was added in the 'Year 2016; State: NJ; 1 Props' Data Set for you to follow.

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Importing records – We will be importing all the unclaimed property records from Stars, to import the file go to utilities, import data and select 'Start Import'. You will be prompted to browse for the file that was created from the stars system. Notes on what is used to create the file from Stars are further along in this document. The IT department will provide this file for the import and filing each year.

Creating the File from Stars for import:

We will be using the import process for the claims escheated checks, the file is generated from stars based on two fields, the 'TD Bank Code' and the 'TD Bank Date' field. The TD Bank Code is the check status code, and the TD Bank Date is the date the check was issued or printed. The criteria being used to pull the escheated checks into the report is 1,095 days from the check entry date (3 Years) and the TD Bank Code is equal to 'Outstanding'. All the mandatory and necessary fields will be included in the file.

Claims and Accounting procedures that need to be followed are:

1) The original transaction cannot be voided in stars or a stop pay made on the check through TD Bank until after the filing has been done. If this is done prior to reporting the status on the check will change from 'Outstanding' to 'Stopped' and that record will not be pulled into the escheated report.

2) After electronic file is submitted to the state then the check transaction in Stars can be reversed mirroring the original transaction and check number.

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

3) A positive **PAYMENT** transaction must be created in stars using contact reference number 43308 to the 'Escheated Check State of NJ', and add in the check number field 'Escheated'.

4) Even though the check is stale dated at this time accounting can do a stop pay on this check now.

Data Outputs:

Holder Reports is where you create your 'Holder Report Cover Sheet', this is needed for every export that is done. The coversheet provides all the details of the electronic file. This Cover letter must be sent by email to Marcus.Mcentyre@treas.nj.gov on any negative report where there is NO unclaimed property to report. The letter needs to be sent with the check when there is unclaimed property to report; the check is sent to 50 West State Street 6th Floor Trenton, NJ 08608. To generate the Cover Letter you must first validate records and assign a contact or contacts with roles of 'Report Contact' and 'Claims Contact'. Then check the box to preview and select Generate Output, save this file to \\server2\drive_f\USERS\SHARED DEPARTMENT\ACCOUNTING\ESCHEATED CHECKS.

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Creating the Export File:

NAUPA File is the file that is created to be posted on the NJ Treasury Departments website. You first must validate all your records by selecting the validate button, and correct errors where applicable. You must assign a contact or contacts with the roles of 'Report Contact' and 'Claims Contact'. Now you can 'Generate Output', you will need to save the file to \\server2\drive_f\USERS\SHARED DEPARTMENT\ACCOUNTING\ESCHEATED CHECKS.

New Jersey Schools Insurance Group
6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

Logging into the State of New Jersey Department of the Treasury website:

Login to https://www13.state.nj.us/TRE_UPA/Hldr_Login.asp with user name NJSIG and password of Insurance6000.

If you are posting a negative file where there are no unclaimed property records to report select 'File a negative report (NTR)'. You will need to verify that all the user information is correct, and select continue.

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

1-888-NJ Pool 1

The only mandatory field is 'Reporting Year', add the year and select upload. Email the cover letter and you are done filing the negative report.

To upload a positive report select 'Upload a Positive Report', verify user info is correct and select continue. Enter the aggregate amount of the report, browse for the file that was exported out of the HRS system saved in the \\server2\drive_f\USERS\SHARED DEPARTMENT\ACCOUNTING\ESCHEATED CHECKS directory. Select Upload.

The check can be mailed to the following address.

50 West State Street

6th Floor

Trenton, NJ 08608