



Pinnacle
Reconciliation and Payment Work Instructions
(BEN-W010)

Clarksville-Montgomery County School System

1.0 WORK INSTRUCTION:

- 1.1 Pinnacle administers the Med FSA and DCAP plans.
- 1.2 CMCSS is charged \$5 per month, per participant enrolled in the plan.
- 1.3 On the 2nd of each month, Pinnacle emails CMCSS the fee funding notification which details the employees who are enrolled in the Med fsa and DCAP plans.
- 1.4 Reconcile the list to our deduction registers for the corresponding time period and report any discrepancies to Emily Webb at Pinnacle. This bill is paid in arrears. Therefore, the May bill would be for our April deduction registers.
- 1.5 Pinnacle automatically pulls the fees from the CMCSS bank account on the 5th business day of the month.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

2.0 ASSOCIATED DOCUMENTS:

3.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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4.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/3/23		Initial Release

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