



# HR/Payroll Guide

## Open Enrollment

### 2011-2012 Plan Year

**BEGINS:** [May 2, 2011, 7:00 a.m. Central Time](#)

**ENDS:** [May 20, 2011, 5:00 p.m. Central Time](#)

**Effective Date of Benefits:** [July 1, 2011](#)

#### Contents

Benefits Groups.....	2
LOCKOUT Periods.....	3
HR Checklist .....	7
Special Areas of Focus.....	8
Publications.....	10
Reminders .....	11
Notes.....	12



# Benefits Groups

Prior to April 23, 2011 – ALL employee BENEFIT GROUPS in your agency must be reviewed and/or changed to the appropriate employees Benefit Group in order for July 1, 2011 enrollment elections to process correctly.

Example: Employee received a promotion from a NAPE covered Benefit Group to a supervisory RULES Benefit Group or an employee changed from a part-time to full-time status. Benefit Groups can be found by clicking on the visual assist in the Employee Information screen or by reviewing your agency employees in the Basic Compensation screens Benefit Group column. Changing the employee Benefit Groups will not affect an agency payroll. The “Benefit Enrollment Outside Group” report will help to identify those employees in your agency who are not in the correct Benefit Group.

*What is a Benefit Group?* Benefit Groups are used to group leave accruals, benefit and retirement plans according to the type and rules for all the employees listed in a Benefit Group. These facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to a Rules Benefit Group automatically links the employee to the benefits available to those employees who are non Union employees.

*Why is the Benefit Group so important?* Benefit plans which an employee is entitled to are based on the Benefit Group. If an employee is incorrectly coded to a wrong Group, the plans offered during the Employee Self Service (ESS) Open Enrollment will not be correct and incorrect enrollments will occur.

**Example:** I am currently transferring an employee from our monthly agency to a bi-weekly agency.

**Process:** Receiving agency will need to change the employee Benefit Group **PRIOR** to April 23, 2011.

*What if a change occurs after April 22, 2011 such as a promotion which changes an employee from the NAPE Benefit Group to the RULES Benefit Group or an employee changes from full-time to part-time?*

All **New Hires**, **Benefit Group changes**, and **FTE changes** from part-time to full-time, after April 22, 2011 through May 30, 2011 who are using ESS to elect benefits, will need to be emailed to:

[Employee.Ben.DAS@nebraska.gov](mailto:Employee.Ben.DAS@nebraska.gov)

Please include the employee’s name, address book number and reason for files to be run.

**Wellness Benefit Groups were created solely for use during the Open Enrollment period for correct medical plan enrollments. More specific information regarding the new Benefit Groups is discussed in the LOCKOUT Section of this Guide (next page).**



# LOCKOUT Periods

Wellness and Benefits has established three (3) Lockout Periods for the upcoming 2011 Open Enrollment. These Lockout Periods are designated times in which no-one can be in any of the Payroll Screens...you must have all Payroll screens closed for the entire time established.

*Why do we have LOCKOUT periods?* We need to make changes to employee information in the system. In order to accomplish this, the employee record can not be opened in any of the payroll processes. If you do have an individual employee record open, this will prevent the Open Enrollment process from updating this person's information. This employee would not have the benefits they requested during their Open Enrollment process.

ONCE AGAIN...Human Resources staff can not utilize any payroll processes during the designated LOCKOUT Periods. When the LOCKOUT Period ends, you can then open any payroll screens or run any processes normally. IMPORTANT...this includes running any reports.

**LOCKOUT Period 1: April 9, 2011 and April 10, 2011** - AS Employee Wellness and Benefits will run the Batch Enrollment Process which stops your agency employee's July 1, 2010 through June 30, 2011 Benefit Plans:

Medical, Dental, Vision, Flex Medical, and Flex Dependent Care

(Life insurance plans or LTD plans will not be stopped during the Batch Enrollment process; employees will contact their Human Resource Office to make any changes to these plans.)

Agencies can **NOT** be locked in a payroll starting April 9, 2011 whether you are a bi-weekly or monthly pay cycle agency. State Accounting will reset your payroll if you are locked in payroll during April 9 and April 10, 2011.

Employee plans are **ONLY** stopped during the above two days.

July 1, 2010 through June 30, 2011 benefit plans will be stopped by AS Employee Benefits (this year April 9 and April 10). Plan rates normally change from year to year and by stopping the July 1, 2010 through June 30, 2011 plans, rates for Plan Year 2011 - 2012 will correctly pull from payroll. *After April 10, 2011, HR contacts will have to manually stop all July 1, 2010 through June 30, 2011 rates for medical, dental, vision, and flexible spending accounts.*



## NEW BENEFIT GROUP INFORMATION DURING THE OPEN ENROLLMENT PERIOD

**Sometime during the time period of April 11 through April 22, 2011 the Benefit Groups for all employees who are eligible to elect coverage in the Wellness PPO Plan will be changed to one of the Benefit Groups listed below. These changes will be prior to the Work File Build weekend of April 23 and April 24, 2011. The Benefit Groups will be reverted back to the original Benefit Group sometime during the time period of May 31 through June 8, 2011. While you are reviewing your Benefit Groups prior to April 23, 2011, if you see enrollment in one of the Benefit Groups listed below DO NOT CHANGE THE BENEFIT GROUP.**

*Employees who are not eligible to elect the Wellness PPO Plan during this Open Enrollment period will continue in their current Benefit Group. The option for the Wellness PPO Plan will be offered in new Benefit Groups that have been created for the Open Enrollment period.*

Remember all New Hires, Benefit Group changes, FTE changes from part -time to full- time, after April 22, through May 20, 2011, who are using Employee Self Service (ESS) to elect 2011 - 2012 benefits, will need to be emailed to:

[Employee.Ben.DAS@nebraska.gov](mailto:Employee.Ben.DAS@nebraska.gov)

Please include the employee's name, address book number and reason for files to be run.

Agency Human Resources employees who manually enter any employee elections for Open Enrollment (example part-time employees and/or any full-time employee) must review the employee's Benefit Group if the employee has elected the Wellness PPO, to ensure the employee is eligible to be enrolled in the Wellness PPO Plan. If the Benefit Group has not been changed to one of the Benefit Groups listed below then the employee is not eligible for the Wellness PPO Plan and the employee will have to be contacted to make another Medical selection from the other three medical plans.

If an employee believes they have qualified for the Wellness PPO Plan and it is not on the selections to choose from, they will contact the State Employee Wellness and Benefits office to research the issue and if indeed they should have had the plan available to them, the Open Enrollment files will be rebuilt after the employee is put in the updated Benefit Group.



WELL-B	WELLNESS BW10
PTWLLM	PARTTIME MONTHLY WELLNESS
WELL-M	WELLNESS MONTHLY
PTTWLL	PART TIME MNTHLY WELLNESS TEMP
TPWLLM	WELLNESS TEMPS MONTHLY
PTWM05	PARTTIME WELLNESS BW05
WLLB05	WELLNESS B05
TPWB05	TEMP WLLNESS BW05
PTWB12	PARTTIME WELLNESS BW12
WLLB12	WELLNESS RULES BW12
TWLB12	TEMP WELLNESS B12
TPWLLB	TEMP WELLNESS BW10
PTWLLB	PARTTIME WELLNESS BW10
PTWLLT	TEMP PARTTIME WELLNESS BW10

All new hires effective April 1<sup>st</sup> through the Open Enrollment period will be in one of the Benefit Groups listed above. Please contact Employee Benefits regarding the correct new Benefit Group to use for your agency New Hires starting April 1, 2011.

**LOCKOUT Period 2: April 23 and April 24, 2011** – AS Employee Benefits will build employee work files which takes a snap shot in time of the employee’s Benefit Group in order for them to enroll for 2011 - 2012 Open Enrollment benefits.

All New Hires, Benefit Group changes, FTE changes from part-time to full- time, between April 22<sup>nd</sup> and May 20<sup>th</sup> , 2011 electing benefits will need to be emailed to:

[Employee.Ben.DAS@nebraska.gov](mailto:Employee.Ben.DAS@nebraska.gov)

Please include the employee’s name, address book number and reason for files to be run.

**LOCKOUT Period 3: May 21 and May 22, 2011** – The Open Enrollment elections are uploaded to live tables. State Accounting will reset your payroll if you are locked in payroll during May 21 and May 22, 2011.

*If a new employee is hired after April 8, 2011, HR contacts must start and stop benefit plans for 2010 - 2011. Why?*

July 1, 2010 through June 30, 2011 benefit plans will be stopped by AS Employee Benefits (this year April 9 and April 10). Plan rates normally change from year to year and by stopping the July 1, 2010 through June 30, 2011 plans, rates for Plan Year 2010 - 2011 will correctly pull from payroll. *After April 10, 2011, HR contacts have to manually stop all July 1, 2010 through June 30, 2011 rates for medical, dental, vision, and flexible spending accounts.*



*An employee has a status change after April 8, 2011, HR must start and stop benefit plans for July 1, 2010 through June 30, 2011. Why?*

Just like a new hire, if an employee has a new plan starting after April 8, 2011, that plan also needs to be stopped for 2011.

Example: Joe Smith has employee only (single) medical coverage, getting married April 15, 2011 and adding his spouse as of May 1, 2011. Not only will you terminate his employee only (single) plan and start the employee + spouse (two party) plan as of May 1, 2011 but ALSO terminate his employee + spouse (two party) plan using the last day of your agency payroll for June, 2011. This ensures that double deductions are not taken for both the 2010 - 2011 and 2011 - 2012 Plan Year elections when ESS Open Enrollment files are uploaded to live tables.

Whether the employee enrolls online through ESS or entries are elected via the paper enrollment process, benefit plans (medical, dental, vision and the flexible spending accounts) must stop June 30, 2011 in order for July 1, 2011 - 2012 Plan Year rates to be correctly pulled through the payroll process.

*Why must I hold onto employee address changes after April 22, 2011 until May 23, 2011 to process these changes?*

The Open Enrollment work file is like taking a “snap shot” in time of an employee. The system holds this “snap shot” of information until the OE period is over at which time the data is uploaded to live tables. However, if Jill Brown recently had her HR contact change an address in the system during the time period of April 23 through May 22, 2011 the Open Enrollment information overrides Jill’s recent change and reverts the address back to what it was prior to Open Enrollment.

*Agencies can make their employee address changes in the system starting on May 23, 2011 until 5:00 p.m. on May 26, 2011. The updated information will override the information held during the open enrollment period. The changes will go on the first vendor file that is sent.*

*After Open Enrollment information has been updated to live tables and you have an employee who terminated their employment or had a change of status of employment (example: fulltime to temporary) **DO NOT DELETE** the information that updated in the system.*

End the plans that were elected by the employee during open enrollment using the Mistaken enrollment code, use the same date the plans started. Contact the State Employee Benefits office and give the employee name and the plans he or she elected so a follow up to the vendors can be made to ensure that the new plan year enrollment is ended without starting.

**NEVER DELETE RECORDS** –if in doubt on how to proceed, please contact the State Employee Benefits office.



# HR Checklist

## Summary of items and dates involving the Open Enrollment process you will need to know

- ✓ Benefit Statements should be run prior to April 8, 2011 if distributing to your agency employees prior to Open Enrollment. Starting April 11, 2011 Benefit Group changes will be started.
- ✓ Review Benefit Groups for your agency employees prior to April 23, 2010 – Is everyone in the correct group?
- ✓ Starting April 23, 2011 through May 22, 2011 - Hold your employee personal address/name changes. Starting May 23, 2011 enter any personal address/name changes into E-1.
- ✓ Reminder – Payroll LOCKOUT –
  - April 9 and April 10 to end your agency employee's benefits
  - April 23 and April 24 in order to build Open Enrollment files for 2011-2012
  - May 21 and May 22 to Update the Open Enrollment files to live tables
- ✓ Part- time Employees will complete paper applications/Agencies can enter the part-time enrollment any time during open enrollment. In order to have the part-time enrollments sent on the first open enrollment vendor file, they should be entered by 5:00 p.m. on May 26, 2011.
- ✓ Run Benefit Enrollment Completion Status (R5808975) during OE to determine who has and has not completed OE in your agency. We suggest you run this report weekly so that you know how many employees have yet to complete their ESS enrollment process.
- ✓ Starting May 23, 2011 - AS Employee Benefits will send out priority changes to agencies needing clean up prior to sending the first Open Enrollment file to the vendors.
- ✓ Review terminate/override for medical, dental, and the flexible spending plans that should be ended June 30, 2011 whether or not the employee is full-time or part-time.
- ✓ Those agencies currently using the ESS New Hire Event will enroll new hire benefit elections using the paper application process from May 2 through May 20, 2011.



# Special Areas of Focus

## **Additional supplemental life insurance options and long-term disability plans —**

This year employees will be able to increase their supplemental life by one increment without evidence of insurability; any increase to the supplemental life that is more than one increment will require evidence of insurability, those employees who are making changes that decrease their benefit will not require medical underwriting. If employees want to make changes to the supplemental or dependent life coverage, they must see your Agency Human Resources office for the proper form to complete before the Open Enrollment deadline of May 20, 2011. Any increase changes to your LTD coverage will require medical underwriting, those employees who are making changes that decrease their benefit will not require medical underwriting. If approved by the underwriting process, AS Employee Benefits will send notification to the employee and HR staff to start the plan deduction.

## **Online enrollment assistance —**

NVISION is an interactive training experience allowing users to gain experience by walking them through a simulated Open Enrollment process. Everyone is highly encouraged to use NVISION to become familiar with Open Enrollment prior to actually going through Open Enrollment. To experience NVISION go to the system and look for the NVISION link.

## **Dependent Social Security Number —**

Effective July 1, 2009, Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 requires mandatory reporting of Social Security numbers for all employees and their covered dependents enrolling in a group health plan. Everyone must report the Social Security number of each enrollee. If you cannot access the system, be sure to provide your Social Security numbers to your Agency HR representative.

## **New Hire Process for Wellness PPO —**

### **Hire Date from November 2, 2010 thru May 2, 2011 (Effective date of January 1, 2011 - June 1, 2011)**

- After a new hire has elected health coverage and entered into Enterprise One, the employee and spouse (if applicable) enrolled in any of the four State health plans will each be sent a 'wellnesoptions Welcome Letter.'
- Participants may retain the Wellness PPO for the current plan year (2010-11) AND be eligible to enroll in the Wellness PPO during the upcoming Open Enrollment period (2011-12).
- To continue coverage in the 2011-12 Wellness PPO, BOTH the enrolled employee and spouse (if applicable) must **complete their annual online Health Assessment starting April 1 thru July 29, 2011.** Participation in a biometric screening is not required during this period.



- Participants begin to qualify for the 2012-13 Wellness PPO health plan by completing the 3 STEPS, starting with enrolling in your choice of a Wellness Program.

IMPORTANT: Failure to complete the online Health Assessment by the July 29, 2011 deadline for those that have recently elected the Wellness PPO plan will result in defaulting to the Regular PPO plan at the appropriate tier, based on the effective date.



# Publications

HR/Payroll Guide will be available on the AS Employee Wellness and Benefits website at <http://www.das.state.ne.us/personnel/benefits/>

Options Guide will be available on the AS Employee Wellness and Benefits website at <http://www.das.state.ne.us/personnel/benefits/>

If an agency would like to have copies printed of the Options Guide booklet, they should contact the Print Shop to request a quantity to be printed for their agency. Each agency will be required to reimburse the Print Shop directly for the cost of the booklets they chose to have printed.

Confirmation Statements - Each agency will need to print and provide the confirmation statements for their own agency employees.

Summary Plan Description booklets will be available on the AS Employee Wellness and Benefits website for: BlueCross BlueShield  
Express Scripts  
Ameritas

Vendor Open Enrollment Presentations will be available on the AS Employee Wellness and Benefits website on Wednesday, April 27<sup>th</sup> at <http://www.das.state.ne.us/personnel/benefits/>

Each vendor's presentation will be recorded individually to allow you to replay only those presentations you desire. Frequently asked questions will also be available on the website. A statewide email will be sent out to employees notifying them of the web recordings.



# Reminders

There will be no computer lab assistance being staffed by the Team Members of the State Employee Benefits in the lower level of the State Office Building in Lincoln.

Employee Wellness and Benefits will not be providing printed Open Enrollment material. All Open Enrollment information will be available on our web site. If you wish to provide printed material for your employees, you can either print them on your copiers or contact the Print Shop to make copies for your Agency.

There will not be any live Open Enrollment meetings.



# Notes