

2021
ABC Virtual Training
Billing

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Topics to Cover

- Direct Billing Information
- Payroll Calendar
- Premiums Due & Collection Applied Reports
- Termination Dates

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Direct Billing

- An employee on a leave of absence who is not covered under Family and Medical Leave Act, or FMLA, is responsible for the full 100% premium rate.


i A leave of absence shall mean an employer-authorized temporary absence from employment or duty with intention to return.

- Once an employee has been on a leave of absence without pay for one full calendar month, the employee should be enrolled in direct bill effective the first of the month following no pay.

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Direct Billing


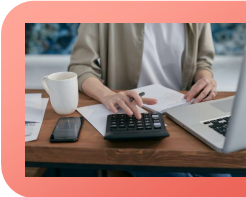
- For an employee to be enrolled in direct bill or suspend benefits, a leave of absence form must be submitted to BA for processing.
 - Types of Forms:
 - Leave of Absence - Family Medical Leave
 - Leave of Absence - Continue Coverage
 - Leave of Absence - Suspend Coverage



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Direct Billing


- BA bills directly for the following:
 - Medical
 - Dental
 - Vision
 - Basic Life
 - Short term disability
 - Long term disability
 - Voluntary accidental death & dismemberment



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Direct Billing

- If an employee has suspended benefits while on a leave of absence, re-enrollment in benefits is not automatic.



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Direct Billing

- A state employee on FMLA without pay shall continue to receive state support.
- Once an employee has been on FMLA without pay for one full calendar month, they should be enrolled in direct bill effective the first of the month following no pay.

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Direct Billing

- No action keyed in job data in Edison will place an employee on direct bill or suspend benefits.
- An employee's signature is not required to enroll in direct bill.
- An employee's signature is required to suspend benefits.
- BA does not retro-suspend benefits or enroll in 100% direct bill.

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Direct Billing – Workers' Compensation


- State employees who are injured on the job and receive **Temporary Total Disability** payments for any given month will be added to workers comp billing for the first of the month.
- The employee will only be billed directly for any voluntary products they were enrolled in at the time of the injury.

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Direct Billing by Vendors

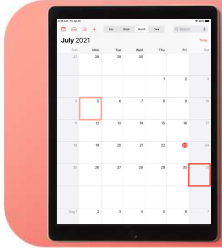

- Voluntary term life and Unum universal life are billed directly by the vendors.



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Direct Billing – Date Information


- The direct billing process runs once a month on or around the 5th for the upcoming month's premiums.
- Premiums are due the last day of the month for the upcoming month's coverage.

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Payroll Calendar


2021		JULY					2021
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Jun 27	Jun 28	Jun 29	Jun 30	Jul 1	Jul 2	Jul 3	
				No changes to "Due Date" in Edison	LELGHED Collections Applied report can be run for July coverage. Use TRIPATCH for Payroll ID		
4	5 COLLECT Independence Day	6	7	8	9	10	
11	12 LELGHED Premiums Due report can be run for August coverage. Use TRIPATCH for Payroll ID	13	14	15 Please contact the relevant paperwork with August effective dates - Central State agencies	16	17	
18	19 LELGHED Premiums Due report can be run for August coverage. Use TRIPATCH for Payroll ID	20	21	22	23 Run cutoff for enrollment paperwork with August effective dates - LELGHED agencies	24	
25	26 LELGHED Premiums Due report can be run for August coverage. Use TRIPATCH for Payroll ID	27	28	29	30	31	



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Payroll Calendar – Higher Education Reminder

- The agency's bill is confirmed on the first working day of the month.
 - For example, the agency's bill is confirmed on **August 2nd** for this year.
- The agency's bill is available to be pulled from Edison on the second working day of the month.
 - For example, the agency's bill is confirmed on **August 3rd** for this year.




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Premiums Due & Collections Applied Reports

- Premiums Due Report
 - This is what BA anticipates billing an agency for the upcoming month.

2021		JULY					2021	
Month	Day	Month	Day	Month	Day	Month	Day	Month
	1		2		3		4	
	2		3		4		5	
	3		4		5		6	
	4		5		6		7	
	5		6		7		8	
	6		7		8		9	
	7		8		9		10	
	8		9		10		11	
	9		10		11		12	
	10		11		12		13	
	11		12		13		14	
	12		13		14		15	
	13		14		15		16	
	14		15		16		17	
	15		16		17		18	
	16		17		18		19	
	17		18		19		20	
	18		19		20		21	
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	26		27		28		29	
	27		28		29		30	
	28		29		30		31	
	29		30		31			
	30							
	31							




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Premiums Due & Collections Applied Reports

- Collections Applied Report
 - This is the agency's confirmed bill.


2021		JULY					2021	
Month	Day	Month	Day	Month	Day	Month	Day	Month
	1		2		3		4	
	2		3		4		5	
	3		4		5		6	
	4		5		6		7	
	5		6		7		8	
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	30							
	31							



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Termination Date for State


- Benefits terminate the last day of the month, in which an employee terminates employment.
- **Late termination**
 - If a state employee's termination is entered after payroll is confirmed, and medical premiums have been deducted from the employee's upcoming check, the employee's benefits will be extended through the month in which premiums have been paid.




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Termination Date for Higher Education

- Benefits terminate at the end of the month after the employee leaves.
- The actual termination date should be entered as the termination date in Edison.



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Any Questions?

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