



Agency Benefits Coordinator Meeting

Billing

August 2019

Direct Bill : What is it and how does it work?

- An employee on a leave of absence not covered under FMLA is responsible for the full 100% premium rate. Once an employee has been on a leave of absence without pay for one full calendar month, s/he should be enrolled in direct bill effective the first of the month following no pay.

Direct Bill : What is it and how does it work?

- In order for an employee to be enrolled in direct bill or suspend benefits, a leave of absence form must be submitted to Benefits Administration for processing.
- Benefits Administration bills directly for medical, dental and vision.
- When an employee has suspended benefits while on a leave of absence, re-enrollment is not automatic.

Direct Bill : 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.

Payroll Calendar

2019	JUNE					2019
Sunday May 26	Monday May 27	Tuesday May 28	Wednesday May 29	Thursday May 30	Friday May 31	Saturday 1
2	3	4	5	6	7	8
	No changes in "Job Data" in Edison	LE/LG/HED Collections Applied report can be run for June coverage - Use 19NP0531 for Payrun ID				
9	10	11	12	13	14	15
			LE/LG/HED -Premiums Due report can be run for July coverage - Use 19NP0630 for Payrun ID		Noon cutoff for enrollment paperwork with July effective dates - Central State agencies	
16	17	18	19	20	21	22
			LE/LG/HED -Premiums Due report can be run for July coverage - Use 19NP0630 for Payrun ID		Noon cutoff for enrollment paperwork with July effective dates - LE/LG/HED agencies	
23	24	25	26	27	28	29
			LE/LG/HED -Premiums Due report can be run for July coverage - Use 19NP0630 for Payrun ID			
30	Jul 01	Jul 02	Jul 03	Jul 04	Jul 05	Jul 06



Payroll Calendar: Important Dates

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Agency bill is confirmed

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Agency bill is available to be pulled from Edison

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Premiums Due-this is what BA anticipates billing agency for upcoming month

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Benefits Administration guarantees paperwork received by deadline will be processed by next billing cycle

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Premiums Due/Collections Applied Reports

- The premiums due report is your anticipated bill.
- The collections applied report is your confirmed bill.

Terminations: What date do I use in Edison?

- The last day of the month prior to when benefits are to end should be entered as the termination date.