



Agency Benefits Coordinator Meeting

Billing

August 2019

Direct Bill : Leave of Absence

- 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.
- 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: Leave of Absence

- An employee on an unpaid leave of absence does have the option to suspend benefits during the leave
- Re-enrollment is not automatic

Direct Bill: Effective Dates

- The first day of the month in which the employee owes premiums to Benefits Administration should be used as the begin billing date
- The first day of the month in which the employee will have payroll deductions for insurance should be used as the end billing date

Direct Bill: Tips

- No action keyed in job data that 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
- Benefits Administration does NOT retro suspend benefits or enroll in 100% direct bill

Direct Bill : Products Impacted

- Benefits Administration bills directly for medical, dental, vision, basic life, voluntary accidental death and dismemberment, short term disability, and long term disability
- Voluntary Term Life and UNUM Universal Life are billed directly by the vendors

Direct Bill : Worker's Comp

- **State** employees who are injured on the job and receiving *Temporary Total Disability* payments for any given month will be added to worker's comp billing for the first of the following month
- The employee will only be billed directly for any voluntary products they were enrolled in at the time of injury (dental, vision, etc.)

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
- Example: LOA form received/processed June 9th for a July 1st effective date. Since it's after the billing for July ran (June 5th), the member won't receive an invoice until July (for 2 months)

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: HED Important Dates

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Agency bill is confirmed on the first working day of the month

Payroll Calendar: HED Important Dates

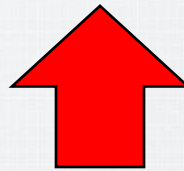
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Agency bill is available to be pulled from Edison the second working day

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

Payroll Calendar: HED Important Dates

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

Payroll Calendar: HED Important Dates

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

Payroll Calendar: State Important Dates

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			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	



Benefits Administration guarantees paperwork received by deadline will be processed by the end of the month payroll

Premiums Due/Collections Applied Reports – Higher Ed Only

- The premiums due report is your anticipated bill (subject to change based on anything that is keyed prior to payroll confirm running)
- The collections applied report is your confirmed bill (this amount will be the amount you are drafted through ACH)