

# Hot Off The Press

## INSURANCE INITIALIZATION REPORTS

We will run a test Insurance Initialization process on Wednesday night August 25<sup>th</sup>, 2004. The Annual Enrollment additions/changes since the August 18<sup>th</sup> run will be sent to the carriers from this process. The Annual Enrollment report and Insurance Initialization reports should print at your location. These reports are being produced in order to catch errors that exist either with the programs or in the way the data was entered before the update to the Personnel Files occurs. **Please review these reports carefully, looking at the insurance changes that should have been made as well as the premium amounts and make any necessary corrections to the AE Web page, BPP Personnel Maintenance Screens, or Budget Screens.** This is your last chance to clean-up problems before we run Insurance Initialization on September 1<sup>st</sup>. Please contact me if you see any information that looks incorrect.

## IMPORTANT CHANGES TO THE BP9203 REPORT

- Premium due dates will no longer be automatically set to 9/1 for every coverage. In the past, Insurance Initialization automatically set due dates to 9/1. Because of the 90-day waiting period, many employees currently in the system have due dates set in the future. Therefore, we will not be changing due dates for those with existing coverage. Anyone who enrolled in new coverage will have their due date set to 9/1/2004. A new error will be reported for those who continue coverage, but whose due dates are prior to 9/1 at initialization. **The prior due date indicates that the person is behind in their premiums. In this case, the premiums will not be updated with new rates, but will be set to zero. For that individual, a manual deduction for the past premiums will need to be made, and the 106 screen will need to be updated manually with new premiums and due dates.** The catch-up feature cannot be used because of the change in premiums for the new fiscal year.
- Updating the SGIP Rate flag. The SGIP rate flag will be updated based on the title code and percent effort for the person in the new fiscal year budget. If an employee (other than a graduate student) is not in the budget, no change to the rate flag will be made. Graduate students will all have their SGIP rate set to **P**. BPP classifies a person as a graduate student based on the faculty code in the title code table. The purpose of the SGIP Rate flag is to determine if a person is Full time or Part time for employer paid insurance contribution purposes. The valid values for the SGIP Rate flag are **F** - Full SGIP, **P** - Part SGIP, **N** - No SGIP. The priority codes are used in determining SGIP for the premium calculations. If the priority codes are set to **ON** the premiums will be calculated based on the full time rate if the flag is set to **F** and the part time rate if the flag is set to **P**. A message on the error report will show you those employees for whom the rate flag was changed.

On the night of September 1<sup>st</sup>, we will run Insurance Initialization and update the BPP Personnel File for the new fiscal year. All corrections and updates should be entered into the Annual Enrollment WEB page by 5:00pm on Tuesday, August 31<sup>st</sup>. After that time the AE web page will no longer be available and any further changes should be entered via Personnel Maintenance. Please contact Carol Manthei ([c-manthei@tamu.edu](mailto:c-manthei@tamu.edu)) if you have questions.

#### **PROGRAMS AND REPORTS TO LOOK FOR:**

##### **BP9224 Annual Enrollment Update**

A description of the reports from BP9224 was sent out with the August 6th Carrier update. An updated copy of those descriptions is below.

##### **BP9202 Multiple Pins**

This report shows people that are in more than one PIN in the Active budget. These employees cannot be initialized by the program and will have to be done manually once we have completed the normal Insurance Initialization process. Contact and coordinate with your agencies/institutions Budget or Payroll Offices to reconcile these issues. Individuals with Multiple Pins may qualify for full SGIP (SGIP Rate flag equal to F). The SGIP Rate flag on the 106 screen should be modified manually if the percent effort for both pins equals 100 percent.

##### **BP9203 Insurance Initialization Report**

This report has two parts. The first part is the error report that shows any discrepancies or problems found with the person's insurance and/or budget information. The second part shows the employee's updated insurance selections after combing the annual enrollment data, their current insurances from the Personnel file and the Active Budget file for the FY2005. The error messages you may see on the first report are described on the attached page.

#### **ANNUAL ENROLLMENT/INSURANCE INITIALIZATION REPORTS**

##### **BP9224 Annual Enrollment Update**

This report shows the changes entered into the Annual Enrollment (AE) Files via either the employee's AE web page or the processor's page. Only people entered into the AE Files will appear on this report. The changes appearing here will be applied to the Personnel Files when the update process is run on September 1st.

##### **Annual Enrollment Update Error Report**

This report shows people with a discrepancy between the number covered which will be on the 106 (BE) screen and the number of dependents shown with coverage on the 115 (DD) screen. If you have any of this type of error appearing on your report please investigate and correct the situation, as this will affect the premiums charged to the employee. If these errors are not corrected, then the number covered according to the Dependent screen will be used at insurance initialization to determine the premium charged. This report will also show those people who have a retirement date but whose SGIP-ELIG code is not **R** or **4** or **W**. If they are a working retiree who wants their insurances deducted from their paycheck, then a **4** deduct code should be used. **A new error will show those people who chose to have their spending account reimbursements paid via direct deposit into their bank account, but who are not enrolled for direct deposit for their paycheck. In this case the direct deposit flag is turned to 'N' and no further action is needed.**

**Annual Enrollment SGIP Change Report**

This report will show those people whose SGIP-ELIG code will be changed to **N** by the annual enrollment process. The SGIP code will be set to an **N** if they have a termination date and their SGIP code is not currently an **N**, **R** or **W**. The SGIP code will also be set to an **N** if their insurance deduct code is either **S**, **D**, or **T**.

**Annual Enrollment Pending Coverage Dropped Report**

This report shows those people whose action codes in the AE Files were still "Pending" (Codes **P** and **E**). This list will alert you to the fact that the coverage will **NOT** be added for the person at Insurance Initialization.

**Annual Enrollment Priority Code Report**

Please research the individuals on this report to verify that the priority codes have been set correctly. This report will only include individuals in the AE Files whose priority codes may be in question. If the employee has reached their SGIP Eligibility date, the DEN, VIS, and ADD priority codes will be set to on to use the state money if the employee has certified other medical coverage. The employee does not have the option of having the priority set to **N**, when they have certified other. The report also includes those with active priority codes and active employee status codes whose SGIP-ELIG code is set to **N**, **E**, or **?**.

**UIN Error Report**

Identifies new dependents that were added during the Annual Enrollment period who could not be assigned a UIN. Dependents shown on the report will have to be manually added to the 115 Screen after Initialization along with their Annual Enrollment Changes.

**ERROR MESSAGES FROM INSURANCE INITIALIZATION ERROR REPORT (BP9203)****NO BUDGET RCD - INSURANCE PREMIUMS SET TO ZERO**

Shown when there is no budget record for individuals with insurance deduct code set to **1**, **2** or **3**. You will not get this message for graduate students. If a graduate student is not in the budget his premium will remain set and benefits will be based on the Fiscal Year 2004 budget. **Graduate students are identified based on the faculty rank code on the title code table.** Individuals receiving the NO BUDGET RCD error message will need to be entered into the Fiscal Year 2005 budget before Insurance Initialization. Otherwise, **individuals not entered in the budget at the time of Initialization will have their premiums set to zero and will have to be manually updated before the 1<sup>st</sup> regular biweekly paycalc on September 14<sup>th</sup>, 2004.**

**XXX DUE DATE PRIOR TO 9/1. XXX PREMIUMS SET TO ZERO**

XXX will refer to a specific insurance coverage (MED for example). A due date prior to September 1<sup>st</sup>, for someone with active insurance coverage indicates that a past premium was not collected. These employees will have the specified premium set to zero. A payroll correction will most likely need to be made to collect the past due premiums. The catch-up feature cannot be used since the premiums will change for the new fiscal year. **The due date and premiums on the 016 screen and will have to be manually updated before the 1<sup>st</sup> regular biweekly paycalc on September 14<sup>th</sup>, 2004.**

**SGIP RATE CHANGED FROM x TO x**

The SGIP Rate flag was previously set to an **F** or **P** and because of the change in percent effort from the FY2005 Active BUDGET the field was changed. No action is necessary unless the new rate is incorrect.

**LWOP - NOT ELIGIBLE FOR SGIP**

If any of the individual's insurance deduct codes have been set to **L**, the above message will be shown informing you that the individual is not entitled to the state contribution. The SGIP ELIG flag will be set to **N** and the priority flags for his insurance coverage will be set to **N**, regardless of what the priority code currently is in the Personnel Maintenance Screen (106).

**LESS THAN 50% TIME, NOT ELGIBLE FOR SGIP, PRTY AND SGIP SET TO 'N'**

Regardless of what is shown on the Screen 106, if the new budgeted percent effort is less than 50 percent, then the SGIP ELIG flag will be set to **N** and the priority codes will be set to **N**.

**WARNING - RETIREE ON BUDGET - RETAINED RETIREE STATUS ON MED, BL**

If the Retiree is budgeted, the retiree (**R**) deduct code will remain on each of the insurance coverages. This may happen when the active budget is not updated to reflect the recent employee retirements. Verify the employment status for these individuals.

**AD&D COVERAGE AMOUNT REDUCED TO 60,000 - RETIREE NOW 70**

Once a retiree reaches the age of 70, his maximum coverage amount for Accidental Death and Dismemberment coverage is reduced from 200,000 to 60,000. The age to determine eligibility for the coverage amount is calculated as of September 1. This means that if a retiree will turn 70 in November he will still be able to maintain the maximum coverage amount of 200,000 until the next year.

**DL PREMS & CVRG SET TO 0 - DED CODE NOT THE SAME AS OL**

This message is usually seen when a person has dropped Optional Life Coverage during Annual Enrollment but did not drop Dependent Life. It will only be given if the Dependent Life Plan is **A**. They must either drop dependent life coverage or convert to plan **B**.

**WARNING - AD&D CVRG AMT REDUCED TO 10 X SALARY**

The new **benefit salary** is calculated from the Active Budget and is multiplied by 10 and compared to the ADD coverage amount given in the Annual Enrollment file. If the coverage amount requested in annual enrollment is more than 10 times the new benefit salary, then the program will reduce the coverage and give a warning.

**INELIGLE FOR 65 PLUS, CHECK BDTS, DED CD, PREMIUMS SET TO ZERO**

Both the employee and the spouse must be 65 within 31 days of signing up for 65 plus or the Medicare flag must be set to **Y**. Message may also be received if the deduct code is not an **R** or **S**. Change the plan number for their medical coverage.

**BAD SPENDING ACCOUNT DED FOR LESS THAN 12 MONTH EMPL**

This message will appear when an employee budgeted for less than 12 month has signed-up for a spending account deduction to be taken for 12 months (**2** deduct code rather than **1**). Employees who work for less than 12 months may only have Health Care spending accounts deducted for 9-months. The program does not automatically make this change. You will have to update the Annual Enrollment Web page (before Friday night, August 29th) or the Personnel Maintenance Screen 106 (after Sept 1st) to make this correction.

**FISCAL YEAR END INITIALIZATION REMINDERS****Annual Enrollment Updates**

## 1. Data for New Employees

Please continue to enter insurance enrollment data for current employees via the web processor screen through Tuesday August 31<sup>st</sup>, 2004. For new employees you may enter Insurance enrollment information directly into Personnel Maintenance (Screen 106). Fiscal Year-End Initialization is currently scheduled for the night of September 1st, 2004.

## 2. Active Budget Updating Priority

It is very important that the budget records for new employees are entered before Insurance Initialization. This is due to the requirement that a Budget Record must exist for this employee to have his insurance records initialized in the Personnel File. If NO Budget Record Exists, insurance records in the Personnel File will have their premiums set to ZERO and you will have to manually update Screen 106 after Insurance Initialization. Only premiums with Insurance deduct code set to **1**, **2**, or **3** will have their premiums set to zero. Graduate students will not have their premiums set to zero if no Budget Record Exists.

**The more up-to-date the Fiscal Year 2005 Active Budget File is, the more accurate your Benefit Insurance Initialization will be.**

## 3. Deductions.

Employees who need to catch up on their premiums, should not have their due date changed on the 106 screen. Deductions for August should be made by going through Payroll and issuing an extra deduct. Employees who are retiring at the end of August may have their deduction codes changed to enable the billing programs to select them for the automated retiree billing process that is scheduled to process on the night of September 2, 2004.

***Other Changes and Scheduled Activities***

The Extended Pay Plan processing allows employees who have previously participated in this program to be continued from one fiscal year to the next. The EPP Stop Date on Screen 114 in Personnel Maintenance defaults to **99 99 9999**. The deduction code (either **1** or **2**) will remain unchanged.

***Fiscal Office / Payroll Offices:***

On Thursday, September 2nd, 2004, the Accounting Analysis Table will be “automatically” updated for those requesting this service, to reflect the new fiscal year (2005) in the fiscal year fields and the year designation in the state bank codes. Please make any other corrections necessary before September 14th, 2004, when the first payroll calculation is scheduled to run.

***BPP Screen and Processing Changes***

Beginning Monday August 30<sup>th</sup>, Screen 106 will reflect edits and rates for the new fiscal year. Premiums calculated on the screen will reflect the premium rates for the new fiscal year. You may begin entering employee benefit information on Screen 106.

