

Hot Off The Press

Automatic entry of insurance stop dates from the EPA\Budget process

Beginning Thursday March 1st, a new process will be available by workstation to automatically enter stop dates for insurance coverage when an EPA or Budget action terminating the employee is entered. Workstations currently participating are: A, C, E, I, M, P, T, W and X. Please email bpphelp@tamu.edu if you would like to utilize this new functionality.

The new process will select both monthly and biweekly paid employees and will be triggered by entry of an occupant action of Voluntary Terminate (VT) or Involuntary Terminate (IT). Insurance coverages included are: Medical, Dental, Vision, Basic Life, Optional Life, Dependent Life, Accidental Death, Long-Term Disability, Long-Term Care and Flexible Spending Accounts. The process will update the insurance stop dates from either Canopy/EPA or the BPP System Active Budget Maintenance (05*) Screens.

Wage PINS are excluded from the new process. When a 'VT' or 'IT' action code is entered for a budgeted PIN, the system will verify that the PIN being edited matches the PIN in the Employee File for the position occupant. Only when the PINs match will the update be made.

Insurance stop dates will be based on the occupant end date from the EPA/Active Budget and will be entered for active coverage with a non-retiree, payroll deduction code (1, 2, 3, L, or M). Coverage for retirees and COBRA participants (deduction codes 4, R, S, D, T) will not be selected. The insurance stop date will be calculated as the last day of the month during which the occupant end date falls. Retroactive budget dates will result in a retroactive stop date for insurance. No update to the stop date will occur if the coverage is already off. If the start date on the coverage is later than the calculated stop date from the budget, the program will use the insurance start date as the stop date to indicate that the employee was never covered.

If the due date for the insurance coverage is later than the calculated stop date, this means that all deductions due for the coverage have already been taken, so the program will turn off the deduct code in addition to changing the stop date and change date. If the due date is less than the stop date, only the stop date will be entered. In that case, coverage will be turned off by BPP Month-end processing for the month in which the termination applies.

Examples:

1. A VT action code is entered for an employee in March with an occupant end date of 05/15/2007. Since we do not charge any partial premiums for insurance, a stop date of 05/31/2007 will be entered on the 106 screen for any active insurance coverage. The deduct code will remain "on" and deductions will continue until the May month-end process during which the coverage will be turned off.
2. A VT action code is entered for an employee in March with a 01/31/2007 occupant end date. At this point the due date would usually be 02/01/2007 or later depending on when this person's pay is calculated and the day of the month the EPA is entered. In this case, the coverage would be immediately turned off with a stop date of 01/31/2007. Since this is a retroactive termination, additional premiums may be due to the carrier or refunds due to the employee. This person would appear on the BP7833 "MEDICAL RETROACTIVE TERMINATIONS" report received weekly by the workstations.

If you have questions or encounter any problems, please e-mail bpphelp@tamu.edu.