



Enterprise Learning



Department of Administrative Services
Improving efficiency, compliance and workforce performance

Human Resources Administration



Flexible Benefits Webinar
2017 Annual Enrollment Training
September 14, 2016

What We Are Covering Today?



2017 Annual Enrollment Webinar Overview

- Timeline and Dates
- Flexible Benefit Plan Enhancements/Modifications
- GaBreeze AE Communication and Website Reminders
- HRA Benefits and Programs Staff Members



Annual Enrollment for 2017 Plan Year



Monday, October 17, 2016
12:00 a.m.



Friday, November 4, 2016
11:59 p.m.

Benefits elected are effective January 1, 2017



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Flexible Benefits

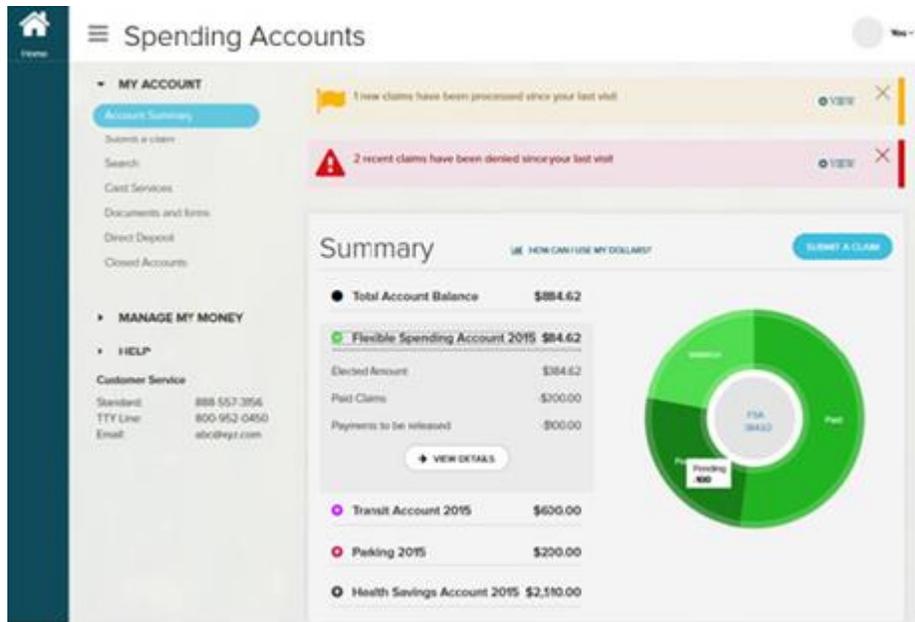
Plan Enhancements/Modifications

2017 Annual Enrollment Plan Enhancement

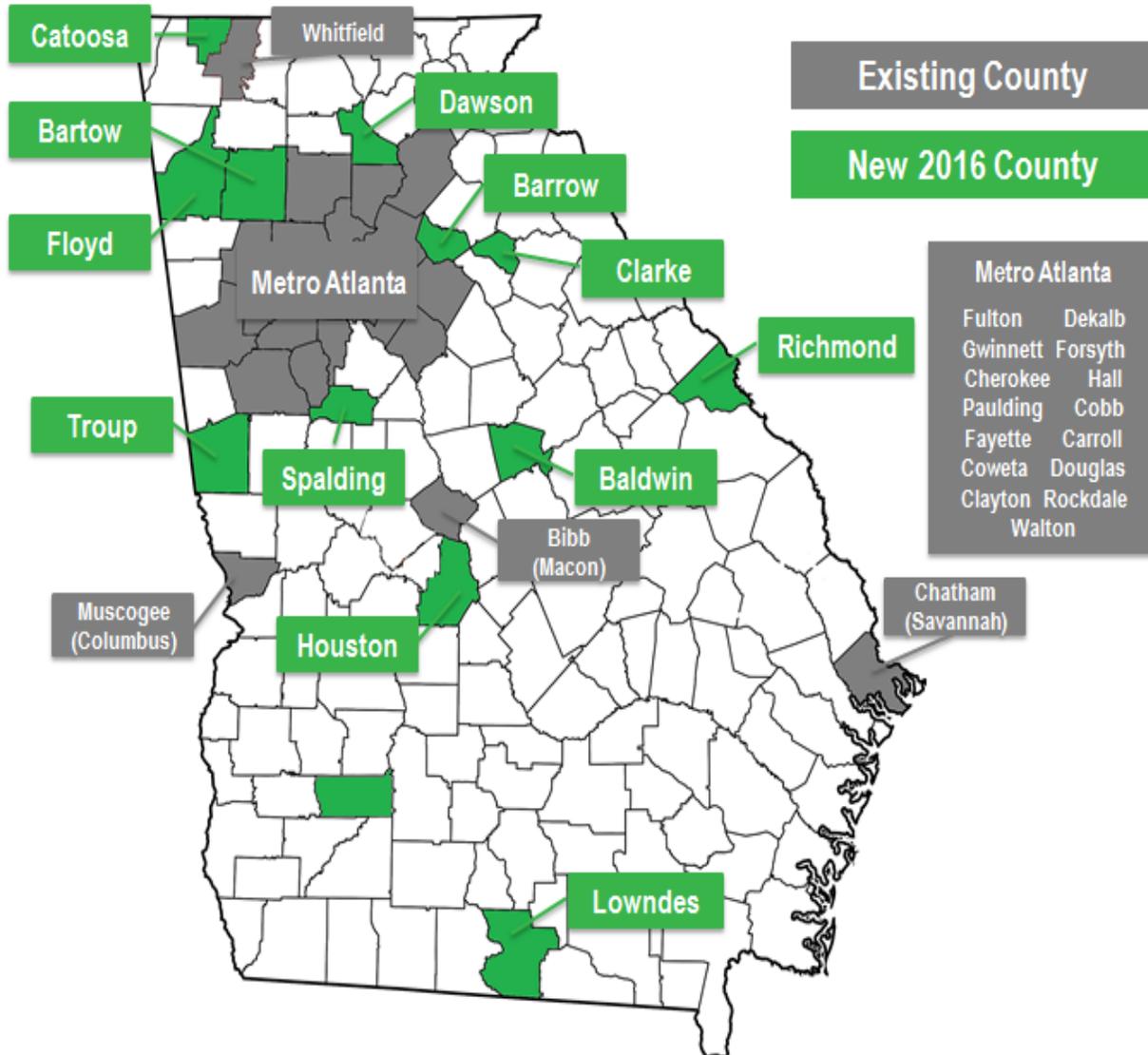


New Look for ADP Website

- Effective September 17, 2016, ADP Flexible Spending Account website will no longer support access using Internet Explorer version 8 or lower. To ensure continued access to the website, please update web browsers.
- ADP has added an additional layer of security for first time web users. New participants will be advised that a security code will be emailed to them. This takes approximately 5 minutes.
- State of Georgia's security code is **STATEOFGE-10029**. This code will never change.



2017 Annual Enrollment Plan Modification



- Cigna Dental (DHMO) service expanded to 13 additional counties across the state.
- New counties highlighted in green.
- Plus many additional providers added in Metro Atlanta.
- Cigna Dental HMO plan has a 4% rate increase with no plan changes.

2017 Annual Enrollment Plan Enhancement



True “OneUp” Special Enrollment

Will allow employees to enroll in a life insurance plan at the first level of coverage; or increase their current life coverage up one level without a Statement of Health (SOH).

- The opportunity to “OneUp” will only be available for the 2017 plan year.
- Employees that do not currently have coverage can enroll now without a SOH.
- Current employees with coverage can move up one salary level of coverage without a SOH.



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GaBreeze Annual Enrollment

Communication and Website Reminders

Pre-Annual Enrollment Website Reminders for 2017 AE

Employees should be encouraged to go online to verify and/or update their passwords.

www.TeamGa.gov

www.GaBreeze.ga.gov

This includes an email address (personal or work) on their GaBreeze accounts:

- ✓ Update email address in the “Personal Information” section of the “Your Profile” page.
- ✓ This will allow a faster response time to receive password resets and changes from GaBreeze.



Pre-Annual Enrollment Website Reminders for 2017 AE

Employees will receive a confirmation number upon successful completion of their online AE.

Additional changes will be permitted online during the remainder of the AE period.

- ✓ Employees will retain the same confirmation number.
- ✓ Date/time stamp will update to reflect the most recent completion.



Pre-Annual Enrollment Website Reminders for 2017 AE

GaBreeze will provide a reminder for employees to enroll in Health Benefits.

- ✓ The link to the Department of Community Health Annual Enrollment site is on GaBreeze.

www.myshbpga.adp.com/shbp



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health



2017 Annual Enrollment



- ✓ Employees can log into the GaBreeze website as many times deemed necessary during the AE period.
- ✓ Last confirmed elections at the close of AE on November 4, 2016 at 11:59 p.m. will become effective January 1, 2017.
- ✓ Employees who do not make any benefit changes to elections will keep their current elections during the 2017 plan year.
- ✓ Flexible Spending Accounts do not roll over.



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Annual Enrollment Reminders

Annual Benefit Base Rate (ABBR) for 2017 Plan Year

- In preparation for the 2017 AE period, it is important to update the Annual Benefit Base Rate (ABBR) for any employee whose salary has changed. This is needed for proper calculations of various employee benefits, (i.e. STD, LTD, and life insurance).
- For Manual Agencies the ABBR Salary entry deadline for submission to HRA is September 21, 2016. Please send all submissions and confirmations to Jacelyn.Dean@doas.ga.gov

Please note: Only spreadsheets with employees whose salary has changed will be accepted for submission.

Important Recaps for 2017 Annual Enrollment



Reminder!

New Hires During Annual Enrollment

- Employees, who are hired by November 1, 2016, will have 2 enrollment periods:
 - ✓ PY 2016: Current Plan Year for benefits effective December 1st
 - ✓ PY 2017: New Plan Year for benefits effective January 1st
- New hires who make elections only for the PY 2016 benefits package will rollover for PY 2017, excluding Spending Accounts.
 - ✓ New hires selecting a Spending Account for PY 2016 must make the election in GaBreeze for PY 2017; no rollover

New Hires During Annual Enrollment (cont.)

- Pending Enrollment Report on the Employer website will provide a snapshot of employees who have not made their benefit selections during AE.
 - ✓ New hires and/or current employees who have not completed AE.
 - ✓ Report will be produced daily during the AE period.

Reporting New Hires
Helps All Employers



Important Recaps for the 2017 Annual Enrollment



Reminder!

Employees returning from Leave of Absence W/O Pay (LOA)

- Employees, who are on a *Leave of Absence Without Pay* and cross plan years, will be given an enrollment opportunity upon return to **Active** status.
 - ✓ If the employee paid premiums while on LOA, and makes no changes during their enrollment period upon return to **Active** Status, benefits will rollover into the new Plan Year with the exception of Spending Accounts.

Important Recaps for the 2017 Annual Enrollment

Reminder!

Leave of Absence Processing for Worker's Compensation

When an employee is receiving benefits from Worker's Compensation, the employee is not to use accrued paid leave (i.e. Sick, Annual, Personal).

- ✓ The agency should place the employee in a Leave of Absence status. GaBreeze will direct bill the employee for their Flexible Benefits.
- ✓ The agency should maintain the employee in a Leave of Absence status until the employee returns to active employment status.



Important Recaps for 2017 Annual Enrollment



Reminder!

Employees returning from Leave of Absence Without Pay

Employees that failed to pay through direct dill, will reflect “no coverage” in the GaBreeze system.

Employee will be given an enrollment opportunity subject to applicable penalties.

- HR should verify if an employee paid premiums during the LOA w/o Pay.
 - ✓ “View Flex Plan Coverage History” via the Employer website.
 - ✓ **Do not reinstate** deductions unless indicated by GaBreeze on the Financial Report.
 - ✓ If employee makes benefit selections upon return, GaBreeze will report new deductions via the Financial Report.

Important Recaps for 2017 Annual Enrollment



End of the Year Terminations (after the 16th of December)

- If an employee terminates from employment after December 16th, the agency should not take deductions for January's coverage.
- If deductions are taken by the agency, a refund of premiums should be processed to the employee, including any potential HealthCare or Dependent Care Spending Accounts contribution deducted on December 15th.
- Flexible Benefit coverage will end as of December 31st.

End of the Year Terminations (after the 16th of December) (cont.)

- Employees retiring effective January 1st who are NOT currently enrolled in a dental option, and elect a dental option during Annual Enrollment are NOT eligible for the new PY20178
 - ✓ If deductions are taken by the agency, a refund of premiums should be processed.



Supportive Resources for Employees/Participants

Websites



Link to GaBreeze is located on the **TEAM GEORGIA** Flexible Benefits tab

www.TeamGa.gov

www.GaBreeze.ga.gov

Benefits Call Center

1-877-342-7339 (Toll-Free)

**Monday-Friday, 8:00am-5:00pm EST
(excluding holidays)**



Flexible Benefits Email Address



HRA.FlexBenefits@doas.ga.gov



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HELLO!



MEET THE TEAM

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Please review the next slide to identify what questions were asked during the Webinar.

**Have a
BENEFICIAL
Day!**



Chat Box Questions and Responses

What We Covered Today

1.) Has GaBreeze contracted with ADP to handle flex benefits?

Answer: No, ADP serves as the vendor for the Flexible Spending Accounts Benefit which includes the Healthcare and the Dependent Care Spending Accounts.

2.) Will someone who is signing up for life insurance for the first time be able to choose the level of coverage he/she wants or will they have to choose the lowest level coverage?

Answer: It will be their selection. If they currently do not have life insurance and enroll 1 x their salary, there is not a Statement of Health required during the 2017 AE. If they currently do not have life insurance and want to enroll multiple times their salary, it will require a Statement of Health (SOH).

3.) When will the Benefit Fair dates and all other Annual Enrollment materials be posted on the website.

Answer: The Benefit Fair Dates are posted now, but our goal is to post all AE materials by October 3, 2016.

4.) Will there be any changes to the long term and short term benefit enrollment for current employees who has not enrolled in the long term and want to enroll? Will they have to have a SOH to enroll in the long term plan?

Answer: Part a) No there will not be any change to LTD and STD during 2017 Annual Enrollment.

Part b) Not sure if the question is for Long Term Disability or Long Term Care. Both require a SOH for enrollment if not during new employee open enrollment.