

# Department of Administrative Services

Lead. Empower. Collaborate.

HUMAN RESOURCES ADMINISTRATION

## FLEXIBLE BENEFITS PREMIUM TOOL

**Welcome**

# Agenda

- **Program Overview**
- **Flexible Benefits Premium Tool**
- **Phased Roll-Out**
- **Reconciliation Report**
- **Timeline**



# Program Overview

<b>Dental</b>	<b>Vision</b>	<b>Life Insurance and AD&amp;D</b>	<b>STD and LTD</b>
<b>Critical Illness</b>	<b>Long-term Care</b>	<b>Legal Plans</b>	<b>Flexible Spending Accounts</b>

# Flexible Benefits Premium Tool

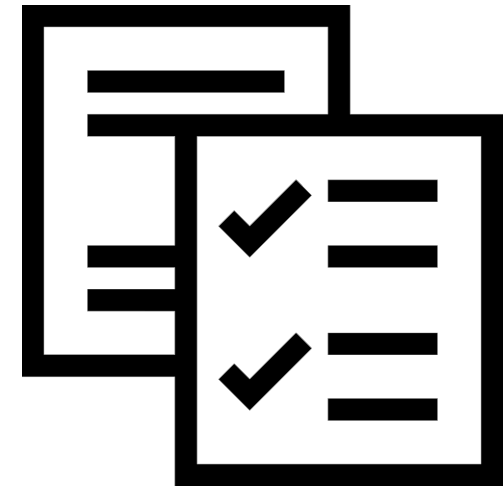
**Payment  
Processing**



**Reporting**



**Reconciliation**



Improve the Flexible Benefits premium payment process through a more streamlined and efficient online tool.



Flexible Benefits Premium

## Premium Billing & Payment Dashboard

Invoice Date - 01/20/2023

<b>\$0.00</b> Statement Past Due	<b>(\$6,370.30)</b> Past Overpayment	<b>(\$328.08)</b> New Invoice Adjustments	<b>\$31,167.01</b> New Invoice Premium	<b>02/22/2023</b> Payment Due Date <span style="background-color: #00a651; color: white; padding: 2px;">Due in 2</span>
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<b>INV-371-202212-1</b> Reference Number	<b>February 2023</b> Current Coverage Month	<b>01/15/2023</b> Premium Calculation Date	<b>03/15/2023</b> Next Invoice Available Date
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Current Statement Amount Due	<b>\$24,468.63</b>
Payment Received for Current Statement	<b>\$0.00</b>
Total Outstanding Amount	<b>\$24,468.63</b>

[Download Invoice](#)
[View Statement Details](#)
[Download Participant Details](#)
  
[Pay Now](#)


- Invoice/Statement Created**  
1/20/2023
- Payment Confirmed**  
Submission Due Date: 2/20/2023
- Payment Received**  
Payment Due Date: 2/22/2023
- Statement Paid in Full**  
Yet to take action

**Help and Support**  
We can help you understand more about the Statements, Premiums etc... [▶](#)

 **Payments Received**  
For the current statement



No payment received for the current invoice/statement  
Your February invoice/statement payment is due on 02/22/2023

 **Premium Summary** 2023 ▾  
By coverage month





Entity Number	371
Entity Name	Example 4 ePayment
Invoice/Statement Date	1/20/2023
Current Coverage Month	February 2023
Payment Due Date	2/22/2023
Invoice Number	INV-371-202212-1

New Invoice Premiums **\$31,167.01**

New Invoice Adjustments **(\$328.08)**

New Invoice Total **\$30,838.93**

### Invoice Total by Plans

#### December 2022

Plan	No. of Participants	Amount
AD&D	100	\$444.64
Child Life	55	\$114.27
Critical Illness	40	\$759.47
DC Spending Account	3	\$1,212.00
Dental	210	\$10,753.34



# Phased Roll-Out

Phase	Entity	Transition Time	Entity Counts
Phase 1	Early Adopters Pilot	Oct. '22	<b>16 entities</b> (~15,400 ee's)
Phase 2A	SAO TeamWorks DOAS Fiscal and SAO Shared Services confirms payments on behalf of entities	Feb. '23	<b>77 entities</b> (~44,300 ee's)
Phase 2B	SAO TeamWorks Reconciliation live, and entities are self-managing	May '23	<b>77 entities</b> (~44,300 ee's)
Phase 3	Select Hybrid/Manual	July '23	<b>133 entities</b> (~22,500 ee's)
Phase 4	All Remaining	Sep. '23	<b>1 entity</b> (~12,200 ee's)

**223**  
Entities

**94,500**  
Eligible Employees

# Phased Roll-Out

## Early Adopters

- 16 entities participated - first phase
- Approximately 80 users
- Lessons learned:
  - Intuitive
  - Document process changes
  - Allow payments higher than invoiced amount

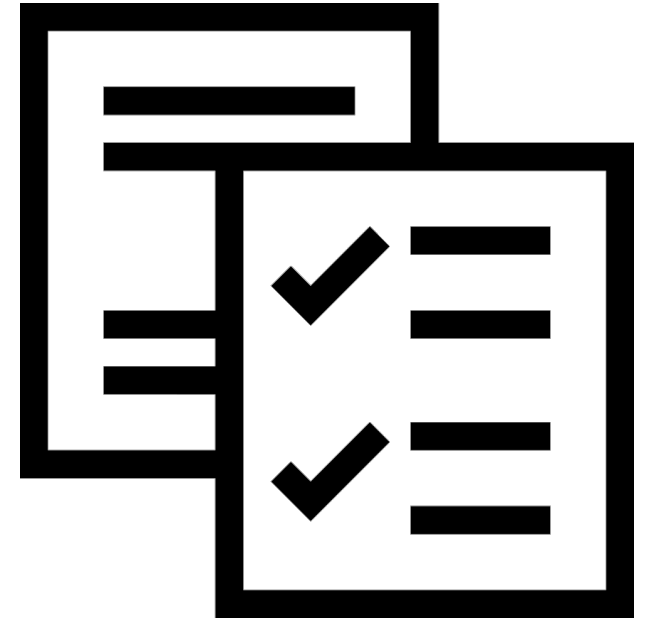
# Phased Roll-Out

## SAO TeamWorks

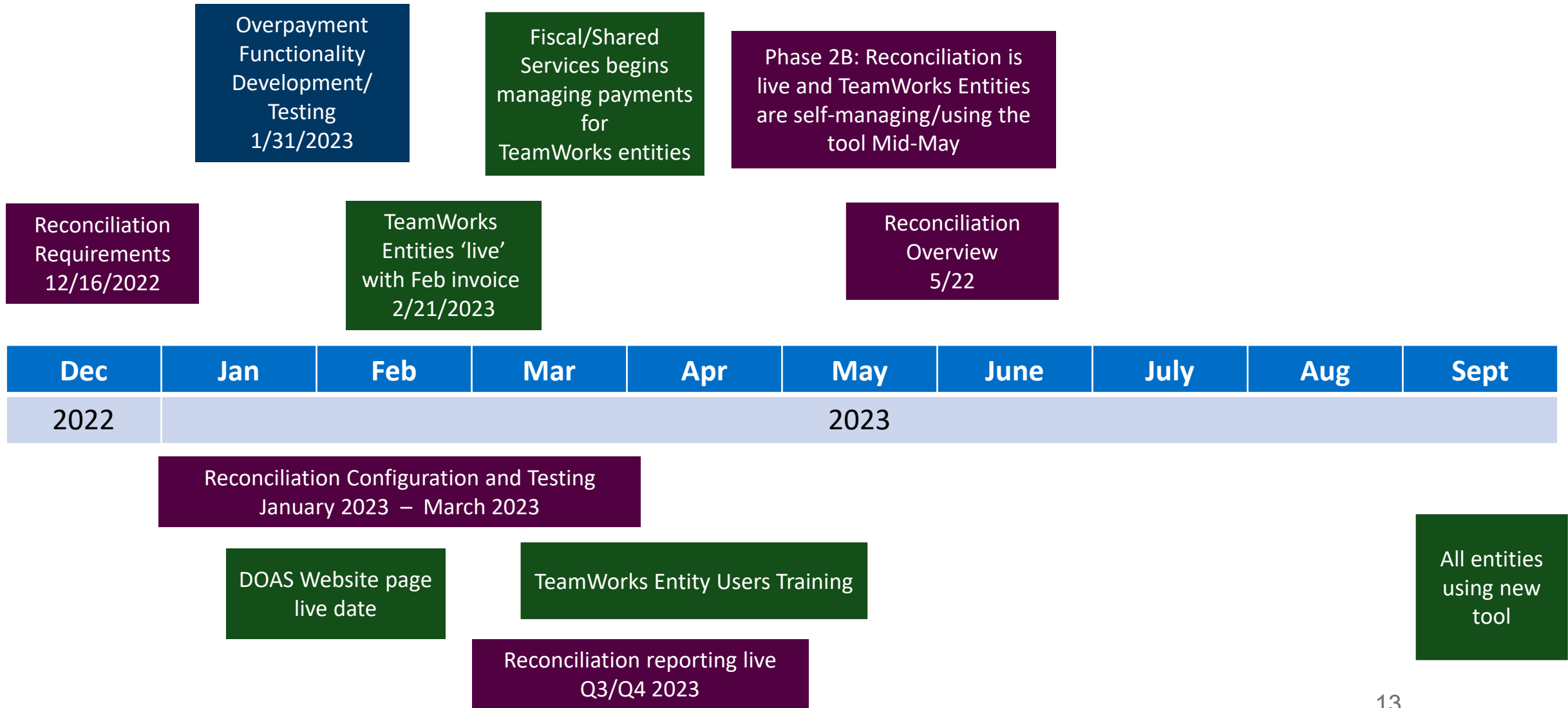
- Strong partnership
- Consistency in payment methods
- DOAS Fiscal and SAO Shared Services
  - ❑ Confirm payments
  - ❑ Gather data to ramp up engagement

# Reconciliation Report

- Monthly process to review reports
- Requirements defined
- Configuration and testing - January through April
- Configuration and testing was conducted from January through April
- Roll out to manual/hybrid entities to provide payroll deduction data to Alight is in process



# Timeline



GaBreeze Flexible Benefits Premium tool support

1-844-967-5533

8 a.m. – 5 p.m. M - F

[www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov)

[flex.emailsupport@doas.ga.gov](mailto:flex.emailsupport@doas.ga.gov)

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## Human Resources Administration

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