

Benefits Administration Training PPT Change Log

This document provides a summary of updated slides in the PowerPoint used during the all-day Benefits Administration Training Session. Please make sure your slides are up to date if you've printed the presentation.

What's New in August 2019 Version

| Slide | Update |
|------------|---|
| 76 | Updated slide to indicate VSP interface is sent weekly (instead of daily) |
| 238 | Added clarifying language that you can waive Spouse and Dependent Life on DIV event but not SGL employee coverage |
| 291 | Updated slide to reflect that VSP interface is now sent on Monday only (instead of daily) |
| 317 | Updated to reflect that Central Benefits is monitoring and adjusting deduction begin dates |
| 321 | Removed reference that agencies should create a ticket to update deduction begin dates |

What's New in June 2019 Version

| Slide | Update |
|--------------|---|
| 6 | Updated language on Benefits Reconciliation to reflect centralization; removed note about agencies contacting vendors |
| 7 | Added vendor contact to Central Benefits responsibility; updated Benefits Reconciliation language |
| 11 | Updated navigation and screenshot |
| 12 | Updated screenshot |
| 14 | Updated screenshot |
| 15 | Embedded link to Action/Action Reason job aid |
| 16-18 | Updated screenshots |
| 22-24 | Updated screenshots |
| 28 | Updated DOT's WRS category for protective from 33_PRTCTXX to 33_PRTCTXO |
| 40 | Updated navigation to Benefits Flag (Maintain Flags) |
| 41-43 | Updated screenshots |
| 45 | Updated screenshot |
| 48 | Replaced benefit plan types no longer available, added Delta Dental PPO |
| 54 | Replaced benefit plan types no longer available, added Delta Dental PPO |
| 59 | Updated link to ICI ABBR Rules document |
| 62 | Updated navigation and screenshot |
| 63-64 | Updated screenshots |
| 69 | Added MOV event |
| 71 | Updated screenshot |
| 76 | Replaced benefit plan types no longer available, added Delta Dental, updated FSA/HSA frequency to 1x/week |

| Slide | Update |
|-----------------|--|
| 78-79 | Updated navigation and screenshots |
| 80-81 | Updated screenshot |
| 84 | Added alternative navigation to Open Events Query |
| 89 | Updated navigation and screenshot |
| 91 | Update Job Aid links |
| 92 | Updated navigation and screenshot |
| 93 | Updated screenshot |
| 94 | Updated navigation and screenshot |
| 96 | Updated screenshot |
| 98-104 | Updated screenshots |
| 106 | Updated screenshot |
| 108-109 | Updated screenshot for Fluid implementation |
| 110 | Updated link to Option Code Cheat Sheet |
| 111-117 | Updated screenshots |
| 119 | Updated screenshot and link to eBN New Hire Quick Guide |
| 121-123 | Updated screenshots |
| 126-127 | Updated navigation and screenshots |
| 129 | Updated navigation |
| 130-132 | Updated screenshots |
| 133 | Updated navigation |
| 134 | Updated screenshot |
| 138 | Updated deduction schedule to 2019 schedule; updated link to current year deduction schedule |
| 140 | Updated navigation |
| 142-143 | Updated navigation and screenshots |
| 144 | Updated slide to indicate that agencies should monitor/clear out arrears as applicable |
| 145 | Updated navigation |
| 147 | Updated navigation and screenshot |
| 148-149 | Updated screenshots |
| 151 | Updated screenshot |
| 152 | Updated navigation and screenshot |
| 153 | Updated screenshot |
| 156 | Removed benefit plans no longer available and added new dental plan |
| 161 | Removed benefit plans no longer available and added new dental plan |
| 162 | Updated navigation and screenshot |
| 163 | Updated screenshot |
| 165 | Updated navigation and screenshot |
| 166 -168 | Updated screenshots |

| Slide | Update |
|----------------|---|
| 169-172 | Added language saying Central Benefits now changes deduction begin dates and overrides retro |
| 173 | Removed the bullet points about new hire retro |
| 185 | Updated navigation and screenshot |
| 186-188 | Updated screenshots |
| 190 | Updated navigation |
| 191 | Updated screenshot |
| 192-193 | Updated navigation and screenshots |
| 194 | Updated navigation, removed navigation to Review Summary by Post Date |
| 195 | Updated screenshot |
| 202 | Removed the dental plans no longer available and added the new dental plan |
| 206 | Updated screenshot |
| 207 | Added language saying Central Benefits now changes deduction begin dates and overrides retro |
| 212 | Updated screenshot |
| 213 | Updated language to say documentation needs to be sent to DOA Central Benefits e-mail inbox |
| 215 | Updated navigation and screenshots |
| 216 | Updated link to OOS Job Aid |
| 220 | Updated State Group Life cancelation rule (Changed 1/1/2019) |
| 223 | Updated that adoption paperwork must be sent to DOA Central Benefits e-mail inbox, added reminder about single mothers who have a baby |
| 224 | Removed direction to submit ticket for CB to move deduction begin date back |
| 225 | Added example and clarifying language on when to change health plans due to life events |
| 226 | Updated that documentation must be sent to DOA Central Benefits e-mail inbox; removed EPIC Benefits+ bullet |
| 231 | Updated that documentation must be sent to DOA Central Benefits e-mail inbox |
| 232 | Updated that documentation must be sent to DOA Central Benefits e-mail inbox |
| 235 | Added reference that Over Age Dependent Query can be accessed via the Benefit Enrollments Tile |
| 237 | Updated navigation and screenshot |
| 240 | Updated screenshot |
| 242 | Updated screenshot |
| 243 | Updated that documentation must be sent to DOA Central Benefits e-mail inbox |
| 244 | Removed the dental benefit plans no longer available and added new dental plan |
| 245-246 | Added MOV event information to PPT |
| 248 | Updated the event date/effective date to be consistent for COM and HSA event; added note about accounting for future payrolls if trying to stop deductions effective the 1 st of a month |
| 249 | Updated navigation and screenshot |
| 250 | Updated screenshot; added note that specialist may need to account for another deduction before change is effective |
| 251 | Added a note that if an ADM event is being used to send in a ticket to explain why |
| 253 | Updated screenshot |

| Slide | Update |
|----------------|---|
| 257-259 | Updated screenshots |
| 266 | Updated link for termination job aid |
| 268 | Updated navigation and screenshot |
| 269-273 | Updated screenshots for Fluid implementation |
| 275 | Removed the bullet about move from service area – ADM event is no longer used for that |
| 279 | Updated navigation |
| 285 | Updated that documentation must be sent to DOA Central Benefits e-mail inbox |
| 286 | Added note that single mothers must provide proof of maternity |
| 291 | Removed previous dental plans and added new dental plan; updated TASC interface |
| 292 | Updated frequency of SGL interface file |
| 296 | Updated navigation |
| 297 | Updated link for WRS Lookback job aid |
| 298-300 | Updated screenshots |
| 304 | Updated date references |
| 305 | Updated query names for 2019 and screenshot, added reference to WorkCenter |
| 306 | Embedded 2019 WRS Contribution Memo, added links to WRS Reporting Job Aid and 2019 Reporting Template |
| 310 | Changed language to indicate Central Benefits uses the recon tool to correct discrepancies |
| 326 | Added link to Sandbox environment |
| 327 | New slide – added info about P&B WorkCenter |
| 328 | Added link to Employee Self Service Job Aids, Forms and Brochures page, Central Benefits & OE pages |
| 329 | Updated Links to ETF's websites |

What's New in July 2018 Version

| Slide | Update |
|------------|--|
| 191 | Added info about WI_BN_BILLING_DELINQ query to slide |
| 250 | Removed EEP reference |
| 260 | Added clarifying information about when Elg Fld 2 update is needed |
| 261 | Deleted slide – EEP event no longer active (this changes slide numbering for the remaining of the PPT) |

Updates made to June 2018 version

| Slide | Update |
|------------|--|
| 236 | AGE Event – added info about updating Plan Type 22 (AD&D) and 25 (Spouse & Dependent) on AGE event |
| 238 | DIV Event – added info about updating Plan Type 22 (AD&D) and 25 (Spouse & Dependent) on DIV event |
| 241 | DOP Event – added info about updating Plan Type 22 (AD&D) and 25 (Spouse & Dependent) on DOP event |

Updates made to the May 2018 Version

| Slide | Update |
|------------|--|
| 20 | Removed statement on LTEs – this functionality was fixed |
| 213 | Added info to slide that OOS should be waived on LST event |
| 224 | Added If enrolled, can add one level of employee coverage |
| 237 | Added navigation to dependent page |
| 239 | Added language that you only need to send 1 COBRA notice but all dependents must be listed |
| All | Added slide numbers |

Updates made to the April 2018 Version

| Slide | Update |
|------------|---|
| 23 | Adding clarifying statement that if Elg Fld 1 = Not Eligible; all other fields should be blank |
| 35 | Removed non-tax dependent references |
| 59 | Added that ICI ABBR should be updated if there is an FTE change |
| 105 | Added ELG event to bullet 2 |
| 133 | Added navigation to Enroll in Benefits pages |
| 154 | Added info that arrears will take upon return to work, even if at another agency |
| 158 | Corrected schedule of when retro benefits is calculated |
| 187 | Updated slide to include reminder to update Elig Field 3 as well |
| 199 | Updated slide to include Rehire w/in 30 days as a reason for HFA |
| 213 | Added info about waiving OOS on LST event |
| 236 | Updated to indicate child eligible until 26 th birthday; added Coming Soon language |
| 238 | Added Coming soon language |
| 241 | Added Coming soon language |
| 246 | COM event – updated event date and effective date |
| 253 | Updated to state a separate job data row is needed if EE's is on both SGL and ICI premiums waivers due to different deduction begin dates |

| Slide | | Update |
|-------|--|--------|
| 268 | Added info about retirement in lieu of layoff | |
| 278 | Added navigation to Data Integrity Report | |
| 292 | Added info about creating a ticket (last bullet) | |