



State of Wisconsin

Department of Administration

ICI Deferred Enrollment Job Aid (2020)

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BACKGROUND

Policy Information and Documents

See the [December 2, 2019 ETF Employer News Item](#) for information about the 2020 Annual ICI Update and Deferred Enrollment Period. [Chapter 404 of the ICI Administrative Manual](#) also outlines additional information about this period.

Policy for Employees who Previously Canceled ICI Coverage

The following policy clarification was received from ETF regarding employees who cancel ICI and then want to re-enroll, as well as those who initially enrolled via Evidence of Insurability.

Employees who cancel or initially decline ICI coverage can re-enroll through deferred enrollment AS LONG AS it is the FIRST time they are eligible for deferred coverage into a particular category (3, 4 or 5). It doesn't matter if they previously cancelled or initially declined. Here is the information from the ICI Plan language. We will ask Employer Services to add that clarification in the administration manual. ICI Plan 2.03(2)(a):

The requirement of submitting evidence of insurability shall be waived for any EMPLOYEE who does not elect to be insured during the initial enrollment period or who previously cancelled ICI coverage, but who initially becomes eligible for state contribution toward premium or an increase in the premium contribution paid by the state. The EMPLOYEE must complete the application form furnished by the DEPARTMENT and submit it to the EMPLOYER.

If an employee is in Cat 3 and now drops down to Cat 1 or 2 and cancel coverage, then they would not have a future deferred enrollment opportunity into Cat 3. They would instead have to wait until they are eligible for deferred enrollment into Cat 4 (or 5 or 6).

However, if any employee enrolled when initially eligible or through Evidence of Insurability, was in Cat 3, now drops down to Cat 1 or 2 and cancels coverage, then they would have a future deferred enrollment opportunity the first time they are eligible to enroll into Cat 3.

Policy for Employees with at Least a 30-Day Break in State Employment

If an employee has at least a 30-day break in state employment and was previously offered ICI through Deferred Enrollment under Categories 3, 4 or 5, when they return to state employment, we do NOT take those offers in to consideration during the Deferred Enrollment period.

What this means for you.....

When someone is rehired in STAR, you need to determine the following:

- Did the person have at least a 30-day break in state employment? Just because they had a break in STAR, doesn't mean it was a break in state employment. You should do a WRS prior service check to confirm.
- If there is no break in state employment and the person has values in Elg Fld 4 (where we capture the offer of coverage), you should leave them there.
- If there was at least a 30-day break in state employment, you should remove the value in Elg Fld 4 on the rehire row and submit a ticket to Central Benefits to remove the value in Elg Fld 4 for all historical rows. The ticket is necessary because the ICI Deferred process looks at all job rows to see if there is a value in Elg Fld 4.

All ICI Deferred Enrollment eBenefit elections and paper applications are due to the agency by end of business on March 2, 2020.

Elg Fld 2, 4 and ICI Plan Enrollment Values

Elg Config Fld 2 Values

ICI Category	Sick Leave Balance at End of Year	Earned during Prior Year	ABBR	Value in Elg Fld 2
1	<184 hours (and not currently in Category 4 – 6)	N/A	<= \$64,000	ICICATGRY1
			> \$64,000	ICIBASSUP1
2	184 hrs to < 520 hours (and not currently in Category 4-6)	N/A	<= \$64,000	ICICATGRY2
			> \$64,000	ICIBASSUP2
3	N/A – based on leave usage and not currently in Category 4-6	80 hrs or greater (prorated by FTE)	<= \$64,000	ICICATGRY3
			> \$64,000	ICIBASSUP3
4	Initial Eligibility: 520 to < 728 hrs Permanent Plateau – once enrolled in Cat 4, can never drop to lower category (regardless of sick leave balance or usage)	N/A	<= \$64,000	ICICATGRY4
			> \$64,000	ICIBASSUP4
5	Initial Eligibility: 728 to < 1040 hrs Permanent Plateau – once enrolled in Cat 5, can never drop to lower category (regardless of sick leave balance or usage)	N/A	<= \$64,000	ICICATGRY5
			> \$64,000	ICIBASSUP5
6	Initial Eligibility: 1040 hrs and up Permanent Plateau – once enrolled in Cat 6, can never drop to lower category (regardless of sick leave balance or usage)	N/A	<= \$64,000	ICICATGRY6
			> \$64,000	ICIBASSUP6

Elg Fld 4 Values

Value	Description
ICICAT3	Offered ICI Deferred Enrollment through Category 3; only eligible to enroll the 1 st time eligible for Category 3
ICICAT4	Offered ICI Deferred Enrollment through Category 4; only eligible to enroll the 1 st time eligible for Category 4
ICICAT5	Offered ICI Deferred Enrollment through Category 5; only eligible to enroll the 1 st time eligible for Category 5
ICICAT6	Offered ICI Deferred Enrollment through Category 6; can enroll in any year eligible for Category 6

ICI Enrollment Values

Benefit Plan	Description	Benefit Plan	Description
ICIB1A	ICI Standard Category 1	ICIS1G	ICI Supplemental Category 1
ICIB2B	ICI Standard Category 2	ICIS2H	ICI Supplemental Category 2
ICIB3C	ICI Standard Category 3	ICIS3J	ICI Supplemental Category 3
ICIB4D	ICI Standard Category 4	ICIS4K	ICI Supplemental Category 4
ICIB5E	ICI Standard Category 5	ICIS5L	ICI Supplemental Category 5
ICIB6F	ICI Standard Category 6	ICIS6M	ICI Supplemental Category 6

TIMELINE

The following is the timeline for the ICI deferred enrollment period:

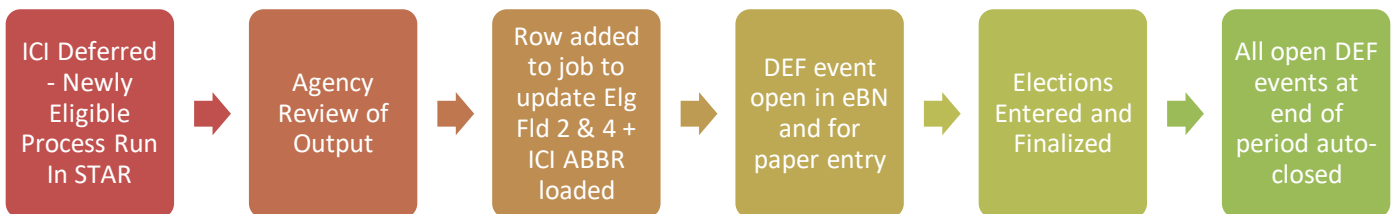
- **February 13th at 4pm** – end of ICI Deferred Enrollment Agency review period - All Elg Fld 2 and ABBR updates must be entered on ICI Deferred Enrollment pages **without exception**
- **February 13th (evening)**
 - Run process to add a row to Job for all newly eligible (update Elg Fld 2 and 4)
 - Action/Reason = Data Change/ICI Deferred Enrollment
 - Effective Date = 3-2-20 for all except LEG (3-1-19 for LEG)
 - Run process to add a row to job for all employees eligible for Supplemental ICI (update Elg Fld 2)
 - Run process to load ICI ABBR for all newly eligible
 - Effective Date = 1-19-20
- **February 14th**
 - DEF event open for entry
 - Employees will be notified via Employee Messaging (except for the Courts System)
- **March 2nd at 5pm** – End of Deferred Enrollment Period (*ends on 3/2 because 3/1 is a Sunday*)
 - eBenefits will close at 5pm
 - All agency entry of paper applications received must be done by 5pm
- **After March 2nd** – agency will have to create a ticket to enter any paper applications
 - **Ticket Subject Line** = ICI Deferred Entry, Employee Name, Empl ID
 - Entry must be done by Central Benefits to preserve application receipt date
- **April 1st** – Coverage effective date of all ICI deferred enrollments
- **April 2nd** – PP8 Confirmation (1st premiums taken associated with deferred enrollments)
- **April 9th** – PP8 Check Date

ICI DEFERRED ENROLLMENT – NEWLY ELIGIBLE

Employees who are not currently enrolled in ICI but are eligible for ICI premium categories 3, 4 or 5 for the **FIRST** time are eligible to enroll in ICI through deferred enrollment. An employee may enroll in ICI in any year that he or she is eligible for premium category 6.

Process Overview

The ICI Deferred Enrollment – Newly Eligible process evaluates an employee’s prior sick leave accrual/usage and historical ICI deferred enrollment offers (based on value in Elg Fld 4 on the Benefits Program Participation page in Job Data) and determines if the employee should be offered a deferred enrollment.



Output of Process

1. All eligible employees will receive a 3-2-20 effective dated job row (3-1-20 for LEG) that updates Elg Fld 2 with new eligibility and Elg Fld 4 to track that the offer was made.

Work Location Details ?

*Effective Date: 03/02/2020 [Calendar icon] Go To Row

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Action: Data Change

Reason: ICI Deferred Enrollment

*Job Indicator: Primary Job

Benefits Administration Eligibility ?

BAS Group ID: [Search]

Elig Fld 1: 30_GENERAL [Search]

Elig Fld 2: ICICATGRY3 [Search]

Elig Fld 4: ICICAT3 [Search]

Elig Fld 5: [Search]

- The job update will create a DEF event – this event will open in eBenefits and Perform Election Entry

ICI Deferred Enrollment

The Deferred Income Continuation Insurance (ICI) enrollment period is open through March 1st. All enrollments made during this period are effective April 1st.

Please review the [ICI Deferred Enrollment eBenefits Job Aid](#) before you begin.

This enrollment is open to you for one of two reasons:

- You are not enrolled in ICI but your sick leave balance at the end of last year gives you an enrollment opportunity; or
- You are enrolled in Standard ICI and you earned at least \$64,000 so you are now eligible to enroll in Supplemental ICI.

All elections must be made by March 1st at 5pm.

To begin enrolling in benefits online, click Select.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
ICI Deferred Enrollment		03/02/2019	Open	EMPLY BEN PLAN POL ADVISOR-ADV	Select

Plan Type 30 : ICI Standard

Option Code

- All newly eligible employees will receive a 1-19-20 ICI ABBR

Annual Benefit Base Rates							1 of 1	View All
*Annual Benefits Base Rate Type <input style="width: 50px;" type="text" value="ICI"/>						WI Income Continuation Ins 		
Annual Benefit Base Rates							1-3 of 3	
	*Effective Date	Annual Benefits Base Rate	Currency Code	Date of last update				
1	01/19/2020	51000.00	USD	01/30/2020				
2	11/12/2018	50000.00	USD	11/12/2018				
3	02/01/2015	45000.00	USD	02/01/2015				

Report Logic

The report looks at sick leave accruals/usage and Elg Fld 4 values for all employees currently not enrolled in ICI.

How to Derive Calculated Elg Fld 2 Value (before you account for Value in Elg Fld 4)

ICI Category	If Ending Sick Leave Balance is...	And ABBR is...	Calculated Elg Fld 2 should be...
3	Change in Sick Leave Balance >= 80 hours (prorated if part-time)	<= \$64,000	ICICATGRY3
		> \$64,000	ICIBASSUP3
4	520 to < 728 hrs	<= \$64,000	ICICATGRY4
		> \$64,000	ICIBASSUP4
5	728 to < 1040 hrs	<= \$64,000	ICICATGRY5
		> \$64,000	ICIBASSUP5
6	1040 hrs and up	<= \$64,000	ICICATGRY6
		> \$64,000	ICIBASSUP6

How to Derive Final Elg Fld 2 Value (after you account for Value in Elg Fld 4)

If calculated Elg Fld 2 is....	And Elg Fld 4* is...	Final Elg Fld 2 should be...
ICICATGRY3	Blank or there is no record of ICICAT3	ICICATGRY3
	ICICAT3	Blank (employee not listed on report)
ICIBASSUP3	Blank or there is no record of ICICAT3	ICIBASSUP3
	ICICAT3	Blank (employee not listed on report)
ICICATGRY4	Blank or there is no record of ICICAT4, ICICAT5 or ICICAT6	ICICATGRY4
	ICICAT4, ICICAT5 or ICICAT6	Blank (employee not listed on report)
ICIBASSUP4	Blank or there is no record of ICICAT4, ICICAT5 or ICICAT6	ICIBASSUP4
	ICICAT4, ICICAT5 or ICICAT6	Blank (employee not listed on report)
ICICATGRY5	Blank or there is no record of ICICAT5 or ICICAT6	ICICATGRY5
	ICICAT5 or ICICAT6	Blank (employee not listed on report)
ICIBASSUP5	Blank or there is no record of ICICAT5 or ICICAT6	ICIBASSUP5
	ICICAT5 or ICICAT6	Blank (employee not listed on report)
ICICATGRY6	Blank or there is no record of ICICAT6	ICICATGRY6
	ICICAT6	ICICATGRY6
ICIBASSUP6	Blank or there is no record of ICICAT6	ICIBASSUP6
	ICICAT6	ICIBASSUP6

*Process looks at all Elg Fld 4 values when determining Final Elg Fld 2 (not just top of stack)

Description of Data Elements

This report is used to determine if an employee currently not enrolled in ICI is eligible to enroll in ICI through deferred enrollment. All enrollments made during this period are effective for April coverage. The agency is responsible for reviewing this report and making any necessary updates based on the ICI plan rules. Pertinent data elements include:

Data Element	Description
FTE	FTE determines sick leave accrual necessary to be eligible for Premium Category 3
Pr Yr Beginning Sick Leave Bal	Sick leave balance at start of review period (12/23/18 for all except LEG)
Sick Leave Earned Pr Yr	Sick leave accrued during review period (12/23/18 – 12/21/19 for all except LEG)
Sick Leave Used Pr Yr	Sick leave used during review period (12/23/18 – 12/21/19 for all except LEG)
Pr Yr Ending Sick Leave Bal	Sick leave balance at end of review period (12/21/19 for all except LEG)
Change in Sick Leave Balance	Used for Category 3 eligibility only; Ending SL balance – Starting Sick Leave Balance
Pr Yr Sick Leave Adjustments	2019 sick leave adjustments; used to help identify mid-year transfers or data corrections that may affect Category 3 eligibility
Pr Yr Sick Leave Carryover	2018 sick leave carryover balance. Used to identify mid-year hires/transfers (balance = 0)
Calculated Elg Fld 2	The value of Elg Fld 2 before any value in Elg Fld 4 is taken into consideration
Final Elg Fld 2	The final value of Elg Fld 2 after any value in Elg Fld 4 is taken into consideration
Historic and Current Elg Fld 4	This is where prior ICI Deferred Enrollment offers are captured. The value in these fields determines eligibility for Categories 3, 4 and 5.
Prior Year WRS Earnings	This value matches the current WRS ABBR
Projected ABBR	This is the ICI ABBR that will be loaded for all employees on the report (prior year WRS earnings rounded up to nearest \$1000; can't exceed \$120,000)

Source of Leave Information in Report

Leave data elements come from a variety of sources. Please see the charts below.

Leave Information for WIS (except for SWIB)

Starting Sick Leave Balance	Sick Leave Balance as of 12-23-18	WI_SICK_BAL from Absence Calendar ID 2019B01
Ending Sick Leave Balance	Sick Leave Balance as of 12-21-19	WI_SICK_BAL from Absence Calendar ID 2020B01
Sick Leave Earned from 12-23-18 through 12-21-19	This is used to determine eligibility for Category 3 – will need to derive this amount	(WI_SICK_ENT from Absence Calendar ID 2020B01) + (WI_SICK_ACC from Absence Calendar ID of 2019B02)
Sick Leave Used from 12-23-18 through 12-21-19	This is used to determine eligibility for Category 3 – will need to derive this amount	(WI_SICK_TAKE from Absence Calendar ID 2020B01) + (WI_SICK_TKPP from Absence Calendar ID of 2019B02)
Change in Sick Leave Balance	This is used to determine eligibility for Category 3	Ending Sick Leave Balance – Starting Sick Leave Balance
2019 Sick Leave Adjustments	Used to help identify employees with large adjustments, typically transfers from another payroll center. Sum of all SL adjustments for CY 2019	WI_SICK_ADJ from Calendar ID 2020B01
Sick Leave Balance as of 12-31-18	Used to help identify new employees and those that transfer from another payroll center. Sick leave balance at the end of 2018.	WI_SICK_CRROV_BAL from Calendar ID 2019B02

Leave Information for LEG and SWIB

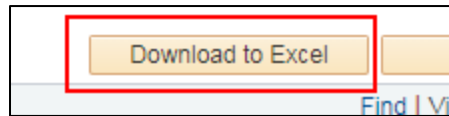
LEG and SWIB maintain absence information outside of STAR. Leave information was provided to Central Benefits and loaded into report.

How to Access ICI Deferred – Newly Eligible Report

1. **Navigation:** Workforce Administrator Homepage – Annual Processing Tile – ICI Annual/Deferred Folder – ICI Eligibility Verification Page
2. Click on the **Report Name** down arrow and select **ICI Deferred Newly Eligible**. Enter your **Company** (required) and Business Unit (not required). If reviewing for a Region, just enter the Company and all departments within your regional security will return. Click Search.

The screenshot shows the 'User Search' section of the 'ICI Verification' interface. Several fields are highlighted with red boxes: 'Business Unit' (11500), 'Company' (WIS), 'Report Year' (2020), 'Report Name' (ICI Deferred Newly Eligible), and the 'Search' button. Other visible fields include 'Department', 'Empl ID', 'First Name', and 'Last Name'.

3. The report based on your criteria will appear on the page. Click on the Download to Excel button. This will create an Excel document that you can use to do your validation.



The Excel document will show the selection criteria used and give you an output of all data elements. You can use this output to get both the mailing and email addresses of the eligible employees.

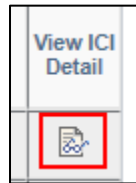
Business Unit	Department	EMPLID	Empl Rcd	Benefit Rcd	Last Name	First Name	Empl Class	FTE
WI ICI RPT2	102							
Year = 2020								
BU = 11500								
Dept ID =								
ID =								
Last =								
First Name =								
Co = WIS								

How to Navigate the Online Page

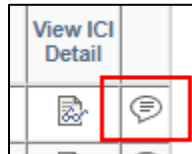
- Summary information is displayed on the main report page. You will also be able to correct Elg Fld 2 and the ABBR directly on this page.

Final Elg Fld 2	Corrected Elg Fld 2	Projected ICI ABBR	Corrected ABBR	Historic Elg Fld 4	Current Elg Fld 4	Prior Year WRS Earnings
ICICATGRY6	<input type="text"/>	52,000.000	<input type="text"/>	ICICAT6	ICICAT6	51,193.04
ICICATGRY6	<input type="text"/>	51,000.000	<input type="text"/>	ICICAT6	ICICAT6	50,775.53
ICICATGRY6	<input type="text"/>	43,000.000	<input type="text"/>	ICICAT6	ICICAT6	42,009.49

- To see additional data elements for an employee, click on the View ICI Detail icon on the far right of the page.



- If you make an update to the page, you should enter a comment by clicking on the comment icon to the far right of the page. The comments do appear on the Excel output of the page.



Comments

Not eligible for deferred enrollment

How to Correct Elg Fld 2 or ABBR

It is unlikely that you will need to make any corrections to this report but if needed, you can correct Elg Fld 2 or the ABBR directly on the page. If you make any updates, you should enter the reason for the update in Comments. Click Save after making any changes.

If you determine the employee is not eligible for deferred enrollment, you will select the **NOT ELIG** value from the Corrected Elg Fld 2 dropdown.

Look Up Corrected Elg Fld 2

Search by: Elig Cfg Value begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-13 of 13 Last

Elig Cfg Value	Description
ICIBASSUP1	ICI Basic+Supplemental 1
ICIBASSUP2	ICI Basic+Supplemental 2
ICIBASSUP3	ICI Basic+Supplemental 3
ICIBASSUP4	ICI Basic+Supplemental 4
ICIBASSUP5	ICI Basic+Supplemental 5
ICIBASSUP6	ICI Basic+Supplemental 6
ICICATGRY1	ICI Category 1
ICICATGRY2	ICI Category 2
ICICATGRY3	ICI Category 3
ICICATGRY4	ICI Category 4
ICICATGRY5	ICI Category 5
ICICATGRY6	ICI Category 6
NOT ELIG	NOT ELIGIBLE

2	Final Elg Fld 2	Corrected Elg Fld 2	Projected ICI ABBR	Corrected ABBR	Historic Elg Fld 4	Current Elg Fld 4	Prior Year WRS Earnings	Updated By	Updated On
6	ICICATGRY6	NOT ELIG	52,000.000		ICICAT6	ICICAT6	51,193.04	ZIMMNXADI	01/26/18 3:03:05PM

Note: If you determine someone isn't eligible for deferred enrollment, enter a comment and indicate why (ex. "employee was previously eligible for Category 3").

Agency Validations

Agency validations should be very minimal at this point because we have several years of history in the system that indicates if someone was previously offered coverage.

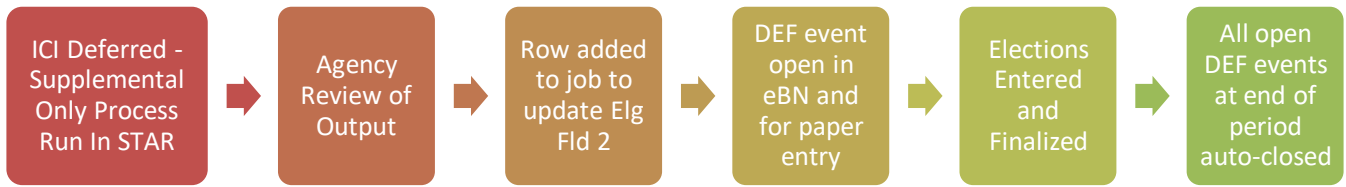
If you know that someone was previously offered coverage under Categories 3, 4 or 5 but the information is NOT listed in Elg Fld 4, indicate that the person is Not Eligible and add a comment on the page.

ICI DEFERRED ENROLLMENT – SUPPLEMENTAL ONLY

Employees who are currently enrolled in Standard ICI who had WRS reportable earnings > \$64,000 are eligible to enroll in Supplemental ICI to cover their earnings from \$64,000 to \$120,000.

Process Overview

The ICI Deferred Enrollment – Supplemental process evaluates an employee’s current ICI enrollment and prior year WRS earnings to determine if the employee should be offered a deferred enrollment in Supplemental ICI.



Output of Process

1. All eligible employees will receive a 3-2-20 effective dated job row (3-1-20 for LEG) that updates Elg Fld 2 with Supplemental eligibility.

Work Location Details ?

*Effective Date: 03/02/2020

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Action: Data Change

Reason: ICI Deferred Enrollment

*Job Indicator: Primary Job

Go To Row

Benefits Administration Eligibility ?

BAS Group ID:

Elig Fld 1: 30_GENERAL

Elig Fld 2: ICIBASSUP6

Elig Fld 4:

Elig Fld 5:

Elig Fld 7:

Elig Fld 8:

2. The job update will create a DEF event – this event will open in eBenefits and Perform Election Entry. This is the same event that opens in the ICI Newly Eligible process.
3. This group does NOT receive an ICI ABBR because it was already updated during the ICI Annual Update Process.

Report Logic

This report shows all employees currently enrolled in Standard ICI (Plan Type 30) only, whose prior year WRS earnings are greater than \$64,000. The report looks at the current value of Elg Fld 2 (that was updated during the ICI Annual Update Process) and determines the New Elg Fld 2 based on the premium category.

Current ICI Basic Enrollment	Current ICI Supplemental Enrollment	Current Elg Fld 2	New Elg Fld 2	Corrected Elg Fld 2	Current ICI ABBR	Corrected ABBR	Prior Year WRS Earnings
ICIB4D		ICICATGRY4 →	ICIBASSUP4	<input type="text"/>	72,000.000	<input type="text"/>	71,988.80
ICIB1A		ICICATGRY1 →	ICIBASSUP1	<input type="text"/>	72,000.000	<input type="text"/>	71,310.40
ICIB6F		ICICATGRY6 →	ICIBASSUP6	<input type="text"/>	76,000.000	<input type="text"/>	75,150.85

The ICI ABBR listed on the report is the most current ICI ABBR (as updated by the ICI Annual Update Process).

How to Access ICI Deferred – Supplemental Only

- Navigation:** Workforce Administrator Homepage – Annual Processing Tile – ICI Annual/Deferred Folder – ICI Eligibility Verification Page
- Click on the **Report Name** down arrow and select **ICI Deferred Supp Only**. Enter your **Company** (required) and Business Unit (not required). If reviewing for a Region, just enter the Company and all departments within your regional security will return. Click Search.

The screenshot shows the 'ICI Verification' user search interface. The 'User Search' section contains several input fields: 'Business Unit' with the value '11500', 'Department' with 'Ag, Trade & Consumer Protctn', '*Company' with 'WIS' (State of Wisconsin), '*Report Year' with '2020', and '*Report Name' with a dropdown menu set to 'ICI Deferred Supp Only'. There are also fields for 'Empl ID', 'First Name', and 'Last Name'. At the bottom of the search section are 'Search' and 'Clear' buttons.

- This report functions the same as all other ICI reports.

Agency Validations

Agency validations should be minimal. You should investigate any ABBR that is less than \$64,000 and determine if the employee truly is eligible to enroll in Supplemental ICI. These are likely people who didn't have an ABBR update during the Annual ICI Update process, so you will need to determine if the ABBR should have been updated. If yes, enter the corrected ABBR on the page.

There are a few people whose ICI category changed as part of this process – Central Benefits will review and correct.

ISSUES TO WATCH

Future Dated Job Rows

The process will put a future-dated job row on all eligible employees (3-2-20 for all but LEG, 3-1-20 for LEG). If you need to update job with an effective dated job row prior to the ICI job row, you will need to submit a ticket.

Events Closing the DEF event (temporarily)

Once the DEF event is created, if an event with an event date prior to 3-2-20 (3-1-20 for LEG) is created, it will close the DEF event until the earlier event is processed. Monitor your open events query closely and work to keep the DEF events open.

Use the Open Events Query to monitor the DEF events (WI_BN_OPEN_EVENTS).

No Confirmation Statement of Elections

Employees will NOT receive a confirmation statement of their elections. Once enrolled, they can future-date their benefit summary to see their election.

Type of Benefit	Plan Description	Coverage or Participation
State Group Life Additional	Life - 3 Additional Units	Salary X 3
State Group Life Spouse & Dep		Waived
Accident Plan	Accident Plan - Employee Only	
ICI Standard	ICI Standard Coverage 3	75% of Salary
ICI Supplemental	ICI Supplemental 3	75% of Salary
Healthcare FSA	Healthcare FSA	\$1,600 Pledge

Employees Can NOT Return to DEF Event Once Finalized

Unlike the OE event, once an election is made on the DEF event, the employee **CANNOT** go back in and make elections. Agency must submit a ticket to re-open the event, so the employee can make changes.

HOW TO ENROLL IN ICI THROUGH DEFERRED ENROLLMENT

DEF Event

A DEF is created for all employees who are eligible for an ICI Deferred Enrollment. The event is automatically created when the Data Change/ICI Deferred Enrollment job row is added.

DEF Event Rules

This event is only used for ICI Deferred Enrollment. For 2020, the **Event Date = 3-2-20** (3-1-20 for LEG). This will set the coverage effective date to 4-1-20 and the deduction begin date to 3-15-20 (start of PP8). For LEG, the deduction begin date will be 3-1-20.

Standard ICI will open in all events and Supplemental ICI will open for employees with a Supplemental code in Elg Fld 2.

If no entry is made on the DEF event, the event will automatically be closed after 5pm on March 2nd.

The event will allow the employee to waive coverage if enrolled in Standard ICI. There is no way to stop this.

Enrollment through eBenefits

Employees will be able to enroll in coverage through eBenefits ([eBN Job Aid](#))

1. Once the DEF event is open, employee can access eBenefits through the **Benefits Enrollment Link** in the **My Benefits Tile** on the Employee Self Service Landing Page.
2. Employee will click Select to start the process.

ICI Deferred Enrollment

The Deferred Income Continuation Insurance (ICI) enrollment period is open through March 2nd. All enrollments made during this period are effective April 1st.


Please review the [ICI Deferred Enrollment eBenefits Job Aid](#) before you begin.

This enrollment is open to you for one of two reasons:

- You are not enrolled in ICI but your sick leave balance at the end of last year gives you an enrollment opportunity; or
- You are enrolled in Standard ICI and you earned at least \$64,000 so you are now eligible to enroll in Supplemental ICI.

All elections must be made by March 2nd at 5pm.

To begin enrolling in benefits online, click Select.

Open Benefit Events						
Event Description		Event Date	Event Status	Job Title		
ICI Deferred Enrollment		03/02/2020	Open	TREATMENT SPECIALIST 2		<input type="button" value="Select"/>

3. Only the plans available to the employee will appear on the enrollment page:

Enrollment Summary			
ICI Standard	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Waive			
New: Waive			
ICI Supplemental	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			

This table summarizes estimated costs for your new benefit choices.

4. Employee clicks the Edit button to enroll and click on the Radio button next to the plan.

All enrollments made during this period must be submitted by March 2nd at 5pm. Coverage will be effective April 1st.

For more information, please see the [Income Continuation Insurance Plan Brochure](#).

i Important! Your current coverage is: Waive.

Select an Option

The cost for this plan is \$10.78.

No, I do not want to enroll

ICI Standard Coverage 3

5. The election is confirmed on the following screen.

Your Choice

You have chosen ICI Standard Coverage 3 coverage.
The cost for this plan is \$10.78.

Notes

Once submitted, this choice will take effect on 04/01/2020. Deductions for this choice will start with the pay period beginning 03/15/2020.

Select the Update Elections button to store your choices.

6. The employee is then brought back to the Summary page. Must Click Save and Continue to start the submission process (or **Edit** to enroll in Supplemental in this example)

Enrollment Summary

ICI Standard	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Waive			
New: ICI Standard Coverage 3: 75.00% of Salary		10.78	
ICI Supplemental	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			

This table summarizes estimated costs for your new benefit choices.

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
	10.78	0.00	10.78
Your Costs	10.78	0.00	10.78

7. Employee must then click the final Submit button.

ICI Deferred Enrollment

Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button at the bottom of this page to finalize your benefit choices.

You must click the Submit button below to finalize and submit your benefit elections.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

All elections must be made by March 2nd at 5pm.

If you need to make a change to your election after you submit it, you must contact your agency benefits office to re-open this event so you can make your correction. All corrections must also be submitted by March 2nd.

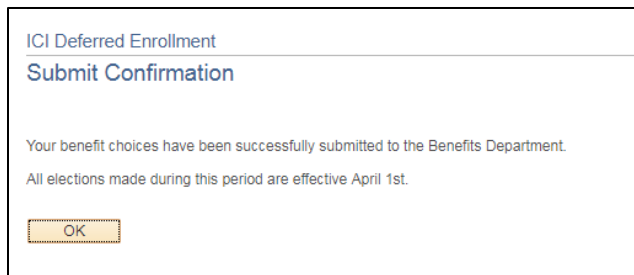
Authorize Elections

I authorize the monthly employee share premium deduction from my earnings to provide ICI and Supplemental ICI coverage (if selected). I understand that if premiums are not deducted, I do not have ICI coverage.

Select the **Submit** button to send your final choices to the Benefits Department.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

8. Final verification screen



- 9. A confirmation statement will **NOT** be generated as part of this process
- 10. Unlike the OE event, once an election is made, the employee **CANNOT** go back and change the election. The agency must submit a ticket to have the event re-opened.

Paper Application Entry

Agencies should encourage employees to use eBenefits. If a paper application is received, use the DEF event to do the entry.

Application and Entry Deadline

- eBenefit entry must be complete by 5pm on March 2nd
- All paper applications must be received and entered by 5pm on March 2nd
- If a paper application isn't entered timely, create a ticket and Central Benefits will have to do the entry to capture real application receipt date
 - **Ticket Subject Line** = ICI Deferred Entry, Employee Name, Empl ID

This is a strict deadline because the enrollments are sent to ETF via interface and all deferred enrollments must show an "application receipt date" of 3-2-20 or earlier; otherwise the enrollment will be rejected.

AGENCY CHECKLIST

- Validate ICI Deferred Newly Eligible report
 - If the person was previously offered coverage under the same premium category offered now but the information is NOT in Elg Fld 4, indicate the employee is Not Eligible and add a comment (applies to Categories 3, 4 and 5 only)
 - Projected ABBR based on prior year WRS – no need to validate
- Validate ICI Deferred Supplemental Only report
 - The ABBR listed in the report is the current ICI ABBR. If this is < \$64,000 it means the person earned more than \$64,000 last year but the ICI ABBR wasn't updated during the ICI Annual Update process to reflect last year's WRS earnings. Agencies should review to see if ABBR should have been updated. Enter correct ABBR and comment on page.
 - There are a few people whose premium category doesn't match – Central Benefits will correct on page
- Employee Messaging will be used to notify employees of eligibility (except for employees of the Courts System). *The below queries will not populate results until AFTER the DEF events are created. Can run on 2-14-20 or later.*

The following queries identify all eligible employees:

 - WI_BN_ICI_2020_DEFERRED_NEW
 - WI_BN_ICI_2020_DEFERRED_SUP

The following queries identify the employees who will be sent the messages via Employee Messaging:

 - WI_EM_ICI_2020_DEFERRED_NEW
 - WI_EM_ICI_2020_DEFERRED_SUP

Below are links to text of the emails that will be sent:

 - [ICI Deferred Enrollment Email Template](#)
 - [ICI Supplemental Enrollment Email Template](#)
- Encourage employees to use eBenefits to enroll. All eBN elections must be entered by 5pm on March 2nd.
- DEF events in Notified Status - leading up to March 2nd, run WI_BN_DEF_EVENT_STATUS and send the [Notified Email](#) to employees to remind them to submit their elections.
- All paper applications must be received and ENTERED by the agency by 5pm on March 2nd.**
 - Use the open DEF event to enter the election
- Monitor open DEF events on the Open Events Query (WI_BN_OPEN_EVENTS) – follow-up as needed
- If you have applications to enter after March 2nd, create a ticket for Central Benefits to do the entry (expectation is that agency will do all entry – this is only for applications received right at the deadline).
 - **Ticket Subject Line** = ICI Deferred Entry, Employee Name, Empl ID