Benefit Event Quick Guide

Event Name	Event Code	Event Date	Effective date	How Created	Description	Auto Close (Days)
Employee Turning 70	70Y	Employee's 70th birthday	**ICI**: Coverage ends effective 1st of month following event date **SGL**: **S&D** coverage ends on event date; EE "**BASIC**" coverage changes to Age70 coverage on event date	Passive	**Terminates ICI & changes SGL coverage** CB makes appropriate changes, notifies agency of what action was taken and to notify the employee of changes	999
Adoption	ADP	Date of adoption*	**Most:** On event date **SGL:** 1st of month following 30 days after the event date	Manual	**Add new dependents** Agency must submit a ticket and attach the required adoption paperwork for review. CB will forward to ETF	60
Over-Age Dependent	AGE	Date of Dependents 26th birthday	Coverage ends effective 1st of month following event date	Passive	**Remove overage children from all insurances** Agency removes ineligible dependent(s) from insurances on the AGE event	30
Birth	BIR	Date of Dependent's birth*	**Most:** On event date **SGL:** 1st of month following 30 days after the event date	Manual	**Add new dependents** Agency enters BIR event and adds dependent to insurances/adjusts coverage level for life insurance. If single parent, proof of maternity/paternity required. Submit a ticket with the required documentation.	60
Death of Employee	DEA	Effective date is the DAY AFTER the employees passing Ex: DOD = 7/23/XX; Eff date = 7/24/XX	**Most:** coverage ends effective 1st of month following event date **FSA:** Coverage ends on event date	Job Data Change	**Terminates insurances based on date of death**	Date of Death
Divorce	DIV	Date Cobra notice is sent	**Most:** 1st of month following event date **SGL S&D:** 1st of month on or following event date	Manual	**Removing ineligible dependents from all insurances** Agency enters DIV event and removes ineligible dependents from insurances. The agency must submit a ticket and include a copy of the Health Insurance COBRA form. After review, CB will forward to ETF	30
Death of Dependent	DOP	Date of Dependent's Death	Coverage ends effective 1st of month following event date	Manual	**Remove dependent from all insurances** Agency enters DOP event and removes dependent from insurances	30

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* If changing health plans due to the addition of a dependent, add dependent to existing plan as of event date and create a 2nd event with an event date = 1st of month on or following receipt of application to change health plans.

Event Name	Event Code	Event Date	Effective date	How Created	Description	Auto Close (Days)
Marriage	MAR	Marriage Date*	**Most:** on event date **SGL:** 1st of month following 30 days after the event date	Manual	**To enroll and/or add dependents** Agency enters MAR event and enrolls/adds dependent to insurances. Agency must update Modify a Person with DOM for employee, add spouse/dependents	30
National Medical Support Notice	MSN	1st of the month following receipt of the application or the date specified on the notice*	On event date SGL not available to update	Manual	**Add new dependents** Agency enters MSN event and add dependent(s) to health insurance. May add to supplemental plans, if currently enrolled. Agency must submit ticket and attach required documentation. CB will review and forward to ETF	30
Paternity Acknowledgement	PAC	Date of birth or 1st of the month following receipt of application if paternity established outside initial 60-day window*	On event date SGL not available to update	Manual	**Add new dependents** Agency enters PAC event and add dependent(s) to health insurance. May add to supplemental plans if currently enrolled. Agency must submit ticket and attach required documentation. CB will review and forward to ETF	30
Admin	ADM	1st of month	On event date	Manual	**Benefit Correction** **Used when no other event fits.** CB or agency can enter ADM event – used sparingly. **A ticket is required.**	45
Cancel Insurance	CAN	1st of the month following receipt of the application	Coverage ends on event date	Manual	**Cancelling Insurance** Agency enters CAN event and waives coverage for eligible insurances	45
Transit and Parking	COM	Application receipt date	Coverage begins 1st of the month on or following event date Coverage ends 1st of the month on or following event date	Manual	**Changing the Annual Election amount** **(not going below current YTD)** Agency enters COM event based on Change of Election form submitted by employee. Agency should take into consideration future deductions.	30
HSA Amount Change	HSA	Application receipt date	Coverage begins 1st of the month on or following event date Coverage ends 1st of the month on or following event date	Manual	**Changing the HSA Annual Election** **(not going below current YTD)** Agency enters HSA event based on Change of Election form submitted by employee. Agency should take into consideration future deductions.	30
Evidence of Insurability	EOI	1st of the month Effective date noted in approval letter	On the event date Effective date noted in approval letter	Manual	**Adding SGL or ICI through EOI** CB enters EOI event for SGL, agency updates job data for ICI EOI approvals	30

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* If changing health plans due to the addition of a dependent, add dependent to existing plan as of event date and create a 2nd event with an event date = 1st of month on or following receipt of application to change health plans.

Event Name	Event Code	Event Date	Effective date	How Created	Description	Auto Close (Days)
Loss of Coverage – Spouse and Dependent	LOC	1st of the month following loss of other coverage (based on COBRA notification) EX: other coverage ends 8/31/XX, Eff date = 9/1/XX *May not always be the first of the month	**Most:** 1st of the month begins on or following event date **SGH/HSA:** on event date	Manual	**Add newly eligible dependents** **ONLY dependents who lost other coverage** Agency enters LOC event, adds dependents to employee's current insurance. Agency must submit ticket and attach required documentation. CB will review and forward to ETF	30
Loss of Other Coverage	LST	1st of the month following loss of other coverage (based on COBRA notification) EX: other coverage ends 8/31/XX, Eff date = 9/1/XX *May not always be the first of the month	**Most:** on event date	Manual	**To enroll employees and/or add eligible dependents** Agency enters LST event, enrolls employee and eligible dependents to coverage for the 1st time. Agency must submit ticket and attach required documentation. CB will review and forward to ETF	30
Move from Service Area	MOV	The application receipt date (within 30 days before or after move)	**SGH/HSA:** Begins on 1st of the month on or following event date	Manual	**Changing health plans** Agency enters MOV event, due to moving from service area. Agency enrolls current dependents only in new health plan. Agency must submit ticket and attach required documentation. CB will review and forward to ETF	30
Opt out Stipend	OOS	1st of the month following receipt of application	Coverage begins on event date Coverage ends on event date	Manual	**To enroll/waive the OOS**	45
Eligible for Other Insurance	OTH	1st of the month following receipt of application *Must always be the first of the month	On the event date	Manual	**Remove eligible dependents or waive coverage** Agency enters OTH event, removes dependent from insurance or waives coverage. Agency must submit ticket and attach required documentation. CB will review and forward to ETF	45
Change Subscriber (Spouse to Spouse Transfer)	STS	1st Day of the Month	Coverage ends on event date	Manual	**Waiving Coverage** Employee is retiring and their spouse is also a SOW employee and is picking up coverage. Spouse's agency should use an LST event to enroll in family coverage. If active EE has single health, use LOC event to add spouse and enroll in family coverage. A ticket is required.	30
Military Leave	LML	Effective date of military leave on job data	Coverage waived 1st of the month on or following event date	Job Data Change	**To Lapse Benefits** Only used if military leave has been entered on job.	30

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Event Name	Event Code	Event Date	Effective date	How Created	Description	Auto Close (Days)
Leave of Absence	LOA	Effective date of non-military LOA on job data	Not used to manage benefits	Job Data Change/ Manual	**Leave of Absence** Not used to manage benefits. Use a LPS event to lapse benefits	1
Layoff	LOF	Effective date of the layoff		Job Data Change	**Layoff**	30
Lapse in Insurance Premium Pay	LPS	1st of the month EE is lapsing coverage	Coverage lapsed on event date	Manual	**To Lapse Benefits** Used to lapse benefits effective after a LOA. Can have multiple LPS events.	45
EE Return from Military Leave	MED	Effective date of employee's return from Military Leave	**SGH/HSA:** on event date	Manual	**To re-enroll in Health** **Military leave only** Employee returning from Military LOA is eligible to re-enroll in health effective 1st day of return to work (employee is not required to wait until the 1st of the month to enroll in coverage).	30
Military Leave Cancel	MIL	1st of the month EE is lapsing coverage	Coverage lapsed on event date	Manual	**To Lapse Benefits** Used to lapse benefits effective after an LML. Can have multiple LPS events. Only for Military leave.	45
Recall from Layoff	REC	Effective date of recall from layoff on job		Job Data Change	**Employee recalled from layoff**	30
Return from Leave	RFL	Job-created RFL: effective date of return from leave on Job	**Job-created RFL:** 1st of the Month on or following event date	Job Data Change/ Manual	**To re-enroll in Original Benefits** Use to re-enroll in benefits that were lapsed due to LOA. Can only enroll in original benefits that were lapsed.	30
		Manual RFL: 1st of month coverage should be effective	**Manual RFL:** On the event date			
Eligibility Change	ELG	Deduction begin date	ICI & SGL -1st of the month following event date	Job Data Change	**Benefit Eligibility changes** **Used to enter ICI and SGL premium waivers** Agency manually enters benefit changes, including ICI premium waivers. CB enters SGL premium waivers	30
Hire/Rehire	HIR	Effective date of Hire/Rehire	**Most:** 1st the month on or following event date **SGL:** 1st of month following 30 days after the event date **SGH:** based on BSD	Job Data Change	**Enrolling in insurance** Employee enrolls in benefits via eBN	30
Hire from Affiliate	HFA	Effective date of Hire from Affiliate	Coverage effective 1st of the month after their hire or per PTR	Job Data Change	**Enrolling in insurance** Agency manually enters benefit enrollments for employee	30

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Event Name	Event Code	Event Date	Effective date	How Created	Description	Auto Close (Days)
2 Month Service Anniversary	SHR	2 months from their benefit service date	**SGH, HSA & OOS** -1st of the month on or following event date	Manual/ Passive	**Enrolling in Coverage** Agency enters health insurance or OOS enrollment. If LTE, Agency will manually add SHR event (effective date is when EE has 6 months of WRS)	999
Termination	TER	Effective date of termination on job Ex: Effective date = 4/11/xx, term date = 4/10/xx	Coverage ends effective 1st of month following event date	Job Data Change	**Terminates coverage** CB manually finalizes event and adjusts deduction begin dates for SGL, if applicable	5
Transfer to Non-STAR Agency	TRA	Effective date of transfer on job	Coverage ends effective 1st of month following event date	Job Data Change	**Terminates coverage** CB manually finalizes event, adjusts deduction begin dates for SGL, if applicable	5
Terminated with Benefits (SGH continues)	TWB	Effective date of termination on job	Coverage ends effective 1st of month following event date except SGH	Job Data Change	**Terminates coverage except for SGH** CB manually finalizes event, adjusts deduction begin dates for SGL, if applicable	14
Retirement	RET	Effective date of retirement on job Ex: Effective date = 4/11/xx, term date = 4/10/xx	Coverage ends effective 1st of month following event date	Job Data Change	**Terminates coverage** CB manually finalizes event, adjusts deduction begin dates for SGL, if applicable	5
WRS Only	WRS	Date of WRS eligibility		Manual/ Passive	**Enrolls in WRS and SL Conversion**	0
ICI Annual Update	ICI	Deduction begin date of February coverage	Feb 1st	Automated	**Annual ICI update** Update to Elig Fld 2 if applicable during ICI Annual Update Period	14
ICI Deferred Enrollment	DEF	3-2-XXXX (3-1-XXXX for LEG)	April 1st	Automated	**ICI Deferred** Eligible employee enrolling in ICI insurance through eBN	21
Open Enrollment	OE	January 1st of the next year	January 1st of the next year	Automated	**Open enrollment** Used to enter employee's open enrollment elections through eBN	TBD
Address Change	ADR	Created when employee updates address – no benefit changes allowed. Use MOV event if health plan change needed.				
Miscellaneous Change	MSC			Job Data Change	**No Benefit Changes** System generated, typically never used	1
Pay Rate Change	PAY	Effective date of pay rate change on job data		Job Data Change	**No Benefit Changes**	1
Position Change	POS	Effective date of position change on job data		Job Data Change	**No Benefit Changes**	1
Promotion	PRO	Effective date of promotion on job data		Job Data Change	**No Benefit Changes**	1
Transfer	XFR	Effective date of transfer on job data		Job Data Change	**No Benefit Changes**	1