

Open Enrollment Training

SEPTEMBER 21ST, 2023

Agenda

Getting Ready for OE

Name/Data Errors and Change Process

Open Enrollment Timeline

2024 Benefit Information

Week Leading Up to OE

Technical/System Updates for 2024

Event Processing During OE

eBenefits

Confirmation Statement

OE Communications

Agency Resources

Employee Resources

OE Challenges

Next Steps



Pre-OE Agency Checklist

Send Pre-OE Announcement Emails to employees by 09-20-2023

On 09/18/2023 (evening), IYC BAS Group ID added to all active employees who are NOT in the DEF benefit program (only added to DEF if employee currently enrolled in Pre-Tax-Savings plan) after 5pm

- **As of 09/18/2023, agencies must no longer change primary job flag- create a ticket and Central Benefits will move the flag and IYC code (in effect through the end of the year)**

Run WRS Lookback on Mondays following payroll confirmation

Run WI_BN_OPEN_EVENTS with a schedule ID of EM2017 to manage events daily

- Benefit Administration will also run at noon on 09/20-09/22 to help events move more quickly through the system

Create a ticket if you have an employee in the DEF benefit program who wants to enroll in Pre-Tax Savings Accounts during OE

Pre-OE Agency Checklist

Complete the following by 09/21/23

- Enter all life event applications as received
- Finalize all open termination events (TER, RET, TRA, TWB)
- Finalize all events that need no entry
- Encourage new hires to complete elections ASAP (OE event won't open until HIR and SHR (if applicable) entry is done
- Complete entry on all open SHR events
 - For LTEs enrolling in health or OOS at 6 months –Manually create/enter SHR events through 12/31/2023
- Process all AGE events with an event date of 12/31/2023 or earlier

Open Enrollment Timeline



Open Enrollment Timeline (subject to change)

Sept 18th:

- Run PP19 WRS Lookback Report + do all associated processing
- Finalize as many open events as possible (TER, RET, TRA, LOA, RFL....)
- (After 5pm) IYC BAS Group ID added to all active employees who are NOT in the DEF benefit program (only added to DEF if employee currently enrolled in ERA plan)
 - **Once IYC code is on job, agencies must no longer change primary job flag – create a ticket and Central Benefits will move the flag and IYC code (in effect through the end of the year)**

Sept 20th:

- Agencies can start sending pre-OE email to employees
- 11/5-11/12 SHR events open for entry (enter as soon as HIR elections finalized)
- Ben Admin runs at Noon and 5pm.
- All 2024 benefit configuration in Production (tentative)

Open Enrollment Timeline (subject to change)

Sept 21st:

- OE Training for agencies, 1:00pm – 3:00pm
- Deadline to process all AGE events with an event date of 12-31-23 or earlier (Run WI_BN_OVERAGE_DEPEND_RPT with an as of date of 12-31-23)
- Deadline to process all SHR events by the agencies
- Ben Admin runs at Noon and 5pm

Sept 22nd (Friday):

- Central Benefits will finish outstanding AGE and SHR event entry – before noon
- Ben Admin runs at Noon and 5pm. All users, except core central staff, will be locked out of HCM starting at 5pm until notified (likely mid-day on September 23rd if no issues encountered)
- IYC code added to any newly active employees (since process last run)

Open Enrollment Timeline (subject to change)

Sept 22nd (Friday), con't:

- Run process to create ~ approx. 33,000 OE events
- Run all baseline audits and queries

Sept 23rd:

- Central Benefits and HCM benefits review to ensure OE events prepared correctly
- System back open to users sometime mid-day

Sept 24th:

- Main OE email sent via Employee Messaging (after 7pm)

Sept 25th:

- Start of OE period
- eBenefits opens to employees at midnight

Open Enrollment Timeline (subject to change)

October dates

- Oct 2nd: run PP20 WRS Lookback Report + do all associated processing
- Oct 5th: 11/13 – 11/26 SHR events open for entry
 - Do not use OE event in place of SHR event for January coverage
- Oct 13th: 11/27 – 12/10 SHR events open for entry
- Oct 16th: run PP21 WRS Lookback Report + do all associated processing
- Oct 19th: 12/11 – 12/23 SHR event open for entry
- Oct 20th: Last day of OE....thousands of employees likely making their elections
 - Last day to cancel/waive benefits for 2024
 - eBN closes at 11:59pm
- Oct 23rd – Nov 1st: OE event still open to agencies to enter paper apps received on or before 10/20 (final date subject to change)
- Oct 30th: Run PP22 WRS Lookback Report + do all associated processing

Open Enrollment Timeline (subject to change)

November Dates

- Nov 3rd:
 - 1st OE health elections file sent to ETF
 - 12/24 – 1/1 SHR events open for entry
- Nov 9th: 2nd OE health elections file sent to ETF (updates since 11/3 file)
- Nov 10th: Last day to submit OE health elections to ETF (5pm)
- Nov 17th: 1st OE enrollment file sent to OPTUM Financial
- Nov 27th: List of OOS enrollees sent to ETF for validation

Open Enrollment Timeline (subject to change)

December Dates

- Dec 1st: OE file sent to DeltaVision
- Dec 6th: OE file sent to DeltaDental (includes Supplemental Dental and Preventive Dental)
- Dec 8th: 2nd OE enrollment file sent to OPTUM Financial
- Dec 17th: 1st day of 2024 Pay Period 1
- Dec 20th: Send OE elections to Securian for Accident Plan

January Dates

- Jan 11th: first check payable in 2024
- Early January:
 - Central Benefits will begin health compare with ETF's system
 - Re-send OOS list to ETF for Validation (in case of changes)

Daily Processes during Open Enrollment

Once open enrollment begins, OE elections will be finalized every night (7 days/week). This process will begin at 9:30pm.

- Confirmation statements and emails will also be generated at this time. If OE election submitted after 9:30pm, there will be a one-day delay for the confirmation statement.

During the last few days of OE, we'll finalize the events several times during the day, but confirmation statements will only be generated once.

On the last day of OE, we'll finalize the events every few hours and then more frequently as midnight approaches.

Action that can be taken during Open Enrollment

	Enroll	Add or Remove Dependents	Change Plans	Cancel Coverage
Health*	X	X	X	X
Delta Dental PPO – Supplemental Plan	X	X	X	X
Delta Dental PPO – Preventive Plan	X	X	N/A	X
Deltavision	X	X	N/A	X
Accidental Plan	X	X - change coverage level	N/A	X
Healthcare FSA or LPFSA	Must re-enroll every year Coverage will automatically end if no 2024 enrollment			
Dependent Day Care FSA				
Pre-Tax Parking & Transit Accounts				
Health Savings Account	Must re-enroll every year Enrollment will end if employee doesn't elect High Deductible Health Plan (HDHP) but employee's HSA account remains active			
Health Insurance Opt-Out Stipend	Must re-enroll every year Must certify that eligibility requirements are met on an annual basis			

** Can also enroll in or cancel Uniform Dental Benefits*

2024 Plan Changes

See ETF's [Insurance Changes for 2024 Page](#)

Health Plan Changes

Benefit Changes:

- The annual medical deductible for the High Deductible Health Plan (HDHP) and Access HDHP has increased to:
 - Individual: \$1,600
 - Family: \$3,200
- Expanded coverage for advance care planning
- Removed the expectation that physical, speech, and occupational therapies result in significant improvements for patients within two months of the beginning of treatment

2024 Plan Changes

Benefit Changes cont.,

- Removed the requirement of a 30-day rental of infusion pumps for insulin, pain relievers, and other drugs prior to the purchase of equipment
- Removed the requirement that members who change health plan during an inpatient stay need to move to a new in-network facility due to the change in the plan provider.

New Health plan

- GHC of South-Central WI (GHC-SCW) will split into two separate networks:
 - GHC-SCW Dane Choice
 - GHC-SCW Neighbors
 - Both networks will include UW and Meriter specialists and hospitals
 - **Employees will be required to make an election on their OE event**

State Maintenance Plan

- SMP will continue to be offered in Florence County

2024 Plan Changes

Pre-Tax Savings Accounts:

- Employees must have a minimum of a \$50 carryover account balance from 2023 to roll over unused funds into 2024 (if an employee does not re-enroll for next plan year)

Securian Accident Plan:

- 2024 Accident Plan premiums are 15% lower than the 2023 rates

2024 Health Insurance Premiums



2024 Health Insurance Premiums (Non-HDHP)


Plan	Single (monthly)	Single (biweekly)	Family (monthly)	Family (biweekly)
IYC Plan with Dental	\$115.00	\$57.50	\$286.00	\$143.00
IYC Plan without Dental	\$112.00	\$56.00	\$276.00	\$138.00
Access with Dental	\$270.00	\$135.00	\$673.00	\$336.50
Access without Dental	\$267.00	\$133.50	\$663.00	\$331.50
Access with Dental (required to work out of state)	\$173.00	\$86.50	\$438.00	\$219.00
Access without Dental (required to work out of state)	\$170.00	\$85.00	\$428.00	\$214.00

2024 Health Insurance Premiums (HDHP)

Plan	Single (monthly)	Single (biweekly)	Family (monthly)	Family (biweekly)
HDHP with Dental	\$42.00	\$21.00	\$107.00	\$53.50
HDHP without Dental	\$39.00	\$19.50	\$97.00	\$48.50
HDHP Access with Dental	\$197.00	\$98.50	\$494.00	\$247.00
HDHP Access without Dental	\$194.00	\$97.00	\$484.00	\$242.00
HDHP Access with Dental (required to work out of state)	\$100.00	\$50.00	\$259.00	\$129.50
HDHP Access without Dental (required to work out of state)	\$97.00	\$48.50	\$249.00	\$124.50

Supplemental Plans

Vision, Dental, Accident Plan



DeltaVision

No change from 2023

2024 DeltaVision Premiums

Coverage Level	DeltaVision (monthly)	DeltaVision (biweekly)
Employee	\$5.72	\$2.86
Employee + Spouse	\$11.42	\$5.71
Employee + Child(ren)	\$12.88	\$6.44
Family	\$20.58	\$10.29

Delta Dental Premiums

Minor changes from 2023

2024 Monthly Dental Premiums

Coverage Level	Select Plan	Select Plus Plan	Preventive
Employee	\$9.08	\$21.60	\$36.10
Employee + Spouse	\$18.16	\$43.22	N/A
Employee + Child(ren)	\$12.24	\$40.12	N/A
Family	\$21.76	\$66.20	\$90.28

Securian Accident Plan

Reduction from 2023

2024 Accident Plan Premiums

Coverage Level	Accident Plan (monthly)	Accident Plan (biweekly)
Employee	\$3.72	\$1.86
Employee + Spouse	\$5.32	\$2.66
Employee + Child(ren)	\$7.17	\$3.59
Family	\$10.47	\$5.24

HSA/FSA Limits



	2023	2024	Change
Single	\$3,850	\$4,150	+ \$300
Family	\$7,750	\$8,300	+ \$550
Catch-Up (age 55 or older)	\$1,000	\$1,000	No Change

HSA Limits

Increase in total HSA annual contributions maximum

No Change to HSA annual employer contributions

- Single = \$750
- Family = \$1,500
- Prorated if required to pay < ½ time rates or coverage effective after January 1st

Pre-Tax Savings Account Limits

New for 2024:

Medical FSA, Parking & Transit Accounts

Employees must have a minimum of a \$50 carryover account balance from 2023 to roll over unused funds into 2024 (if an employee does not re-enroll for next plan year)

	2023	2024	Change
Healthcare and Limited Purpose FSA *Up to \$610 may be rolled over from 2023 to 2024	Min: \$50 Max: \$2,850	Min: \$50 Max: \$3,050	+ \$200
Dependent Day Care FSA *No funds may be rolled over from 2023 to 2024	\$5,000	\$5,000	No change
Parking & Transit Account *must have \$50 in account to roll over from 2023 to 2024	\$280	\$300	+ \$20



WELL WISCONSIN
Healthier starts with you

Well Wisconsin (*powered by Web MD*)

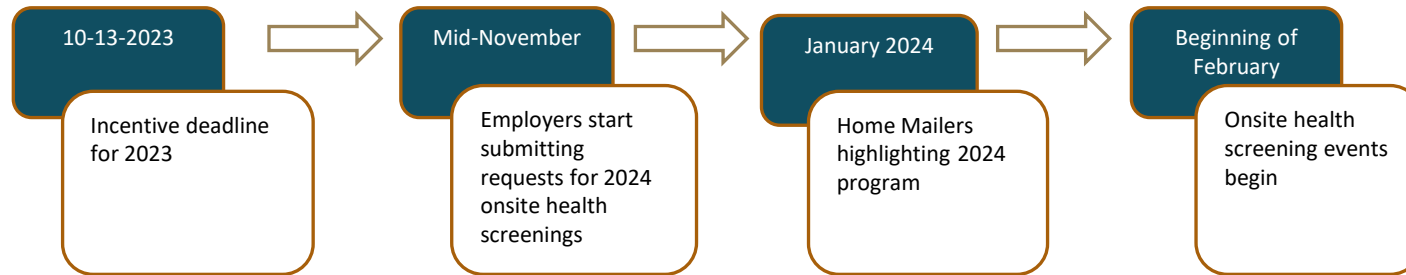
What's New for 2024

2024 Wellness Updates

- Starting January 1, 2024, participants have access to the following evidence-based programs:
 - Diabetes Prevention Program for those at risk of developing diabetes
 - Positively Me, a year-long program helping to support participants with losing weight
 - Fern Health chronic pain management programs supporting participants experiencing musculoskeletal pain in their head, neck, shoulders, low back, hips, or knees
 - meQuilibrium for stress management and resilience building support

Important Dates – Well Wisconsin

Timeline:



2023 Incentive Deadline = October 13, 2023

2024 Well Wisconsin Incentive Overview

Earn \$150 incentive by completing 3 activities:

- Health assessment
- Health check
- One well-being activity

Incentive Deadline: October 11, 2024



Well Wisconsin

webmdhealth.com/wellwisconsin

WebMD 1-800-821-6591

The Week leading Up to OE



BAS Group ID

Monday (09-18-23), a process will run to tag an employee's job record with a BAS group ID of "IYC"

The BAS group ID is on the Benefit Administration page in Job Data

Any employee who has this tag, will have an OE event created

All active employees who are NOT in the DEF program will get an IYC code


- Exception: If in DEF and enrolled in Pre-Tax Savings Plan for current year, will get IYC code
- Multiple jobs – will only be added to benefit primary (this is why you can't change the benefit primary flag)
- **Note:** You may see DUP or NON listed in the BAS Group ID Field. These People either have multiple benefit records or several active employee instances. These codes are added to make sure that only 1 OE event prepares for the person.
- Multiple benefit records will be added to the lowest numbered eligible job row

The screenshot shows a form titled "Benefits Administration Eligibility" with a question mark icon. The form contains several input fields, each with a search icon to its right. The "BAS Group ID" field is highlighted with a red box and contains the value "IYC". Other fields include "Elig Fld 1" with "30_GENERAL", "Elig Fld 2" with "ICIBASSUP6", and "Elig Fld 3" through "Elig Fld 9" which are currently empty.



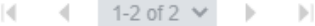
Field	Value
BAS Group ID	IYC
Elig Fld 1	30_GENERAL
Elig Fld 2	ICIBASSUP6
Elig Fld 3	
Elig Fld 4	
Elig Fld 5	
Elig Fld 6	
Elig Fld 7	
Elig Fld 8	
Elig Fld 9	



BAS Group ID – Multiple Jobs – Benefit Primary Flag

Maintain Flags

Employee ID
Currently Displayed Effective Date set 08/14/2022
Browse Primary Job History by Effective Date  [Insert New Effdt](#)

Primary Job Flags Maintenance

  1-2 of 2 

Job Data	Employment Record	*Effective Date	Benefit Record Number	Primary Job	Include Eligibility	Include Deductions	
Detail	1	08/14/2022	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Detail	0	04/24/2022	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Employees who have multiple jobs have a benefit primary flag

Once the IYC code is put on Job on 09-18-23, **agencies must not change the benefit flag**

- If there is no IYC code on the benefits primary job, the OE event will disconnect in the system and the employee won't be able to make their OE elections

From 09-18-23 until early 2024 (date TBD), agency must submit a ticket if the benefit flag needs to be moved

BAS Group ID

If there are new hires during the Open Enrollment Period, there will be a process run each night to put the BAS Group ID on the job and create the OE event

- Anyone who moved from DEF to a non-DEF benefit program during this time will also get an IYC

Never Delete the value in the BAS Group ID field

Never enter a value in the BAS Group ID field

Remember to tell your HR staff this

If the BAS Group ID is **NOT** on the top of stack job row on the employee's benefit primary job, the OE event will disconnect from the job record and shut down to the employee

This process will be run throughout the OE period

- Last day the process will be run -TBD

70Y Events

Central Benefits will generate and process all 70Y events through the end of the year

- Reason – the OE event will term coverage under Life and ICI on the wrong date if someone turns 70 between now and the end of the year
- Consequence – you may see 70Y events on the BAS Activity Table for the rest of the year – ignore them. Central Benefits will monitor and manage

Technical/System Updates for 2024

Updates to Preventive Dental Certificate

Annual Updates to OOS Certificate

Preventive Dental Certificate

The Delta Dental PPO- Preventive Plan is only available to employees who are not covered by State Group Health Insurance as either an employee or dependent, regardless of whether they are enrolled in Uniform Dental. This plan has the same benefits as Uniform Dental, but the employee must pay the full cost (no employer contribution).

Anyone who is enrolling needs to answer a question to confirm they will not have State Group Health Coverage – had to add a question for those who want to waive coverage during Open Enrollment.

Benefits Certificate

2024 Preventive Dental Cert

If you are enrolled in State Health Insurance, you must enroll in Health Insurance with Dental instead of this plan. This plan is only for people who are NOT covered by State Health Insurance.

Will you be covered by State Health Insurance in 2024?

Answer	
<input type="radio"/>	No
<input type="radio"/>	Yes

If currently enrolled in Preventive Dental, do you want to waive coverage for 2024?

Selection	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<input type="checkbox"/>	Not enrolled in plan

Click "Agree" to go to the page to enroll in or waive Preventive Dental coverage.

Preventive Dental Certificate

Must enter "No" to the first question or "Yes" to the second question to access the enrollment page

Benefits Certificate [X]

2024 Health Opt Out Stipend

Answer the questions below to confirm your eligibility for the Health Insurance Opt-Out Stipend for 2024. Prior to enrolling in the Opt-Out-Stipend, you must waive your health insurance in STAR.

Will you be covered by State or UW Health Insurance in 2024 either as an employee, spouse or child?

Answer

No

Yes

Have you waived your health insurance in STAR for 2024?

Answer

Yes

No

In 2015, if you were a state employee, were you covered by State Group Health Insurance?

Selection

No

Yes

Not employee in 2015

I agree that I am eligible for the opt-out stipend and have waived my health insurance for 2024.

Annual Update to OOS Certificate

Must enter "No" to the first question or "Yes" to the second question to access the enrollment page

OOS Reminders

Continuing the tradition, during OE employees will apply for OOS through eBN

- Reminder – new hires must apply for stipend via paper Health application and agency should enter on either SHR or OOS event

Never enter OOS directly in Additional Pay

Employees will be enrolled in the Opt-Out Stipend Simple Benefit Plan

Enrollment in the OOS Simple Benefit Plan creates the Additional Pay OOS entry

When an employee terminates, the OOS plan enrollment and the OOS Additional Pay election will end when the TER/RET/TRA/TEB event is finalized

For detailed information about how the OOS flows through the system, see the [Open Enrollment Administrator Job Aid](#)

OOS Eligibility Validations

The following OOS eligibility validation will be done by Central Benefits:

- Confirm employee is not enrolled in both health insurance and OOS
- Look for employees who were enrolled in 2023 but not in 2024 (and didn't enroll in health for 2024)
- Will monitor OOS elections effective in the last quarter of 2023 to ensure they are notified of requirement to re-apply for 2024
- The list of open enrollment enrollees will be sent to ETF twice (in November and January). ETF will validate that the employee is not a covered dependent under the state health plan and confirm the employee is not on the list of people who are ineligible because they didn't carry health insurance in 2015 as an active state employee.
- A monthly file is also sent year-round to ETF to validate new enrollments

New for 2024
within
ess.wi.gov

Employees will be required to make an election on the following plans when reviewing their OE enrollments:

Supplemental Dental	Vision	Healthcare FSA	Dependent Day Care FSA	Parking	Transit
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The employee must elect “waive” or enroll in the plan.



We made this change within PS this year because employees will be required to do this in the new Insurance Administration System (IAS) with ETF during the 2025 OE period.





New for 2024 within ess.wi.gov, con't.

- If the employee does not make an election on those plans, they will see the following error message:

Open Enrollment
Errors and Warnings

Your enrollment contains some errors. The following list displays your errors for each benefit choice. You will need to correct your errors before you can submit your final benefit choices.

Benefit Errors and Warnings



 Healthcare FSA	Error
You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.	
 Dependent Day Care FSA	Error
You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.	
 Parking (Before Tax)	Error
You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.	
 Transit (Before Tax)	Error
You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.	

Select the Return button to go back to the Enrollment Summary and correct your benefit choices.

Open Enrollment
Errors and Warnings

Your enrollment contains some errors. The following list displays your errors for each benefit choice. You will need to correct your errors before you can submit your final benefit choices.

Benefit Errors and Warnings

 Dental - Supplemental	Error
You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.	
 Vision	Error
You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.	








Select the Return button to go back to the Enrollment Summary and correct your benefit choices.

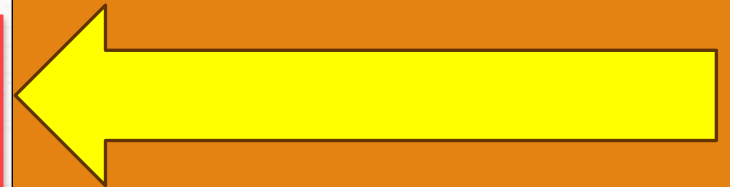
eBenefits



eBenefits

Employee Self Service ▾

Announcements ■ 09/15/2023 STAR, TAM, and Cornerstone will be unavailable starting at 5pm on Sept 22nd		My Benefits  Action Required
My Time 	My Payroll 	Open Enrollment  Enrollment Ends 10/20/2023
My Information 	Resources 	My Learning 



Employees will click on Open Enrollment Tile to access eBenefits

eBenefits

Open Enrollment Tile contains direct access to eBenefits.

My Benefits

- Benefits Summary
- Dependent Information
- Health Care Summary
- Health Care Dependent Summary
- Life/Disability Summary
- My Benefit Documents
- View Form 1095-C
- Form 1095-C Consent
- Benefits Enrollment**

Open Enrollment

The annual It's Your Choice open enrollment period is:
September 25 – October 20, 2023.

Please review the [eBenefits Quick Guide](#) before you begin the enrollment process.

This is the only time of the year when you are able to make benefit plan changes unless you have a life event (marriage, birth, divorce, etc.) that allows you to add or change benefits.

Important Information:

- All benefit enrollments are made through STAR.
- All benefit elections must be submitted by 11:59pm on October 20, 2023.
- All elections made during this period will be effective January 1, 2024.
- You should review the [2024 It's Your Choice](#) website prior to starting the enrollment process. You may also want to review the [2024 Health Benefits Decision Guide](#) and [Changes for 2024](#).
- If adding new dependents, please have your personal and dependent information (i.e. SSN, date of birth, full name, etc.) before you begin your enrollment.

New for OE2024, you must either waive or enroll in the following plans: Dental – Supplemental, Vision, Healthcare FSA, Dependent Day Care FSA, Parking, and Transit. If you do nothing, you will receive an error message and you will not be able to save and submit your elections. If click "Select" and the "I Have No Changes" button at the bottom of the page you will receive an error message.

REMINDER: You must re-enroll in the Healthcare FSA, Limited Purpose FSA, Dependent Day Care FSA, Pre-Tax Parking and Transit Accounts, Health Savings Account and Opt-Out Stipend every year.

If the Event Status does not say "Open" or "Submitted", please contact your agency payroll and benefits office. If the status is "Submitted," you can still click on the SELECT button to update your elections at any time during the enrollment period.

Click SELECT to enroll in benefits.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Open Enrollment	i	01/01/2024	Open	PAYROLL BEN SYSTMS COOR-SEN	<input type="button" value="Select"/>

Click the 'Select' button to update your previously submitted Open Enrollment elections. If you change any elections, you will receive a new Confirmation Notice.



eBenefits Demo

OE Confirmation Statement

ONLINE BENEFIT FILE

Confirmation Statement & Employee Email








Once employee submits OE election.....


- Employee submits OE elections
- OE event is finalized around 9:30pm
- Employee receives email that confirmation statement available
- Confirmation statement loads to B-File

- If employee submits a new OE election, employee will receive an updated confirmation statement, but historical confirmation statement will be saved
- If employee submits OE election after 9:30pm, there will be a one-day delay in receiving the confirmation statement.

Confirmation Statement Views

All confirmation statements for OE2018-OE2024 will be available online. The most recent confirmation statement will be at the top of the page

Confirmation Statements					
	Document Effective Date	Business Unit	Attached File	Status	
<input type="checkbox"/>	01/01/2023	39500	OE2023_confirm_stmt_10-20-2022.pdf	Available	
<input type="checkbox"/>	01/01/2022	39500	OE2022_confirm_stmt_11-16-2021.pdf	Available	
<input type="checkbox"/>	01/01/2021	39500	OE2021_confirm_stmt_11-13-2020.pdf	Available	
<input type="checkbox"/>	01/01/2020	39500	OE2020_confirm_stmt_10-15-2019.pdf	Available	
<input type="checkbox"/>	01/01/2019	39500	OE2019_confirm_stmt_10-23-2018.pdf	Available	
<input type="checkbox"/>	01/01/2019	39500	OE2019_confirm_stmt_10-22-2018.pdf	Available	
<input type="checkbox"/>	01/01/2018	39500	OE2018_confirm_stmt_11-07-2017.pdf	Available	

Toggle Select 

Click on the View icon on the far right to see your Open Enrollment Confirmation Statement.

January 1, 2024 Benefit Confirmation Statement Available



OpenEnrollmentDoNotReply@wisconsin.gov

Our records indicate that your 2024 Open Enrollment benefit elections have been processed. You can access your Open Enrollment Confirmation Statement from the STAR Human Resources Employee Self Service Landing Page. Click on the My Benefits Tile and then on My Benefit Documents to review your statement.

If you log in to eBenefits to review or change your elections, you will receive an updated confirmation statement.

You can access STAR self-service at <https://ess.wi.gov>.

Reminder: All elections must be submitted by Friday, October 20, 2023 (eBenefits will close 11:59 pm on October 20).

Thank you.

Confirmation Statement Notification Email

CONFIRMATION OF 2024 ELECTIONS - Open Enrollment

Employee ID:
Department ID: 505P1A0000

Statement Date: 9/8/2023
Effective Date: 01/01/2024
Event Class: OE

This notice is confirmation of the changes you made during the open enrollment period, as well as ongoing benefit elections. Please review this Benefit Confirmation carefully. It is your responsibility to report any errors to your benefits office by Friday, October 20, 2023. If all information is accurate, no action is required. Coverage listed below is effective January 1, 2024.

YOUR BENEFIT ELECTIONS AS OF JANUARY 1, 2024

	Benefit Plan	Coverage/Annual Election	Pay Period Pre-Tax Deduction	Pay Period After-Tax Deduction
Health	HDHP GHCSW Dane Choice w/Dent	Family	\$53.50	
Dental - Supplemental	Delta Dental PPO Select Plus	Family	\$33.10	
Vision	DeltaVision	Family	\$10.29	
State Group Life	Waive			
State Group Life Additional	Waive			
State Group Life Spouse & Dep	Waive			
Health Savings Account	HSA GHCSW Dane Choice w/Dent	\$6,500	\$270.83	
ICI Standard	ICI Standard Coverage 6	Up to 75% of Salary		
ICI Supplemental	ICI Supplemental 6	Up to 75% of Salary		\$2.79

Confirmation Statement Example

How Employees Access Confirmation Statement

Confirmation statement in online benefits file




ESS Landing Page – My Benefits Tile – My Benefit Documents


My Benefits

- Benefits Summary
- Dependent Information
- Health Care Summary
- Health Care Dependent Summary
- Life/Disability Summary
- My Benefit Documents**
- View Form 1095-C
- Form 1095-C Consent
- Benefits Enrollment

Benefits File

Empl ID

	Document Type	Number of Documents	
<input type="checkbox"/>	Confirmation Statements	10	
<input type="checkbox"/>	Applications	0	
<input type="checkbox"/>	Supporting Documents	0	

Toggle Select 

Your Open Enrollment Confirmation Statement will be available the day after you submit your OE elections.








Confirmation Statements are the only documents currently stored in the Benefits File. Click on the icon to the far right in the Confirmation Statements row to see your Open Enrollment Confirmation Statement.


[Refresh](#)

How Employees Access Confirmation Statement

Will be brought to Confirmation Statements

- OE2018-OE2024 Confirmation Statements will be visible on this page

Confirmation Statements					
	Document Effective Date	Business Unit	Attached File	Status	
<input type="checkbox"/>	01/01/2023	39500	OE2023_confirm_stmt_10-20-2022.pdf	Available	
<input type="checkbox"/>	01/01/2022	39500	OE2022_confirm_stmt_11-16-2021.pdf	Available	
<input type="checkbox"/>	01/01/2021	39500	OE2021_confirm_stmt_11-13-2020.pdf	Available	
<input type="checkbox"/>	01/01/2020	39500	OE2020_confirm_stmt_10-15-2019.pdf	Available	
<input type="checkbox"/>	01/01/2019	39500	OE2019_confirm_stmt_10-23-2018.pdf	Available	
<input type="checkbox"/>	01/01/2019	39500	OE2019_confirm_stmt_10-22-2018.pdf	Available	
<input type="checkbox"/>	01/01/2018	39500	OE2018_confirm_stmt_11-07-2017.pdf	Available	

Toggle Select 

Click on the View icon on the far right to see your Open Enrollment Confirmation Statement.

Agency Access to Confirmation Statements

Agencies can access an individual confirmation statement

- Go to Benefit Administration Dashboard- Benefit Enrollment Tile – Review Employee Benefit Folder – Employee Benefit Documents

Agencies can also access all confirmation statements for their agency




- Go to the Navigator and go to – State of Wisconsin (STAR) - Benefits Administration - Process – Print Confirmation Statements

For full details, see the [OE Administrator Job Aid](#)

Event Processing during OE






WI_BN_OPEN_EVENTS - Open Benefit Events

Agency Number 
Dept ID 
Sched ID* 

[View Results](#)

WI_BN_OPEN_EVENTS - Open Benefit Events

Agency Number 
Dept ID 
Sched ID* 

[View Results](#)

Identifying OE Events

All OE events not in Finalized – Enrolled status will be on the Open Event Query

- WI_BN_OPEN_EVENTS
- Enter Schedule ID "OE2024" to see OE events
- Enter Schedule ID "EM2017" to see non-OE event

Importance of Event Order

Why are we trying to get all the 2023 benefit events finalized before we create the OE event?

- Every benefit event that is created pulls in all benefit information from the prior event
- Benefit events must be processed in event date order to ensure benefits flow correctly through the system
- Since the OE event has an event date of 1-1-24, we're trying to get all events with a 2023 event date through the system before we create the 1-1-24 OE event
- Once the OE event is prepared, if a 2023 event is processed, Central Benefits will need to reprocess the OE event to pick up the 2023 elections and/or eligibility change.
 - CB monitors for this daily during and after OE – agencies are not required to submit a ticket, but it's recommended if you are entering a life event during the OE period.

2023 Event Processing

Enter 2023 election as soon as you receive them

- Any 2023 event in which a dependent is ADDED or REMOVED, will affect the OE event
 - Reminder – never delete a dependent – just remove dependent from plan
- Life event entry must be done and then OE event must be reprocessed to pull in dependent changes

BENEFIT PROGRAM (FTB, DEF, LTE...) and Elig Config Field changes that occur After the OE event is created – OE event must be reprocessed

- OE event will be attached to the old benefit program/eligibility and benefit options available under that benefit program

2023 Event Processing – MAR Example

Employee married on 10-8-23

- Adds spouse to health, vision and dental

OE event created on 09-22-23 so it was created when all elections had single coverage

Action Needed by Agency

- Add 10-8-23 event to BAS Activity Table
- Enter elections on MAR event
- Since the MAR event (10-8-23) is EARLIER than the OE event date (1-1-24), the OE event will temporarily close, and the MAR event will open. The OE event will stay closed until the MAR event is finalized

2023 Event Processing – MAR Example

During OE Central Benefits will monitor for events out of sequence and reprocess OE events as needed.

****No tickets are necessary during OE****

The OE event will automatically re-open once the life event is finalized – even if the event has not been reprocessed to pick up the new enrollments

After OE, agency should submit a ticket on the day the life event is added to the BAS Activity Table (preferably early in the day).

- Central Benefits will open the event, agency can do entry on life event and then Central Benefits will finalize life event and immediately reprocess OE event – all in the same day (all benefits must be entered on the event)
- Reduces risk of employee doing entry on event that doesn't have most current elections
- **Ticket Name = OE2024 –Reprocess OE due to Life Event – Empl Name & ID**

2023 Event Processing

What happens if employee submitted OE elections BEFORE life event entry is done?

- Central Benefits will capture enrollment made on the OE event, reprocess the OE event (this will delete all elections made on the OE event) and will re-enter the elections that were made on the OE event (taking into account new dependents).
- A new confirmation statement will be generated, and the employee will receive a confirmation statement notification email
- **Agency should direct employee to validate elections and print new confirmation statement**

Event Reminders

Only one event can be open at a time – if an event with an event date prior to 1-1-24 is open, it will close the OE event until the event with the 2023 event date is finalized

OE events will be created on 09-22-23

- Only benefit enrollment information finalized as of 09-22-23 will be pulled in the OE event
- The benefit program on record on 09-22-23 determines what options are available on OE event
- If benefit enrollments or the benefit program changes after 09-22-23, the OE event must be reprocessed by Central Benefits to pick up changes
- Any benefit or job entry done AFTER 09-22-23 (regardless of effective date) will not be reflected on the OE event until Central Benefits reprocesses the OE event

OE and Retirees – NEW for 2024!

- If you have an employee who knows they will be retiring on or before 1/1/24, they should complete paper applications to make benefit changes.
- The employee should not make changes within ESS because these changes will never go over to ETF.
- ETF is requesting retirees complete paper applications and the agency send them to ETF for processing.
 - If faxing, be sure to include the EE name, ETF member ID and reason for fax (i.e., EE is retiring prior to 1/1/24).
- *Per ETF: The instructions changed this year and are now documented in the State Agency Health Insurance Standards, Guidelines and Administration Employer Manual (ET-1118), Chapter 6, Section 601 F. Please review that section for information about how to complete the Continuation – Conversion Notice (ET-2311) for terminations after OE but before January 1.*

Paper Application Entry

Event / Participant Selection Option Election Dependents / Beneficiaries

Select By Participant [?] [Select by Schedule](#)

Schedule ID

Empl ID

Ben Record Event ID

Go to Perform Election Entry to do paper application entry

Schedule ID = OE2024

If OE event is not available for entry, submit an SSO ticket – Central Benefits will open the event for you

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Sched ID OE2024 Empl ID Ben Record 0 Event ID 0
 Event Data 01/01/2024 Open Enrollment Excess Credit Rollover To Cash

Available Plans and Options 🔍 | 1 of 11 ▼

Plan Type 10 : Health

Option Code 🔍 Dean w/Dental (DEAN) (Family)

Health Provider ID Previously Seen [Special Requirements](#)

[Enroll All](#)

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
<input type="text" value="01"/> 🔍	Adam	Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	<input type="text" value="-"/>
<input type="text" value="03"/> 🔍	Quintin	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	<input type="text" value="-"/>
<input type="text" value="04"/> 🔍	Kayla	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	<input type="text" value="-"/>
<input type="text" value="+"/>							

Paper Application Entry

Only plans with open enrollment are available for entry

Current elections will be prepopulated for:

- Health, Dental, Vision & Accident Plan

New - Agencies will need to enter waive for Dental, Vision, FSA Medical, Dependent Care, Parking and Transit plans if no application was received to re-enroll for 2024. If you don't you will receive an error message.

HSA and OOS plan elections will be blank

Paper Application Entry

Never enter an override on HSA, Healthcare FSA, Dependent Care FSA, Parking or Transit

- Enter a POTT if you need to override the amount for any reason

There is an issue with the Contribution Worksheet for the HSA/FSA plans in Perform Election Entry. The number of pay periods is correctly displaying this year but the total annual contribution does not calculate correctly. If the annual election is correct, the paycheck amount will be correct.

- The correct number of pay periods displays in eBN

Plan Type 60 : Healthcare FSA

Option Code Healthcare FSA (ERAMED)

Annual Pledge If the Annual Pledge is correct, the deduction on the paycheck will be correct.

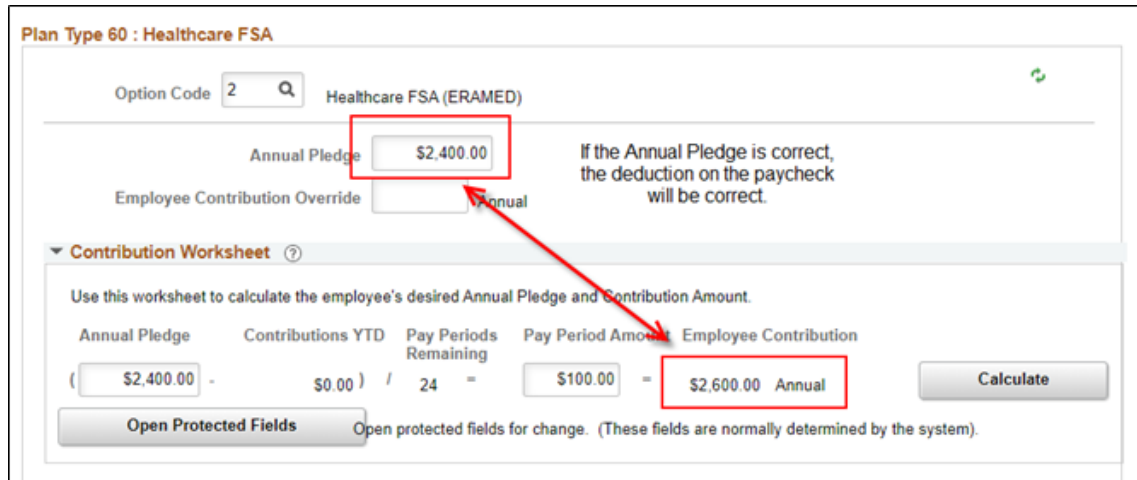
Employee Contribution Override

Contribution Worksheet ?

Use this worksheet to calculate the employee's desired Annual Pledge and Contribution Amount.

Annual Pledge	Contributions YTD	Pay Periods Remaining	Pay Period Amount	Employee Contribution
<input type="text" value="\$2,400.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="24"/>	<input type="text" value="\$100.00"/>	<input type="text" value="\$2,600.00"/> Annual

Open protected fields for change. (These fields are normally determined by the system).

A screenshot of a web-based form titled "Plan Type 60 : Healthcare FSA". The form includes an "Option Code" field with the value "2" and a search icon, and a label "Healthcare FSA (ERAMED)". Below this is an "Annual Pledge" field containing "\$2,400.00" and an "Employee Contribution Override" field containing "Annual". A red box highlights the "Annual Pledge" field, and a red arrow points from it to the "Employee Contribution" field in the "Contribution Worksheet" table below. The table has columns for "Annual Pledge", "Contributions YTD", "Pay Periods Remaining", "Pay Period Amount", and "Employee Contribution". The values in the table are: Annual Pledge: \$2,400.00; Contributions YTD: \$0.00; Pay Periods Remaining: 24; Pay Period Amount: \$100.00; Employee Contribution: \$2,600.00 Annual. A "Calculate" button is to the right of the table. Below the table is an "Open Protected Fields" button and a note: "Open protected fields for change. (These fields are normally determined by the system)."

Paper Application Entry

Once you finish entry, confirm Process Status = Entered



Once you do entry, employee can still make/change elections through eBenefits



If you need to do additional entry after the event is submitted, you will need to send in an SSO ticket to have the OE event re-opened

Ticket subject line – OE2024 – re-open OE event, Name and Empl ID

Dependent Reminders

Reminder: Never delete a dependent from the system – **EVER!**

- If a dependent is listed twice, submit a ticket to merge dependent records
- If the employee adds themselves as a dependent, submit a ticket
- These issues often make the OE event go to Election Error status

Employees are not allowed to remove a dependent under age 19 from health insurance without documentation.

Supplemental Plan Cancellation Deadline

Supplemental Plan Cancellation Deadline

- All supplemental plan cancellations for 2024 should be submitted through eBenefits
- Applications received after the end of Open Enrollment should only be accepted if there are extenuating circumstances

FSA/HSA/ERA Changes/Late Enrollments

If employee enrolled in Dep Care or Health FSA (or LPFSA) during OE but wants to change election amount, can enter changes until we send the first OE file to OPTUM Financial on 11-17-23 (date subject to change)

If employee made no elections during OE or change comes in after file sent to OPTUM Financial, employee must file an appeal

HSA, Parking, Transit changes after OE

- Enter changes on OE event until file sent to OPTUM Financial on 11-17
 - Will need to submit ticket for Central Benefits to do once OE event is closed to agency entry
- If changes received after 12-8, put elections on 1-1-24 HSA or COM event
 - **Event date must be 1-1-24 in this situation**



Agency Resources

Agency Resources

[OE Administrator Resources](#) and [OE Communications](#)
webpages

- Communications pages has information about all employee messages and other communications

[ETF Virtual Employer Forums](#)

[Health Plan and Vendor Contact Informational Page](#)

[Template PPT for employee OE training](#)

[Administrator job aid](#)

Ability to review/print confirmation statements

[Queries to Monitor status of OE event](#)

Central Benefits Monitoring

Central Benefits will be doing the following monitoring/auditing during and after OE:

- OE events that are out of sequence due to life events or eligibility changes
 - Central Benefits will review, and reprocess events as needed
- Central Benefits will monitor, and an email will be sent via Employee Messaging for the following:
 - OE Notified Status
 - HSA Follow-up (enrolled in HDHP but have not elected HSA for 2024)
 - OOS Follow-up (currently enrolled in OOS but have not made an election yet or currently enrolled in OOS but didn't elect OOS or health for 2024)
 - GHC-SCW Follow-Up (currently enrolled in GHC-SCW but have not made an election to a new plan or waived coverage for 2024)

Central Benefits Monitoring

Central Benefits will monitor and reach out to the agencies on the following:

Enrolled in HDHP but has other coverage (including Medicare) or is 65 years or will be turning 65 next year

Enrolled OOS + health insurance

Enrolled in health + preventive dental

Missing marital status and dependent information

Enrolled in Access Out of State for 2024

Very low FSA elections (under \$50)

Enrolled in LPFSA + non-HDHP

Enrolled in HDHP + regular healthcare FSA

Removing dependents under 19 or a spouse but kept family coverage

Late year FSA elections

Employee Resources



Employee Resources

eBenefits

[ETF Online Forums and Videos](#)

[ETF Website](#)

[2024 Health Decision Guide](#)

Agency benefit fairs

Open enrollment Toolkit

- EBenefits Quick Start Guide
- Open Enrollment Summary Brochure
- Open Enrollment PPT
- Confirmation statement
- [Benefits Mentor](#) – Your Interactive Benefits Counselor

OE Challenges

ALL STUFF THAT
HAPPENS AFTER THE
OE EVENT IS
CREATED.....

September/ October Hires

For employees who start PP20 –PP22 (09/10 - 10/21), encourage them to make their new hire elections ASAP

- Once the HIR event is finalized, the SHR event will open (if applicable). Watch for SHR events daily.
- Once entry is done on the SHR event, the OE event will open. This group will be handled like all other employees provided the OE event can be opened to the employee prior to the end of the OE period.
- Note: If an employee is still within their initial 30-day enrollment period at the end of the OE period and the employee didn't submit their OE elections, you can still collect paper OE applications and have them manually entered on the OE event.

Hires Prior to 12-1-23 (no access to OE event or within first 30 days)

The following will apply to late pay period hires in PP20 (9/10 – 09/23), all hires in PP21 (9/24-10/7), PP22 (10/8-10/21), PP23 (10/22-11/4), PP24 (11/5-11/18), and some hires in PP25 (11/19-12/2).

Healthcare FSA, Dependent Care FSA

- Remind employees that coverage they enter in HIR event is effective in 2023
- If they want coverage for 2024, must complete a [paper application](#) within 30 days of hire (if no elections made on OE)
 - Create a ticket, attach application and Central Benefits will do entry on either OE or ADM (depends on timing of receipt of application)

Parking/Transit

- Remind employees that coverage they enter on HIR event is effective in 2023
- If they want coverage for 2024, collect a [paper application](#) and create a 1-1-24 COM event and enter elections

Hires Prior to
12-1-23 (no
access to OE
event or within
first 30 days)

HSA:

- If coverage is effective in 2023, remind employee that coverage they enter on HIR is effective 2023
- They must complete a [paper application](#) for 2024 (if not entered on OE event)
 - If they have an OE event, enter on OE event
 - If no OE event, collect a [paper application](#) and create a 1-1-24 HSA event and enter elections
- If coverage is effective in 2024, no additional action needed - HSA election will be entered on SHR event (or OE event if created for October hires)

Opt-Out Stipend – if eligible for the employer contribution in 2023, make sure that the employee completes 2 [health insurance applications](#) opting out for both years – one for 2023 and one for 2024

- Use the SHR event (or OOS event if employee has prior service) to enter 2023 election and a 1-1-24 OOS event for the 2024 elections

December 2 – 31 Hires

The new plans available in 2024 will be available for enrollment

For employees hired 12/2 - 12/31, the 2023 HSA limits connect to their HIR event though coverage is effective 1-1-24



Solution:

HSA - can change at any time so if the employee wants to maximize, can create an HSA event to increase annual elections (event date = 1-1-24 or later)

WRS-Covered LTEs in First 6 Months

IF WRS-covered LTE in first 6 months as of 1-1-24, the OE event opens Plan Types 1U and 1V and the employee will not be given an opportunity to make an election in health

Complete your enrollment on this page [before](#) enrolling in the benefit plans listed above.

Select an Option

Here Are Your Available Options With Your Costs:

Overview of all Plans
To reduce the number of plans displayed on the page, use the filter below.

Filter Options By

Dental Coverage

- Show all plans
- Show plans with dental only
- Show plans without dental only

High Deductible Health Plan

- Show all plans
- Show HDHP plans only
- Show non-HDHP plans only

Select one of the following plans:

- Waive

Payroll and Benefit Specialist with any questions.

Enrollment Summary

Health (Waiting Period)	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Waive			
New: Waive			
Health (100% Employee Paid)	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Waive			
New: Waive			
Delta Dental PPO	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			



Do I Need a Ticket for That?

WHEN TO CREATE A TICKET

When to Create an OE Ticket

All OE tickets should have a subject line that starts
"OE2024, Employee Name, Empl ID"

You should create a ticket in the following situations:

- The employee adds/removes a dependent due to a life event after the Open Enrollment Period
 - Central Benefits will reprocess the OE event to pick up the dependent changes
- The employee has a dependent listed more than once – create a SSO ticket so Central Benefits can delete the dependent – do not delete the dependent yourself
- You need to make a paper OE election and the event is not open to you (attach application to the SSO ticket but **redact SSN**)
- You need to have the OE event created for someone in the DEF benefit program
- You need the benefit flag moved

Next Steps

TAKE A DEEP BREATH.....



Next Steps



CB WILL SEND OE UPDATES THROUGH PAYROLL AND BENEFITS EMAIL DISTRIBUTION LIST



WORKING TO FINALIZE ALL EMPLOYEE AND AGENCY RESOURCES BY END OF WEEK



AGENCIES SHOULD KEEP WORKING TO FINALIZE AS MANY EVENTS AS POSSIBLE



REMINDER: ALL USERS WILL BE LOCKED OUT OF HCM AT 5PM ON FRIDAY



IN PROCESS OF UPDATING DPM BENEFITS PAGES WITH 2024 BENEFIT INFORMATION, FORMS AND BROCHURES



Questions?
