

<b>Type: System Enhancements</b>	<b>ID Number: SE 121</b>
<b>Date: Jan. 9, 2015 (Updated)</b>	<b>Subject: Open Enrollment Activities and System Enhancements</b>

**Suggested Audience:**

Human resource and benefits staff

**Details:**

The following is a summary of Open Enrollment activities and system enhancements that will be implemented in the People First system. The dates for the Open Enrollment activities and system enhancements are presented in sequential order.

***Oct. 3, 2014 – Open Enrollment Release I:***

- Updates to the Benefits Statement:
  - Update the Health Insurance for Eligible Dependents Age 26 to 30 section to indicate if the dependent is enrolled in the plan. If no dependents are enrolled in the plan as of Jan. 1 of the next year, show the text “No Coverage.” If one or more of the subscriber’s dependents are enrolled as of Jan. 1 of the next year, show the total number of dependents enrolled in an overage dependent health insurance plan as “x” Dependents Enrolled (x = number of dependents enrolled).
  - Update the Hospitalization section to separate out the three different hospitalization plans.
  - For retirees whose coverage was moved from a retiree ID to an active employee ID, the following message is included in the Health Insurance section of the Benefits Statement, “Per federal law and since you are an eligible employee, we must offer employee coverage to you. Your retiree health insurance has been moved to the lower cost active employee coverage for the new plan year. If you would like to keep your retiree coverage, you must call the service center during Open Enrollment. If you choose to move your insurance coverage back to retiree coverage, you will not be allowed to enroll in active employee coverage until next Open Enrollment.”
- Modifications to Benefits Confirmation Statements:
  - Update the Dependent section to show “YES” if the dependent is covered under the plan, “NO” if the dependent is not covered under the plan and blank if the user is not enrolled in the plan.
  - Update the Flexible Spending Account (FSA) sections to show the effective date of the new annual election amount (subscriber changed the election amount) instead of the initial enrollment date.
  - Update the Hospitalization section to separate out the three different hospitalization plans.

- Correct the existing issue to show the early effective date on the Benefits Confirmation Statement when an employee elects an early effective date through a Qualifying Status Change (QSC) event.
- Modifications to Other Personal Services (OPS) Open Enrollment Eligibility Calculator (changes **only** apply to Open Enrollment Calculator; changes to New Hire Calculator will be included in Dec. 2014 system release):
  - Open Enrollment Eligibility Calculator will measure all time (both OPS and salaried) worked between Oct. 3, 2013, and Oct. 2, 2014, to determine eligibility for OPS employees.
  - For salaried employees, hours worked are calculated by multiplying the employee's FTE for the salaried position by 40 hours per week. FTE is considered for all days during the Open Enrollment measurement period. If the employee's FTE changed during the year, the hours for time worked under each FTE will be factored in accordingly.
  - Calculate a continuous employment date based on the employee's original hire date without a break in service (13 or 26 weeks). The date is used to determine if employee is in the new hire measurement period or in the Open Enrollment measurement period.
  - Updates to break in service rules to use 13 weeks for all agencies except academic employers (Florida School for the Deaf and the Blind and state universities). Break-in-service rules remain at 26 weeks for academic employers.
- Retiree/active employee benefit change:
  - Implement a new process to track active employees who have elected to maintain benefits on their retiree record.
  - Exclusion is only valid for one calendar year. Benefits will be mapped back to the active employee ID during each annual Open Enrollment period and the employee must re-elect (call the service center) to have the benefits moved back to the retiree ID. This process is required to show the offering of affordable coverage.

**Oct. 4, 2014:** First 2014 Open Enrollment eligibility measurement completed.

**Oct. 6 – 15, 2014:** 2014 Open Enrollment Benefit Statements will be printed and mailed.

**Oct. 11, 2014:** Second 2014 Open Enrollment eligibility measurement completed.

**Oct. 18, 2014 – Open Enrollment Release II (front-end People First changes):**

- Update the detailed elections screens to:
  - Automatically remove decertified dependents from all enrolled benefit plans (where they are enrolled as a dependent for that subscriber). If the removal of the dependent results in loss of eligibility for the coverage level, map the user to the appropriate coverage level based on the remaining dependents (or single coverage if no remaining dependents).

- Update the basic life insurance enrollment process for full-time salaried employee (FTE as 1.00) to present the following warning message if the employee selects the Cancel button: “The Basic Life Insurance plan provides a \$25,000 life insurance benefit at no cost to you. Are you sure you want to waive this coverage? Click the 'Add' button on the Basic Life Insurance row to re-enroll in this free benefit.”
- Update the Health Savings Account (HSA) enrollment process to:
  - Present the following warning message if the employee attempts to waive the employer contribution: “The employer HSA contribution is provided at no cost to you and is a key benefit of enrolling in an HIHP plan. To receive this free employer contribution, please select the checkbox 'I want to receive HSA employer contributions.’”
  - Prevent a participant from enrolling in an HSA plan during either Open Enrollment or through a QSC if the employee will be age 65 or older on the effective date of the HSA coverage.
- Only present the available coverage levels (e.g., individual, family, employee plus spouse, employee plus child(ren)) based on the certified dependents. For example, if the subscriber does not have any certified dependents, only the individual plan option will be available.
- Automatically check all active dependents eligible for the coverage level selected for the plan. For example, if the subscriber selects family coverage, then all dependents will be automatically checked. The subscriber has access to remove the check from one or more dependents as long as removing the check does not change eligibility for the coverage level selected.
- Update the Benefits Materials screens/process as follows:
  - Remove all forms, brochures and materials options from People First. All subscribers must go the [myBenefits](http://www.myflorida.com/mybenefits) website ([www.myflorida.com/mybenefits](http://www.myflorida.com/mybenefits)) to access any forms or brochures.
  - On the Health & Insurance home page:
    - Update the Benefits Materials link to take the subscriber to the [myBenefits](http://www.myflorida.com/mybenefits) website.
    - Implement a new section below the Benefits Materials link titled “Confirmation Statement.”
- Change the display of the online Benefits Confirmation Statements to show up to seven years history (starting with 2010, will grow to seven years).

**Oct. 18, 2014:** Process the Final 2014 Open Enrollment eligibility measurement.

**Oct. 20, 2014:**

- Benefit statements mailed for OPS employees determined eligible during the final measurement.
- Open Enrollment begins.

**Nov. 7, 2014:** Open Enrollment ends (6 p.m. EST).

**Nov. 10 – 13, 2014:** Open Enrollment Benefit Confirmation Statements will be mailed.

**Nov. 10 – 21, 2014:** Open Enrollment correction period.

**Dec. 13, 2014 – Open Enrollment Release III:**

- OPS Personnel Action Request (PAR) changes:
  - Implement the ability to complete leave without pay PARs for military leave (military leave without pay supplement and authorized leave without pay actions).
  - Implement the ability to complete leave without pay PARs for Family and Medical Leave.
  - Update to only ask OPS hours and short-term work questions if the OPS employee is in the new hire measurement period or if the hire will result in a new hire measurement period.
- Update the new hire measurement program to (same changes implemented on Oct. 3 for the Open Enrollment measurement process):
  - New Hire Eligibility Calculator will measure all time (both OPS and salaried) worked during the new hire measurement period to determine eligibility for OPS employees.
  - For salaried employees, hours worked are calculated by multiplying the employee's FTE for the salaried position by 40 hours per week. FTE is considered for all days during the new hire measurement period. If the employee's FTE changed during the measurement period, the hours for time worked under each FTE will be factored in accordingly.
  - Calculate a continuous employment date based on the employee's original hire date without a break in service (13 or 26 weeks). The date is used to determine if employee is in the new hire measurement or in the Open Enrollment measurement period.
  - Updates to break in service rules to use 13 weeks for all agencies except academic employers (Florida School for the Deaf and the Blind and state universities). Break in service rules remain at 26 weeks for academic employers.
- Implement a new wage type in the Alternate Time Entry screen titled "OPS Jury Duty" (code 2024). This code will not be processed in any payroll runs (Regular, Supplemental, Awards) and will not be paid. This code is only used to record the number of hours an OPS employee would have worked if they had not been called to jury duty.

**Jan. 17, 2015 – Open Enrollment Release IV (final):**

- Implement a new Benefits Eligibility Report that includes all OPS employees and their eligibility for benefits.

- Report can be accessed from the Management tab > Reports > Benefits Reports > Benefits Eligibility Report.
- An instructional guide is being developed for the report and agencies will be notified when the guide is available on the People First website.
- Report updates:
  - OPS Academic Break Report
    - Repurpose the OPS Academic Break Report to include Academic Break, Military Leave and FMLA Leave for OPS employees.
    - Change the report title to OPS Leave of Absence Report.
    - The OPS Leave of Absence Report can be accessed from the Management tab > Reports > Benefits Reports.
  - OPS Measurement Period Report
    - Update the report to include a field for previous benefits eligibility.
    - Change the report title to Measurement Period Report since the report will include salaried employees and OPS employees.
    - The Measurement Period Report can be accessed from the Management tab > Reports > Benefits Reports.