

System Enhancement SE 130: April 2, 2016, Release Summary

Issue Date: April 8, 2016 (Updated)

Audience: Human Resource Offices and Benefits Staff

Release Item	Description
<p>New Premium Increase Letter</p>	<p>Implement a new system-generated letter that will be mailed to participants when the premium for the insurance plan(s) the participant is enrolled in increases. When possible, the letter will be sent in advance of the insurance premium increase; however, with increases that are triggered based on a PAR being processed (e.g., pay increase, FTE decrease), the letter will be generated and mailed after the PAR is completed. The premium increase letter will not be sent if 1) the premium increase is effective Jan. 1, as those rates are included in the Open Enrollment Benefits Statement, or 2) the participant elects to change insurance plans or coverage levels in which he or she is enrolled.</p> <p>The following are examples of scenarios in which the premium increase letter will be generated and mailed to the participant:</p> <ul style="list-style-type: none"> • Plan rate change that is not effective Jan. 1 (e.g., health insurance increases are generally not effective Jan. 1). • Participant is enrolled in optional life insurance and his or her age band changes based on birthday. • Participant is enrolled in optional life insurance and the participant receives a pay increase. • Participant's FTE increases or decreases in a manner that requires the participant to pay a higher premium. • Participant goes from an SES/SMS equivalent rate to a Career Service equivalent rate. <p>When applicable, one of the following premium increase letters will be mailed to the participant based on his or her employment status:</p> <ul style="list-style-type: none"> • Premium Increase Letter (Active Participant) • Premium Increase Letter (Non-Active Participant)
<p>Benefits Underpayment / Overpayment Report</p>	<p>Implement the following enhancements to the Benefits Underpayment / Overpayment Report:</p> <ul style="list-style-type: none"> • Add Spouse Life and Child Life to the plan type filters to allow the user to search for only spouse and/or child life when validating the report. • Make 24 months of data available on the report throughout the week. Currently, the 24 months of data is

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	<p>available only on Mondays. From Tuesday through Friday, the report is truncated to contain only six months of data.</p>
<p>Chard Snyder – Single Sign On</p>	<p>For flexible spending account (FSA) information, participants will no longer have a separate login or password to access the Chard Snyder site. With this release, the Chard Snyder site can be accessed directly by selecting the FSA & HSA Information quick link once the user is logged in to People First.</p> <p>Employees who have not logged in to the Chard Snyder site will be prompted to select five security questions the first time the FSA & HSA Information quick link is selected. Once employees establish these questions, they will be directed to their FSA & HSA landing page.</p> <p>Important Note: If an agency does not push down *.myflorida.com as a trusted site, then employees will need to add *.myflorida.com or peoplefirstsso.myflorida.com as a trusted site for the single sign on to Chard Snyder to work. For guidance on how to add a trusted site, agencies should work through their IT staff.</p>
<p>Leave Payout Screen – Sick Leave Eligibility</p>	<p>With this release, the Leave Payout screen will allow the payment of sick leave to an employee who has at least 120 creditable service months. The employee receives credit for a creditable service month after working one day in the month. Currently, the system is allowing a sick leave payout only if the employee had exactly 10 years of service to the day of his or her leave accrual service date.</p>