

System Enhancement SE 98: September 21, 2012 Release Summary

Issue Date: September 10, 2012

Audience: Human Resource Offices and Benefits Staff

Release Item	Description
Open Enrollment Benefits Statements	The 2013 Plan Year Open Enrollment Benefits Statements will be generated and mailed starting on September 24, 2012. All statements will be mailed out on or before October 3, 2012. Data contained in the benefits statements will be as of 6 p.m. Eastern Standard Time (EST) on Friday September 21, 2012. Only employees who are active in People First at this time will receive a benefits statement.
Plan Name Changes	<ul style="list-style-type: none"> • BlueCross and BlueShield of Florida is changing to Florida Blue. • Medco is changing to Express Scripts. • CompBenefits dental plan names are changing to Humana. • Assurant dental plan is changing to Assurant Prepaid 225.
Plan Rate Changes	<ul style="list-style-type: none"> • The maximum contribution for the Medical Reimbursement Account is being reduced from \$5,000 to \$2,500 per new IRS regulations. • Dental rates for the Humana and Assurant dental plans are changing. • Cigna Hospitalization rates are changing. • New rates will be shown on the benefits statement and in Open Enrollment screens.
Dependent Certification Process	<p>A new Dependent Certification process is being implemented. Effective with this release, employees will be required to complete this process for each benefits event [Qualifying Status Change (QSC) and Open Enrollment]. Employees will not be able to make changes to their benefits until they have completed this process.</p> <p>Refer to Communication SE 100 New Dependent Certification Process for detailed information regarding the enhancement.</p>
Dependent Registration Process	<p>The dependent registration process will be moved to be part of the new Dependent Certification process. In order to enroll a dependent into an insurance plan, the dependent must first be added and certified eligible through the Dependent Certification process.</p> <p>Refer to Communication SE 100 New Dependent Certification Process for detailed information regarding the enhancement.</p>

Release Item	Description
<p>New Benefits Enrollment Process</p>	<p>A new benefits enrollment process is being implemented. Effective for all QSC events processed on or after September 24, 2012, employees will be presented with a new enrollment process. The new process is intended to streamline the enrollment process and to provide employees a simple side-by-side presentation of the current benefits and their newly elected benefits.</p> <p>Refer to Communication SE 101 New Benefits Enrollment Process in People First for detailed information regarding the enhancement.</p>
<p>New Notification E-Mails</p>	<p>Additional benefit e-mail correspondences will be implemented. These e-mails will be generated and e-mailed to employees with an active Notification E-mail address in People First. The following list outlines the e-mails that will be sent to employees:</p> <ul style="list-style-type: none"> • Coming Soon – Dependent Certification <ul style="list-style-type: none"> ○ This e-mail will be sent to employees the week of September 24. • Coming Soon – Open Enrollment <ul style="list-style-type: none"> ○ This e-mail will be sent to employees the week of September 24. • Reminder – Complete Dependent Certification <ul style="list-style-type: none"> ○ This e-mail will be sent to employees on October 8. • Reminder – Open Enrollment is Here <ul style="list-style-type: none"> ○ This e-mail will be sent to employees on October 8. • Reminder – Open Enrollment Ends Friday – Make Your Changes Now <ul style="list-style-type: none"> ○ This e-mail will be sent to employees October 31 through November 1. • Thank You – Dependent Certification <ul style="list-style-type: none"> ○ This e-mail will be sent to employees when they complete the Dependent Certification process and did not add any new eligible dependents. • Thank You – Dependent Certification when a New Dependent is Added <ul style="list-style-type: none"> ○ This e-mail will be sent to employees who complete the Dependent Certification process and add at least one new eligible dependent. • Thank You – Qualifying Status Change Completed <ul style="list-style-type: none"> ○ This e-mail will be sent to employees who complete the enrollment process for a QSC such as marriage or birth. • Thank You – Open Enrollment Change Completed <ul style="list-style-type: none"> ○ This e-mail will be sent to employees who complete the enrollment process for Open Enrollment.

Release Item	Description
QSC Changes	All QSC events, except Birth, Marriage and New Hire will be removed from People First. For all QSC events other than Birth, Marriage and New Hire, the employee must either call the People First Service Center or complete and submit the correct enrollment form to the People First Service Center to have the QSC event processed.
Dependent Documentation Changes	Dependent documentation requirements will be eliminated for all events except for Death, Divorce, Court-Ordered Decree, and Medicare. All documentation alerts and documentation letters associated with all other enrollment events will be eliminated.
Fulfillment History Changes	<p>The following changes will be implemented for the Fulfillment Documents/History screen:</p> <ul style="list-style-type: none"> • The screen title, including in the Personal Information dropdown menu, will be changed to Correspondence History. • The Overview and Details section within the screen will be retitled “Correspondence History – Overview” and “Correspondence History – Details”. • Updated to include the new Notification E-mails (see “New Notification E-Mails” item above).
Health & Insurance Home Page Changes	<p>The following changes will be implemented on the Health & Insurance Home Page:</p> <ul style="list-style-type: none"> • The Required Documentation screen is being eliminated. • Titles and screen definitions are being updated to better reflect how the screen is used. <ul style="list-style-type: none"> ○ “Benefits Choices” is being changed to “Change My Benefits”. ○ “Your Benefits” is being changed to “My Benefits”. ○ “Your Dependents” Information” is being changed to “My Dependent Information”.