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Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Human Resources Administration



## Flexible Benefits Webinar 2017 Annual Enrollment Training

# What We Are Covering Today?



## 2017 Annual Enrollment Webinar Overview

- Timeline and Dates
- Flexible Benefit Plan Enhancements/Modifications
- GaBreeze AE Communication and Website Reminders
- HRA Benefits and Programs Staff Members



# Annual Enrollment for 2017 Plan Year



Monday, October 17, 2016  
12:00 a.m.



Friday, November 4, 2016  
11:59 p.m.

**Benefits elected are effective January 1, 2017**



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# Flexible Benefits

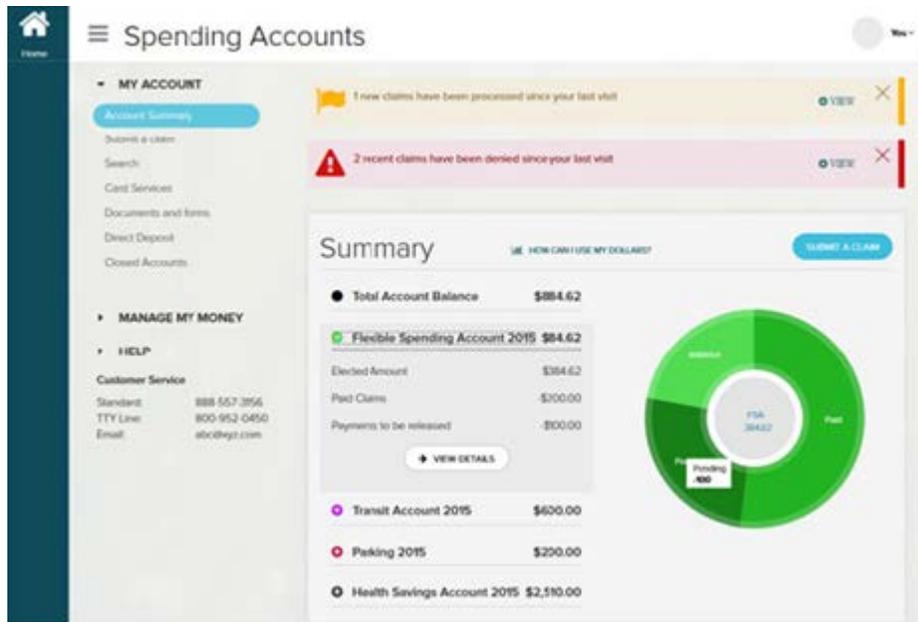
Plan Enhancements/Modifications

# 2017 Annual Enrollment Plan Enhancement

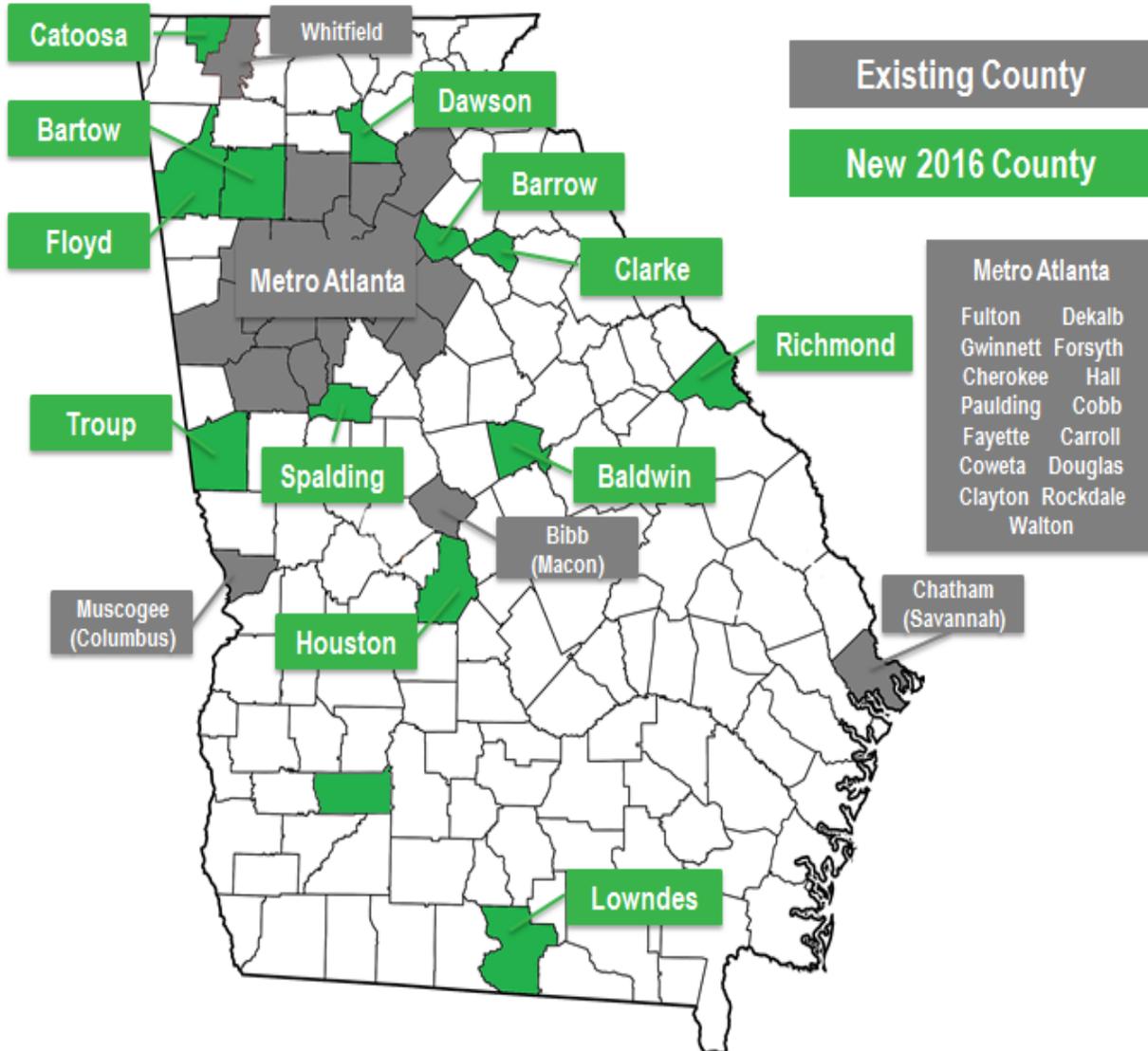


## New Look for ADP Website

- Effective September 17, 2016, ADP Flexible Spending Account website will no longer support access using Internet Explorer version 8 or lower. To ensure continued access to the website, please update web browsers.
- ADP has added an additional layer of security for first time web users. New participants will be advised that a security code will be emailed to them. This takes approximately 5 minutes.
- State of Georgia's security code is **STATEOFGE-10029**. This code will never change.



# 2017 Annual Enrollment Plan Modification



- Cigna Dental (DHMO) service expanded to 13 additional counties across the state.
- New counties highlighted in green.
- Plus many additional providers added in Metro Atlanta.
- Cigna Dental HMO plan has a 4% rate increase with no plan changes.

# 2017 Annual Enrollment Plan Enhancement



## True “OneUp” Special Enrollment

*Will allow employees to enroll in a life insurance plan at the first level of coverage; or increase their current life coverage up one level without a Statement of Health (SOH).*

- The opportunity to “OneUp” will only be available for the 2017 plan year.
- Employees that do not currently have coverage can enroll now without a SOH.
- Current employees with coverage can move up one salary level of coverage without a SOH.



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# GaBreeze Annual Enrollment

Communication and Website Reminders

# Pre-Annual Enrollment Website Reminders for 2017 AE

Employees should be encouraged to go online to verify and/or update their passwords.

[www.TeamGa.gov](http://www.TeamGa.gov)

[www.GaBreezeze.ga.gov](http://www.GaBreezeze.ga.gov)

This includes an email address (personal or work) on their GaBreeze accounts:

- ✓ Update email address in the “Personal Information” section of the “Your Profile” page.
- ✓ This will allow a faster response time to receive password resets and changes from GaBreeze.



# Pre-Annual Enrollment Website Reminders for 2017 AE

Employees will receive a confirmation number upon successful completion of their online AE.

Additional changes will be permitted online during the remainder of the AE period.

- ✓ Employees will retain the same confirmation number.
- ✓ Date/time stamp will update to reflect the most recent completion.

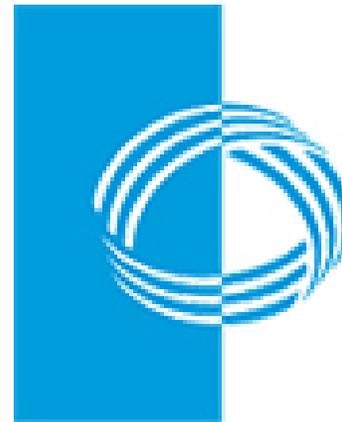


# Pre-Annual Enrollment Website Reminders for 2017 AE

GaBreeze will provide a reminder for employees to enroll in Health Benefits.

- ✓ The link to the Department of Community Health Annual Enrollment site is on GaBreeze.

[www.myshbpga.adp.com/shbp](http://www.myshbpga.adp.com/shbp)



GEORGIA DEPARTMENT OF  
COMMUNITY HEALTH  
*Division of Public Health*



## *2017 Annual Enrollment*



- ✓ Employees can log into the GaBreeze website as many times deemed necessary during the AE period.
- ✓ Last confirmed elections at the close of AE on November 4, 2016 at 11:59 p.m. will become effective January 1, 2017.
- ✓ Employees who do not make any benefit changes to elections will keep their current elections during the 2017 plan year.
- ✓ Flexible Spending Accounts do not roll over.



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# Annual Enrollment Reminders

# Important Recaps for 2017 Annual Enrollment



Reminder!

## New Hires During Annual Enrollment

- Employees, who are hired by November 1, 2016, will have 2 enrollment periods:
  - ✓ PY 2016: Current Plan Year for benefits effective December 1<sup>st</sup>
  - ✓ PY 2017: New Plan Year for benefits effective January 1<sup>st</sup>
- New hires who make elections only for the PY 2016 benefits package will rollover for PY 2017, excluding Spending Accounts.
  - ✓ New hires selecting a Spending Account for PY 2016 must make the election in GaBreeze for PY 2017; no rollover

## New Hires During Annual Enrollment (cont.)

- Pending Enrollment Report on the Employer website will provide a snapshot of employees who have not made their benefit selections during AE.
  - ✓ New hires and/or current employees who have not completed AE.
  - ✓ Report will be produced daily during the AE period.

Reporting New Hires  
Helps All Employers



# Important Recaps for the 2017 Annual Enrollment



Reminder!

## Employees returning from Leave of Absence W/O Pay (LOA)

- Employees, who are on a *Leave of Absence Without Pay* and cross plan years, will be given an enrollment opportunity upon return to **Active** status.
  - ✓ If the employee paid premiums while on LOA, and makes no changes during their enrollment period upon return to **Active** Status, benefits will rollover into the new Plan Year with the exception of Spending Accounts.

# Important Recaps for the 2017 Annual Enrollment

**Reminder!**

## Leave of Absence Processing for Worker's Compensation

When an employee is receiving benefits from Worker's Compensation, the employee is not to use accrued paid leave (i.e Sick, Annual, Personal).

- ✓ The agency should place the employee in a Leave of Absence status. GaBreeze will direct bill the employee for their Flexible Benefits.
- ✓ The agency should maintain the employee in a Leave of Absence status until the employee returns to active employment status.



# Important Recaps for 2017 Annual Enrollment



Reminder!

## Employees returning from Leave of Absence Without Pay

Employees that failed to pay through direct dill, will reflect “no coverage” in the GaBreeze system.

Employee will be given an enrollment opportunity subject to applicable penalties.

- HR should verify if an employee paid premiums during the LOA w/o Pay.
  - ✓ “View Flex Plan Coverage History” via the Employer website.
  - ✓ **Do not reinstate** deductions unless indicated by GaBreeze on the Financial Report.
  - ✓ If employee makes benefit selections upon return, GaBreeze will report new deductions via the Financial Report.

# Important Recaps for 2017 Annual Enrollment



Reminder!

## End of the Year Terminations (after the 16<sup>th</sup> of December)

- If an employee terminates from employment after December 16<sup>th</sup>, the agency should not take deductions for January's coverage.
- If deductions are taken by the agency, a refund of premiums should be processed to the employee, including any potential HealthCare or Dependent Care Spending Accounts contribution deducted on December 15<sup>th</sup>.
- Flexible Benefit coverage will end as of December 31<sup>st</sup>.

## End of the Year Terminations (after the 16<sup>th</sup> of December) (cont.)

- Employees retiring effective January 1<sup>st</sup> who are NOT currently enrolled in a dental option, and elect a dental option during Annual Enrollment are NOT eligible for the new PY20178
  - ✓ If deductions are taken by the agency, a refund of premiums should be processed.



# Supportive Resources for Employees/Participants

## Websites



Link to GaBreeze is located on the **TEAM GEORGIA** Flexible Benefits tab

[www.TeamGa.gov](http://www.TeamGa.gov)

[www.gabreeze.ga.gov](http://www.gabreeze.ga.gov)

## Benefits Call Center

**1-877-342-7339 (Toll-Free)**

**Monday-Friday, 8:00am-5:00pm EST  
(excluding holidays)**

