

# **HEALTH BENEFITS E-NEWS EXTRA**

*Department of Human Resource  
Management  
Office of Health Benefits*

*January 9, 2014*

## **Premium Rewards Updates**

Updated information has just been received to change/correct approximately 1,800 premium rewards effective January 1. You will be able to see these in BES on January 10, and they will also be reflected on your BES-Enrollment-Rpt-00NNN-01102014.csv in your agency's FTP folder. For most CIPPS agencies, these updates should be reflected in employees' pay deposits on January 16. However, for payrolls already processed, these changes should be in employees' January 31 pay deposits, but retroactive to January 1. Even though there could be a delay in some rewards due to timing of payroll administration, **NO PREMIUM REWARD WILL BE LOST DUE TO THIS ADMINISTRATIVE ERROR.** However, any overpayment of premium rewards due to these changes will also be adjusted.

When reviewing BES to identify premium rewards, keep the following in mind:

- The "Reward" line indicates who (par and/or spouse) is getting the reward and the effective date.
- The "Pr Rate" line will indicate the agency contribution (if applicable), the employee/retiree contribution, and the reward amount. The three numbers will add up to the total premium for the designated plan and membership level. If the last number is "0", there is no premium reward.
- If a participant was eligible for and received a reward effective July 1, 2013, and that same reward will continue effective January 1, 2014, you will not see any new transaction related to the reward effective January 1.
- You may see a reason code "20 Remove Reward" when there is a reward change or add. Review the "Pr Rate" line to confirm.

If you observe or are notified that an employee has incorrect premium reward information for January 1, please have him or her submit the attached form per instructions.

**Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).**