

HEALTH BENEFITS E-NEWS

Department of Human Resource Management Office of Health Benefits

December 17, 2008

New Reconciliation Procedure for Non-PMIS Agencies

Agencies that enter BES enrollment and eligibility for Non-PMIS employees are required beginning in January 2009 to certify that the BES records for which they are responsible have been verified and reconciled to their internal human resource and payroll records on a monthly basis. These certifications will be subject to audit by the Office of Health Benefits.

Procedure:

1. Agency reviews their Monthly Enrollment Report. This report is placed in your agency's FTP folder and lists all eligible employees as of the first of each month. It includes personal information and elections for health care coverage and flexible reimbursement accounts.
2. OHB sends the Benefits Administrator of record for each Non-PMIS agency/group an email requesting certification. See attached sample.
3. Benefits Administrator replies to the email from OHB within 7 business days certifying that the reconciliation is complete.

The new certification process is not required for PMIS agencies since BES records are automatically validated against PMIS. If you have questions about the new process, contact Brenda Farrish at brenda.farrish@dhrm.virginia.gov.

New BES Transaction Enables Agencies to Update Contact Information

The Office of Health Benefits sends important health benefits communications and materials to state agencies using its Contacts Database. Since it is crucial for OHB to have current contact information, a new BES transaction, PSB100, will be available beginning in January 2009 for each Agency/Group to view and update their Contacts Database information. In general, PSB100 transactions keyed by the end of the month will be reflected in the database for the following month.

Required Contacts: Each Agency/Group must have a primary Benefits Administrator contact (**Benefits1**). The **Benefits1** contact receives communications from the OHB Communications Manager, health benefits notices from EmployeeDirect, and is shipped bulk materials such as member handbooks for distribution to employees. The **Benefits1** contact information must include a mailing address, shipping address, phone number, fax number, and e-mail address.

Other Optional Contacts: Three additional contacts are optional in the Contacts Database – those for **Benefits2**, **Payroll1** and **Payroll2**.

- **Benefits2** – This secondary benefits contact receives only e-mails from the OHB Communications Manager in order to stay informed on health benefits news and issues.
- **Payroll1** – This primary payroll contact receives inquiries related to health benefits payroll issues.
- **Payroll2** – This secondary payroll contact also receives inquiries related to health benefits payroll issues.

If others within your agency require information on health benefits, it is your responsibility to forward the applicable communications to them.

Tips For Using the New PSB100 Transaction:

- Enter PSB100, Agency Number, Group Number from the "home" position to call-up the new Contacts Database transaction. For example, DHRM uses PSB100,129,001.
- A PMIS/BES ID, work phone, work fax, and work e-mail address for each person entered is required. A mailing address and shipping address is also required for the Benefits Administrator. Addresses are validated against the USPS database.

- A person's name displays based on the PMIS/BES ID successfully entered.
- Information entered for a PMIS person will be validated against their PMIS record. Any discrepancy must first be corrected on the PMIS record, and then entered on the PSB100 record. There is no automatic update from PMIS.
- Information entered for a Non-PMIS person will be validated against their BES record. Any discrepancy must first be corrected on the BES record, and then entered on the PSB100 record. There is no automatic update from BES.

If you have questions about the new PSB100 transaction, contact Brenda Farrish at brenda.farrish@dhrm.virginia.gov.

Reminder on Health Benefit Effective Dates for January 2009

The first official work day for the Commonwealth in January 2009 is Monday, January 5. Newly eligible employees who report to work on January 5 and submit their election request on or before that day, will have a January 1, 2009, effective date of coverage. Be sure to tell your newly eligible employees that once an enrollment form is submitted it is binding and may not be changed after coverage takes effect. Please submit any questions you may have to ohb@dhrm.virginia.gov.