

2020 Open Enrollment

Touch base for Practitioners

Wednesday, November 6, 2019

- ✓ *Place your phone or computer on mute*
- ✓ *Don't place your call on hold*
- ✓ *Let us know if you have difficulty hearing*



Agenda

- Open Enrollment Stats
- Reports
- Retirement
- New Hires
- Transfers
- Share Sick Pool
- Communications
- Q&A

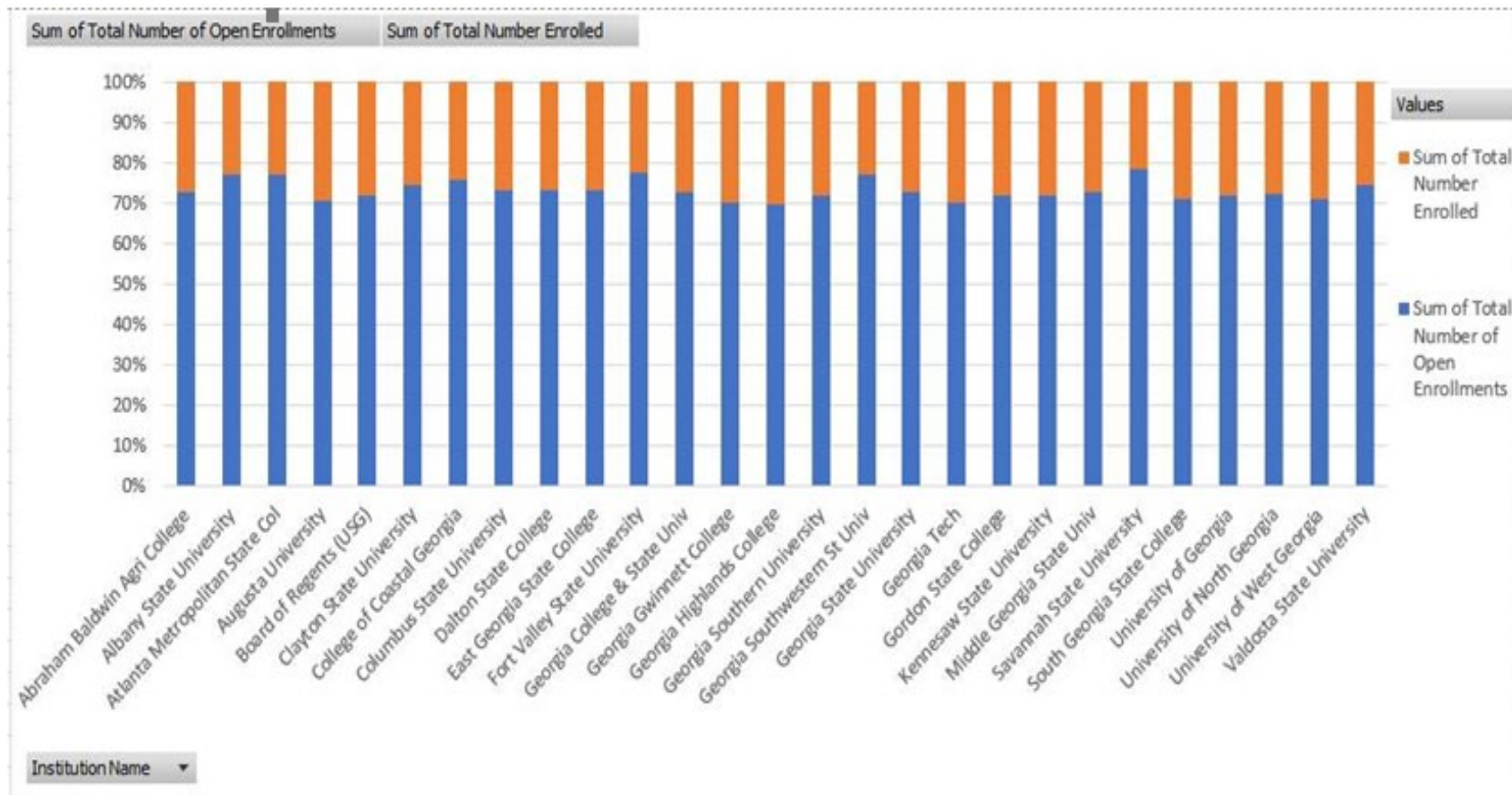


Open Enrollment – Counts as of COB 11/5

Institution	Sum of Total Number of Open Enrollments	Sum of Total Number Enrolled
Abraham Baldwin Agri College	606	229
Albany State University	922	273
Atlanta Metropolitan State Col	234	69
Augusta University	7,283	3,056
Board of Regents (USG)	655	258
Clayton State University	812	275
College of Coastal Georgia	389	124
Columbus State University	1,088	394
Dalton State College	445	163
East Georgia State College	258	95
Fort Valley State University	769	222
Georgia College & State Univ	1,202	448
Georgia Gwinnett College	905	383
Georgia Highlands College	449	195
Georgia Southern University	3,961	1,562
Georgia Southwestern St Univ	458	137
Georgia State University	6,969	2,625
Georgia Tech	9,660	4,078
Gordon State College	344	135
Kennesaw State University	4,109	1,602
Middle Georgia State Univ	942	354
Savannah State University	666	183
South Georgia State College	307	124
University of Georgia	14,918	5,877
University of North Georgia	2,150	824
University of West Georgia	2,026	830
Valdosta State University	1,637	562
Grand Total	64,164	25,077



Open Enrollment – Counts



Open Enrollment – Reports

PSP folder

Home Health & Benefits Cross Services Your Spending Account

Health & Benefits

Shared Documents

New Upload Sync Share More

Find a file

Name Modified Modified By

Drag files here to upload

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New Upload Share





<input checked="" type="checkbox"/>		Name	Modified	Modified By
		Abraham Baldwin Agricultural College 570	... July 21, 2017	<input type="checkbox"/> d20074
		Albany State University 220	... July 21, 2017	<input type="checkbox"/> d20074





Open Enrollment – Reports PSP folder




University System of Georgia Client Partner Library


 New  Upload  Share

✓  Name	Modified	Modific
 ACA Employer Mandate Reporting	... May 2, 2018	<input type="checkbox"/> Vait
 OE 2020 Reports	... October 29	<input type="checkbox"/> Nite: 

University System of Georgia Client Partner Library

 New  Upload  Share

✓  Name	Modified	Modified By
 Enrollment_570 Abraham Baldwin Agri College 10.30.19	... 5 days ago	<input type="checkbox"/> Nitesh Kumar
 Enrollment_570 Abraham Baldwin Agri College 10.31.19	... 4 days ago	<input type="checkbox"/> Nitesh Kumar



Reports

Open Enrollment Reminder Emails

- Use open enrollment reports in PSP folder
- Send reminder emails to active employees and retirees who have not completed certifications
- Reports include email addresses
- Send by close of business Thursday, November 7th
- Email template will be sent via listserv



Active to Retirement During OE

Active OE Tile does not appear:

Alight excluded Active Employees who have an Intent to Retire date on file of 11/1, 12/1/2019 & 1/1/2020, if that status was already present on the Alight system on 10/11 (Calc date)

What actions are required by USG and the employee to move to Retirement:

- OneUSG will send the change in employment status on the HR Data file with the Retirement status
- Once the Retirement status is received, the Alight System will end date the active plans and automatically enroll the Retiree into the benefits they have as an active employee (i.e. Comp Care, Delta Base as active will be the plans you have in the pre65 retirement plan)
- Confirmation of Retirement Benefits statement will be sent
- The Retirement OE event will be initiated and will pend for 30 days
- The Retiree will need to take action to certify their 2020 OE elections and confirm their tobacco user status
- Confirmation of Benefits statement for OE 2020 will be sent



Active to Retirement During OE

Active OE Tile does appear and the intent to retire date is on the Alight System:

Alight did not exclude employees who did not have an Intent to Retire date on file of 11/1, 12/1/2019 & 1/1/2020, as of the OE Calc Date- 10/11 (Calc date)

What actions are required by USG and the employee to move to Retirement:

- The Active OE Enrollment opportunity is present and can be actioned by the employee if they choose to elect
- OneUSG will send the change in employment status on the HR Data file with the Retirement status
- Once the Retirement status is received, the Alight System will end date the active plans, cancel and remove the Active OE event (regardless of whether or not action was taken)
- The Alight System will automatically enroll the Retiree into the benefits they have as an active employee (i.e. Comp Care, Delta Base as active will be the plans you have in the pre65 retirement plan)
- Confirmation of Retirement Benefits statement will be sent
- The Retirement OE event will be initiated and will pend for 30 days
- The Retiree will need to take action to certify their 2020 OE elections and confirm their tobacco user status
- Confirmation of Open Enrollment Benefits statement for OE 2020 will be sent

Active OE Tile does appear and the intent to retire date is not on the Alight System:

Alight did not exclude active employees who did not have an Intent to Retire date on file but plan to retire 11/1, 12/1 or 1/1

- Follow the steps above



Active to Retirement During OE

Actions required if retirement effective date is 1/1/2020

- The Active OE Enrollment opportunity is present and can be actioned by the employee if they choose to elect
- OneUSG will send the change in employment status on the HR Data file with the Retirement status
- Once the Retirement status is received, the Alight System will end date the active plans, cancel and remove the Active OE event (regardless of whether or not action was taken)
- The Alight System will automatically enroll the Retiree into the benefits they have as an active employee (i.e. Comp Care, Delta Base as active will be the plans you have in the pre65 retirement plan)
- Confirmation of Retirement Benefits statement will be sent
- **NO ACTION IS REQUIRED FOR OE 2020 BECAUSE YOUR RETIREMENT BENEFITS ARE ALREADY EFF. 1/1/2020**
- Verify the tobacco status to confirm that it is correct. Whatever you had as an active person will be what is copied forward as a retiree

Additional Notes:

If the retirement will take place 2/1/2020 and later, the employee will need to take action for OE as normal



Active to Retirement During OE

Follow up items

- Alight has posted reports to the institutions folder for all retirees who were excluded from the active OE opportunity
- Institutions can review the reports and notify us if any of those employees are delaying retirement and need to have the OE Event initiated
- Alight will provide a report to the institution that identifies employees who did not receive their OE opportunity and have passed the expected intent to retiree date (i.e. 11/1)
- Alight will attempt to reach the 12/1 and 1/1 that are included on the initial report and advise them of the process steps and confirm their understanding



Newly Hired During OE

What actions are required by USG and the employee to move to make elections for OE 2020 if the employee is newly hired during OE with benefits effective in 2019:

- New Hires must take action and actively enroll into their initial 2019 benefits as a new employee. If no action is taken, 'no coverage' will be assigned once your enrollment window ends.
- Once the initial election window closes or is completed, the Open Enrollment event is immediately initiated and will pend for 30 days
- If action is taken for the new hire enrollment but then not taken for Open Enrollment, the coverages held in 2019 will carry forward to 2020, except for:
 - Flexible Spending Account
 - Tobacco User Status
 - Working Spousal Surcharge

Additional Notes:

If the employee is enrolled in a healthcare plan in 2019, action must be taken for OE 2020 to certify the tobacco user status for self and dependents who are 18+ and for the working spouse

If no action is taken, applicable surcharges will be applied



Transfer During OE

Transfer from a OneUSG Institution to another during OE

What actions are required by USG and the employee:

- OneUSG will send the change in employment status on the HR Data file with the Termination status from Company A and an effective date prior to 1/1/2020
- Once the termination status is received, the Aight System will end date the active plans and void Active OE for 2020 (regardless of whether or not elections were made)
- OneUSG will send the change in employment status on the HR Data file with the Active (Rehire) status to Company B and an effective date prior to 1/1/2020
- The prior benefits for the current year will be reinstated (assuming rehire is within 30 days)
- A new OE Opportunity will be initiated and will pend for 30 days
- The employee will need to take action to certify their 2020 OE elections and confirm their tobacco user status
- Confirmation of Benefits statement for OE 2020 will be sent

Additional Note:

If the transfer occurs with an effective date that is 1/2/2020 or later, the 2020 OE Event and elections are not impacted



Shared Sick Leave

Donation during Open Enrollment

- Administered by each institution
- Only regular benefits eligible employees who have completed their BOR provisional period shall be eligible to enroll in the Shared Leave Program
- An employee must enroll in the program during the annual benefits open enrollment period
- A one-time minimum donation of eight (8) sick leave hours is required to become a leave pool member
- The employee must have a minimum of forty (40) sick leave hours (pro-rated for part-time employees) remaining after their donation at the time of enrollment
- Visit HRAP for additional details:
https://www.usg.edu/hr/manual/shared_sick_leave_program



Communications

Remaining

- USG Emails- 11/7
- USG Text Messages- 11/8
- Action Required reminders from Alight
- CVS Caremark Formulary letters - 11/20
- Confirmation Statements
 - Email address on file immediately after enrollment
 - Paper enrollment after OE



