
Open Enrollment Oct. 1-31, 2009

Pebb.benefits Process Schedule



The pebb.benefits system is scheduled to run a variety of processes before, during and at the end of Open Enrollment. These processes affect agency processes.

System Set-up 09/30

- FSA enrollments to terminate 12/31
- Dependent certifications to flag 10/01
- Optional-life age-bands to roll up 01/01
- Medical enrollments to terminate 12/31
Medical enrollments with “failure to act” move to employee-only tier of Statewide Plan 01/01
- No changes to dental or optional plans

On September 30, pebb.benefits will set up for Open Enrollment by running the following automated jobs: It will set all FSA enrollments to terminate effective December 31, because these are annual accounts that require annual enrollment. It will set the Dependent Certification Indicator to flag members whose dependents will be age 19 or older on or before January 1. It will set the Optional Life Tier to change to ensure correct rates for those whose birthdays move them to a new tier on January 1. It will terminate all medical plan enrollments effective December 31 to allow for enrollments effective January 1. There will be no changes to current enrollments in dental or optional insurance plans.

Agency Actions on Set-up

- Look for rejections from out-of-sync data
- Correct rejections immediately

These jobs will generate rejections beginning October 1 if the data in pebb.benefits and the state and university payroll systems are not in sync – that is, where data between systems do not agree. You must review and correct the records immediately to avoid future rejections, especially rejections that may be generated on November 15.

Open-enrollment Modules

- Employee module 10/01-10/31
- Agency & PEBB modules 10/01-11/14

Pebb.benefits will open the member open-enrollment module and the agency and PEBB modules on October 1. It will close the member open-enrollment module at midnight October 31. The agency and PEBB modules will stay open until midnight on November 14.

Employee Reminders 10/01-31

- PEBB-generated e-mail
 - Certification required for dependents age 19 to 24
 - Sent to e-mail address in record
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From October 1 through October 31, PEBB will use the Dependent Certification Indicator to generate reports for reminder e-mails to employees who have not yet certified eligibility for dependents age 19 to 24. The e-mails will be sent to the e-mail address in the member's record.

Agency Actions 11/01-14

- Enter data from forms submitted by 10/31
 - Complete data entry by midnight 11/14
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Members may submit enrollment forms to agencies through October 31. This includes forms with a fax date or postmark of October 31. Agencies have until midnight November 14 to enter data from these forms.

System Actions 11/15

- Employees who failed to act
 - To employee-only tier of Statewide Plan
 - Dropped dependents to COBRA file
- Retiree, Cobra, self-pay who didn't enroll
 - To same plan & tier
 - Regence & Added Choice to Statewide Plan
- Dependents not certified
 - To COBRA file (may generate tier changes)
- Dependents removed from coverage
 - To "Notice of creditable coverage"

On November 15, PEBB will run the following processes in pebb.benefits. For employees who failed to act during Open Enrollment, it will reinstate enrollment at the employee-only tier in the Statewide Plan and include in the COBRA file those dependents who were dropped by the employee's inaction. These members' dental plans and optional benefits will not be affected. For COBRA, Retiree and Self Pay members who did not enroll, it will reinstate enrollment in the same plan and tier, except that Regence and Kaiser Added Choice members will default to their same tier in the Statewide Plan. It will set termination of records, effective December 31, for dependents in the 19 to 24 age-range whom the subscriber did not certify as eligible. It will place records of these dependents in the COBRA file. This action may generate tier changes. It will place records of dependents whose coverage was terminated by members during Open Enrollment in the file to receive notice of creditable coverage.

Agency Actions 11/16

- Correct rejections immediately
 - Expect tier changes from dropped & uncertified dependents
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These jobs will generate rejections if the data in pebb.benefits and the agency and university payroll systems do not agree. You must review and correct the records immediately to avoid future rejections and to ensure the correct premiums are processed for January coverage. Expect tier changes caused by member failure to enroll or to certify dependents.