

pebb  benefits

2009 Open Enrollment for 2010 Plan Year
Process Schedule

Date	Process
9-15	Annual Mailing. Content: cover letter with member's PEBB Benefit Number and notice of Open Enrollment, summary of 2010 healthcare program, required notices.
9-30	<p>PDB will run the following automated jobs:</p> <ul style="list-style-type: none"> • <i>Terminate all FSA enrollments effective 12-31-09.</i> Members must enroll for 2010. • <i>Dependent Certification Indicator.</i> System will add the required flag on dependents who will be age 19 years or older <i>on or before</i> 1-1-2010. • <i>Optional Life Tier Change.</i> The old tier will expire effective 12-31-2009, and the new tier will become effective 1-1-2010. • <i>Medical Plan Termination.</i> All medical plan enrollments will terminate effective 12-31-2009. There will be no changes to dental or optional plan enrollments.
<p>SPECIAL NOTICE. These jobs will generate rejections if the data in PDB, OSPS and Banner systems are not in sync. You must review and correct the records immediately to avoid future rejections, especially those that may be generated 11-15-2009.</p>	
10-1	<p>Open Enrollment Opens in PDB</p> <ul style="list-style-type: none"> • Member Module 10-1 through 10-31 • Agency and PEBB Modules 10-1 to 11-15
10-1 thru 10-31	<p>Dependent Certification Reminders. PEBB will send e-mail reminders to members who have not certified their dependents.</p>
11-1 to 11-14	<p>Open Enrollment Forms. Forms must be submitted or postmarked by 10-31-2009. All forms data must be entered by 11-15-2009 to avoid the following automated changes.</p>
11-15	<p>PDB will run the following automated jobs:</p> <ul style="list-style-type: none"> • <i>Medical Plan Default Process.</i> Medical enrollment for members who did not enroll during Open Enrollment will be processed as follows: <ul style="list-style-type: none"> o Active employees will be reinstated in the PSWP at the employee-only tier. o Dependents dropped by default will be included in the COBRA file. o Dental plans and optional benefits will not be affected. o COBRA, Retiree and Self Pay member enrollments will be reinstated in the same plan at the same coverage tier, except that Regence and Kaiser Added Choice members will default to PSWP at the same tier. • <i>Dependent Certification Terminations.</i> Records for subject-age dependents not certified will be terminated effective 12-31-2009. Records of these terminated dependents will be included in the COBRA file. This process may generate tier changes. • <i>Open Enrollment Dependent Terminations.</i> Notice of Creditable Coverage will be sent to dependents whose coverage is terminated by members during Open Enrollment.
<p>SPECIAL NOTICE. These jobs will generate rejections if the data in PDB, OSPS and Banner systems are not in sync. You must review and correct the records immediately to avoid future rejections and to ensure the correct premiums are processed for January coverage.</p>	