

Date: October 13, 2015

To: Human Resource Directors, Human Resource Staff, and Designated Department Insurance Representative (DDIR)

From: Julie Sonier, Employee Insurance Division Director

Subject: Complete your duties for the Standard Administrative Period by December 14, 2015

Overview

The requirements of Employer Shared Responsibility are ongoing and periodically require specific action. This memo outlines three duties HR staff must complete for every agency, board, and commission by December 14, 2015. These duties are:

- Perform the Standard Administrative Period duties between October 26 and December 14, 2015.
- Replace certain Special Eligibility Codes series between now and December 14, 2015.
- Perform the Initial Administrative Period duties at the end of each month.

The remainder of this memo provides specific information for each of these duties and directs you to the tools needed to complete these tasks.

Annual duty: Standard Administrative Period

All agencies, boards, and commissions, must perform the duties associated with the Standard Administrative Period between October 26 and December 14, 2015.

The [“HR/LR Procedures #1426P – DRAFT Look Back Method and Agencies Duties”](#) document provides details and instructions to help you perform these duties.

The reports used to perform these duties will be available on October 26, 2015. Access them through Document Direct (InfoPac). These reports are:

- Standard Look Back Report HP 4010E, J, L or M
An exception report that includes only those employees whose total 52-week average indicates that a change in insurance eligibility may be required. This is the major tool needed to complete this task.

- **Yearly Summary Total Report HP 4013E, J or L**
Includes all employees covered in the Standard Measurement Period that is ending on October 20, 2015. This supplementary report helps clarify why an employee may not be on the HP4010 report.

The eligibility change identified in the Standard Administrative period for all affected employees is effective on January 1, 2016.

If your agency has employees whose insurance eligibility is changing, you must notify them of their change in eligibility. This is necessary because SEGIP will mail newly eligible employees an enrollment packet and employees need to know why they receive a packet so that they take appropriate action.

Please remember that not all employees are included in a Standard Look Back:

- It includes only those employed in your same Control Group on October 22, 2014 (or returned to an agency in the Control Group within 13/26 weeks after October 22, 2014).
- An employee appointed after October 22, 2014 (and who was not employed within the Control Group within 13/26 weeks of the start date) will be included in an Initial Look Back.

One time duty: Eliminate all “AF” series Special Eligibility Codes and replace with a “W” series code

SEGIP is eliminating the “AF” series Special Eligibility Codes effective January 1, 2016. The “W” series codes will take the place of the retiring “AF” series. The AF codes will not be available after January 1, 2016.

Agencies must manually eliminate all “AF” series Special Eligibility Codes assigned to its staff, and replace them with a “W” series code, between now and December 14, 2015.

SEMA4 coding: Change the Special Eligibility code using a Data Change/Benefit Job Change effective 1/1/2016.

This chart explains which replacement codes to use:

Eliminate the “AF” series	Replace with the “W” series
AF12	AW12
AF9	AW9
DAF	DWF

This change will make it easier for agencies to identify the correct Special Eligibility Code by eliminating the confusion between the “AF” series and the “AW” series. It will also ensure an employee wishing to waive coverage has the correct Special Eligibility Code without extra effort by HR staff.

The “AW” series is:

- Used when an employee is eligible for the full employer contribution level coverage under the law but NOT under the applicable labor agreement or compensation plan. It will enable the employee to waive at the appropriate time.
- NOT used when an employee is:
 - Waiving single coverage but will be covered on their state employee parent or spouse plan.
 - Waiving for any reason and is covered by the Managerial or Commissioner’s Plans.

Changing a Special Eligibility Code from one series to another that provides the same level of employer contribution will NOT result in a new insurance packet being sent to the employee. For example, changing AF12 to AW12 or MF12 to AW12 will result in no change in employer contribution. However, changing the Special Eligibility Code from MF12 to MP12 will result in a new packet sent to the employee because the contribution level will be reduced from full to partial.

The updated Eligibility Code Chart is available on the [SEGIP Insurance Eligibility website](#).

Monthly: Initial Administration Period

Remember, that all agencies must conduct an Initial Administrative Period each month. [Refer to HR/LR Procedures #1426P – DRAFT, Look Back Method and Agencies Duties](#) for more information.

For more information

For assistance with SEMA4 coding, contact your SEMA4 HR Specialist and for assistance with an employee’s eligibility, contact your Agency Services Account Representative. You can find their contact information as well as procedures, training, FAQs and more on the [SEGIP Insurance Eligibility website](#).