

HEALTH BENEFITS E-NEWS

**Department of Human Resource Management
Office of Health Benefits**

March 18, 2011

Time Frames for Submitting Enrollment Actions

The timeframes recently changed for newly eligible employees to enroll and for submitting enrollment actions based on qualifying mid-year events (QMEs). Newly eligible employees now have a 30-day window to enroll, and there is a 60-day window to make QME changes.

Additional information for distribution to your agency's employees may be found on the DHRM Web site at <http://www.dhrm.virginia.gov/hbenefits/EligibilityGuidelines.pdf>.

BES File Names Change at the End of March

OHB plans to implement the following file name changes on March 31. New file names will appear in your HuRMan folder on April 1.

Current Drop Down List File Name	New Drop Down List File Name
• PM4175-CSV	• BES-Termination-CSV
• PM4175	• BES-Termination-Rpt
• PM4175-FBMC	• BES-Termination-FBMC
• PM4175-REP	• BES-Termination-Purged
• MONTHLY-ENROLLMENT-REP-DOC	• BES-Enrollment-Rpt-DOC
• MONTHLY-ENROLLMENT-RPT	• BES-Enrollment-Rpt
• Monthly-Enrollment-PSB	• BES-Enrollment-Rpt-PSB
• PM9641	• BES-Exception-Rpt