



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#12-02

To: Benefits Administrators
From: State and Local Health Benefits Programs
CC: All OHB
Date: April 19, 2012
Re: The Open Enrollment Process

The Open Enrollment Process

Open Enrollment permits changes in health care coverage and flexible reimbursement account (FRA) elections for the plan year that is in effect July 1, 2012 - June 30, 2013. Employees and non-Medicare eligible retiree group members may submit Open Enrollment election requests using EmployeeDirect or an enrollment form beginning May 1, 2012. The deadline for agencies to receive enrollment forms is by the close of business on May 25, 2012. EmployeeDirect is available through 11:59 p.m. on May 25.

Information on premiums and plan changes may be found in the Spotlight newsletter or on the DHRM website at www.dhrm.virginia.gov.

Employees Newly-Eligible or With a Qualifying Mid-Year Event Before July 1

Newly-eligible employees with coverage effective May 1 or June 1, and current employees with a qualifying mid-year event (QME) effective May 1 or June 1, may also make an Open Enrollment election for July 1. While the health care coverage election made on May 1 or June 1 may carry over to the next plan year if no further action is taken, the Flexible Reimbursement Account election ends on June 30. FRAs require an election each plan year.

Keying Enrollment Forms

All Open Enrollment requests submitted by enrollment form must be entered in BES using Reason Code 56 by 6:00 PM on May 31, 2012. Health care coverage elections are entered using PSB301, and FRA elections using PSB200. The Office of Health Benefits must key Open Enrollment elections for employees in Layoff Leave Codes 21, 22, 23, 24, or 25. Open Enrollment suspense records should not be deleted when another Open Enrollment request is received. The later request is keyed with Reason Code 56, and overlays the earlier one.

EmployeeDirect Open Enrollment Requests

Most Open Enrollment requests made in EmployeeDirect automatically create a July 1 suspense record in BES, while a request to add a dependent creates a BES pending record. If the request to add a dependent includes an FRA election, both requests will be on the pending record. PSBPEN is used to accept the pending record when the participant provides proof that the dependent qualifies. It may also be used to reject a pending record. All Open Enrollment pending records should be handled by July 1, 2012.

Using Reason Code 47 After Open Enrollment

Reason Code 47 may be used June 1 – June 30, 2012 to enter a valid Open Enrollment election. It may also be used to correct an agency's Open Enrollment error or to replace an Open Enrollment election deleted to enter a transaction with an earlier effective date.

Accessing Open Enrollment Reports

Open Enrollment Reports are posted in HuRMan in agency FTP folders on the following schedule:

- BES Turnaround documents are posted daily.
- The "Open-Enrollment-Rpt" will be available June 1 and identifies only employees who made Open Enrollment election changes.
- The "Projected-Monthly-Enrollment-Rpt" will be posted June 10 and identifies all employees and their July 1 projected elections.

If you need assistance accessing these reports in HuRMan, please send an email to the DHRM ITECH Help Desk at ihelp@dhrm.virginia.gov. Questions about content should be sent to ohb@dhrm.virginia.gov.

Providing Health Care Coverage and FRA Enrollment

Health plan administrators receive Open Enrollment elections beginning June 5, 2012. Health care coverage ID cards, FRA confirmation statements, and Medical FRA VISA[®] payment cards are mailed to home addresses prior to July 1.

The Department of Accounts receives Open Enrollment elections starting July 2, 2012 and CIPPS changes are reflected in the next paycheck.

In early August, OHB will post the Open Enrollment Activity Report for all agencies.