



TO: Agency Representatives

FROM: Miriam Martinez, PEBB Senior Systems Client Services Analyst

RE: PEBB Agency Update - System Changes

To continue with our goal to improve the system we have implemented the following system changes in PDB effective Monday February 9th, 2009:

ENROLLMENT MANAGEMENT - AGENCY MODULE

1. TERM ALL FUNCTION - EMPLOYMENT TERMINATION

The system will automatically terminate the employment when using the Term All function with the following QSCs:

- RESIGNATION/TERMINATION
- RETIREMENT

The system will terminate the employment automatically using the date that you entered in the "Actual Event Date" field.

For Example: A QSC is added in the "Term All" button for "Resignation/Termination" with an "Actual Event Date" of 2/15/09 and a "Coverage End Date" of 3/31/09. After saving the QSC, the system will automatically terminate the Active Employment that the current benefits are under using the "Actual Event Date" of 2/15/09.

NOTE: You must approve the termination and request the COBRA notice in the Termination Approval page.

2. FSA TERMINATION PROCESS - FINAL CHECK

The system will not take a contribution on the last check. The process will affect automatic termination (daily files) and manual termination when using the following QSCs and using the Term All function:

- RESIGNATION/TERMINATION
- RETIREMENT

Termination will be processed as follows:

OSPS- FSA coverage will terminate at the end of the month from the "Actual Event Date".

For Example: A QSC is added in the "Term All" button for "Retirement" with an "Actual Event Date" of 2/28/09 and a "Coverage End Date" of 3/31/09. After saving the QSC, the

system will terminate the FSA effective 2/28/09 and all other enrollment effective 3-31-2009.

OUS- FSA coverage will terminate at the end of the previous month from the "Actual Event Date".

For Example: A QSC is added in the "Term All" button for "Resignation/Termination" with an "Actual Event Date" of 2/4/09 and a "Coverage End Date" of 2/28/09. After saving the QSC, the system will terminate the FSA effective 1/31/09 and all other enrollments effective 2-28-2009.

NOTE: Please remember that FSA's are not to be taken from an Employees final paycheck. This is to comply with OAR 101-020-0060(6) and 101-020-0065(5).

If you have any items to include on our next agency update or have questions, please let us know at PDB.Administration@state.or.us.