

Open Enrollment 2022 and Administrator Procedures

DIOCESE OF SANTA ROSA

BENEFITS & HR

Agenda

- Open Enrollment Details for Benefit Administrators
- Who, What, When for Employees
- New Premium Rates
- Enrollment Signature Page - Where to Find It and Example
- *Reminders*

Open Enrollment Details for Benefits Administrators

- Open Enrollment for Plan Year 2022-2023 is from 12:00 am, May 6 to 11:59 pm, May 23
- Elections Made are Effective for the plan year July 1, 2022, through June 30, 2023
 - Cannot be changed after May 23 unless there's a qualifying life event (QLE)
- Rachael will send out open enrollment information to eligible employees (30+) on May 1st for an open date of May 06, 2022
 - Administrators to ensure eligible employees have a current email address in Myenroll360 by April 30, 2022
- *Look for tools and instructions on the Benefits webpage at www.srdiocese.org*
 - *The Reta Trust vs BAS (Benefits Allocation Services) = Myenroll360*
 - Communication templates
 - Key Dates / Checklist / FAQ's
- BAS Training Tuesday during May is on the Open Enrollment process
 - Help lines: Administrator 877-301-7382 & Employees 877-303-7382
 - Monitor participation via RETA BAS report Employee Open Enrollment Progress (EO Wizard)

Who, What, When for Employees

- **Who** will need to complete the online open enrollment?
 - *All eligible employees working 30+ hours per week* must complete online Open Enrollment, even if they are going to waive their benefits.
- **What** does the employee need to do?
 - Employees need to *log on to their personal RETA BAS account* using their own username and password. Administrators **MAY NOT** make the election for employees through the system.
 - **NEW employee premium/deduction** amounts and plan costs are outlined in RETA BAS and on the next slide.
 - If waiving coverage, Administrators are responsible for collecting proof of other coverage for their files. Cannot waive coverage to pursue coverage from Covered California plans.
 - “Enrollment Signature Statement” page can be printed from RETA BAS if proof of wage deduction is needed for your files.
- **When** does the employee need to do it?
 - Employees will receive an email on May 6, 2022, with a link to sign in.
 - Open enrollment will close on May 23, 2022 @ 11:59 pm.
- Current election/coverage will not rollover

New Health Rates – July 1, 2022 to June 30, 2023

		EMPLOYER PAYS FOR EMPLOYEE	Employee pays for employee	Employee pays for *covered dependents	TOTAL PAID BY EMPLOYEE PER MONTH	<u>Total Monthly Billing</u>
Blue Shield Basic Plan PPO 750	Employee	965.00	120.00	-	120.00	1,085.00
	Employee + 1 fam. member	965.00	120.00	865.00	985.00	1,950.00
	Employee + Family	965.00	120.00	945.00	1,065.00	2,030.00
Blue Shield Buy-up Plan PPO 500	Employee	965.00	170.00	-	170.00	1,135.00
	Employee + 1 fam. member	965.00	170.00	915.00	1,085.00	2,050.00
	Employee + Family	965.00	170.00	1,005.00	1,175.00	2,140.00
Kaiser KA DEPO 500	Employee	905.00	80.00	-	80.00	985.00
	Employee + 1 fam. member	905.00	80.00	790.00	870.00	1,775.00
	Employee + Family	905.00	80.00	895.00	975.00	1,880.00
Blue Shield Buy-up or Kaiser	Priest	1,135.00	-	-	-	1,135.00

Where to find the **Enrollment Signature Page**

Chancery Office
0011867-0005-000

User: Employee

Menus Favorites **Enroll** Details

Enrollment Wizard
Mid Year Life Event Change
Enrollment Statement
Enrolled Benefits
Enrolled Benefits History
Enrollment Summary
Enrollment Signatures
Sep/Divorced Edit
Not Known Edit

Rachael N. de la O
Status
MyEnroll ID
Soc. Sec. No.
Date of Birth
Gender
Account
Location/Div.
Benefits Class
Marital Status
Client ID
Sep/Divorced Edit
Not Known Edit

Contact Info Employment Dependents ACA Tax Forms
Dependents Verification

Quick Links

Add Employee Terminate Employee Transfer Employee
Manage Pending Life Event Billing Reports
RBC Decision Tool Manage Administrators COBRA/COVID
Reta Documents
COBRA Qualifying Event Reason Manager
Reta Benefits Center Decision Tool
Submit Life Event Library

Timestamped Signature by Username

Employee Information

NAME Doe, John
 NUMBER 11234567
 LOCATION St. Joseph School - 001867-0146-000

Signed By: Doe, John #1222058 Signed On: Friday, March 12, 2021 @ 11:29:24 AM

Summary & Signature

The following is a list of your elections. If you need to modify an election, you may click on the Benefit Plan link to the right.

Your Current Elections

BENEFIT PLAN	BENEFIT LEVEL	CORE/OPTIONAL BENEFIT	YOUR MONTHLY COST	EFFECTIVE DATE
Kaiser DEPO	Single	Optional	\$60.00	04/01/2021
Dental Plan #2A/ortho	Single	Optional	\$0.00	04/01/2021
Waive VSP Vision	Single	Optional	\$0.00	04/01/2021

Please read this entire page and choose the appropriate button located below.

I hereby acknowledge that I have read and understand the informational materials provided by my employer explaining my available benefits and the enrollment process.

I acknowledge that the benefit elections confirmed by me, are irrevocable and may not be changed until the next plan year unless I experience a Qualified Life Event and follow the procedures as described in the informational materials for making such a change. I am also aware changes to monthly employee contributions for health care premiums occur July 1st of every year. By choosing the "Accept" button below, I authorize that required contributions be made, through payroll deduction, for the benefits that I elected and confirmed by me, and such authorization is voluntary.

If you have chosen to OPT OUT OF HEALTHCARE COVERAGE, by choosing the "Accept" button I attest that I have adequate medical coverage that meets the essential minimum requirement by law and will provide proof to the site administrator upon request. I also understand that I may not pursue coverage through Covered California at any time while eligible for health benefits.

NEW Premium(s)

Legal Clause

EXAMPLE: Enrollment Signature Page

Health Benefit Reminders

- Blue Shield (BS) participants will receive a new card in the mail every year
- Covid testing is free
- CVS Caremark networks include all major retail and some independent pharmacies
- Wellness Plans
 - BS – Wellvolution
 - Kaiser – Wellness tools and resources

Other Benefit Reminders

- Retirement Plan – One America (a company of AUL)
 - 401(a) Employer Contribution – One-year waiting period
 - Employee volunteer plans – no waiting period. Must complete a paper form
 - 403(b) Traditional – Employee pre-tax payroll deferrals
 - 403(b) ROTH – Employee post-tax payroll deferrals
 - Loans – 403(b) traditional employee contributions only
 - Benefits Administrators at sites add new eligible employees to the system
- Employees create login access – www.oneamerica.com
 - Enter beneficiary (no paper form available)
 - Options to manage investments
 - Investments tips
- Life Insurance – Sun Life Assurance of Canada
 - Must complete a Beneficiary paper form and submit a copy to Benefits Office

Other Benefit Reminders – continuation...

- Frozen Pension Plan (6/30/2014)
 - Update Beneficiary Designation? - Paper Form
 - Need Pension Statement? – ask Rachael
- Benefits Information and forms at www.SRDiocese.org
 - *Offices* tab
 - *Administration*
 - Links: *Lay Employee Benefits*

LEAF - Reminder

- None needed for Open Enrollment changes
- Download the most up-to-date versions of the forms from the Diocesan website
- Follow the instructions and include attachments where indicated. Obtain required signatures for authorization (priest or principal)
- Send to Benefits Office: confidential fax # 707-566-3381
- Submit MOU to Benefits Office if applicable