

Anthony Price

From: Valerie Gausemeier
Sent: Monday, March 02, 2015 11:06 AM
To: Anthony Price
Subject: FW: CTXEBC - Substitutes/Part-Time EE's & TRS Medical in the HUB
Attachments: TRS ActiveCare Medical - Substitutes and Part-Time Employees_V1-1.pdf

Mr. Price,
Please add this information to the next board meeting.
Thank you,
Valerie

From: Valerie Gausemeier
Sent: Thursday, January 29, 2015 9:39 AM
To: Anthony Price; JoAnne Sharp (jsharp@rlisd.org)
Subject: FW: CTXEBC - Substitutes/Part-Time EE's & TRS Medical in the HUB

Good Morning,
The attached information is about benefits offered to substitutes and part-time employees. This is a result of the Affordable Care Act. I spoke with Mr. Price regarding decisions to be made on page 4 of the attachment and he asked that it be presented to the board. Basically who is eligible and for what benefits they are eligible for. Also, will the district contribute the \$225 toward health insurance. The attachment probably isn't very helpful to the board because it deals with how to input these employees into the system but someone will need to decide how the district wants to proceed.

Thank you,
Valerie

From: Kelsey Beesley [mailto:kelseyb@fbsbenefits.com]
Sent: Monday, November 17, 2014 3:23 PM
To: 'brenda.lenart@abbottisd.org'; 'cheryl.snipes@aquillaisd.net'; 'deeann.bellinger@blumisd.net'; 'sherry.lopez@buckholtsisd.net'; 'pam.frazier@covingtonisd.org'; 'sally.gregory@dewisd.org'; 'carmenmoore137@hotmail.com'; 'jmuhl@hallsburg-isd.net'; 'kalexander@hamiltonisd.org'; 'kelrod@hico-isd.net'; 'ksklar@hico-isd.net'; 'sarnold@hollandisd.org'; 'matt.dossey@jonesboroisd.net'; 's.lilljedahl@jonesboroisd.net'; 'karen.willenborg@maloneisd.org'; 'dholder@martisd.org'; 'rgraves@martisd.org'; 'jedwards@meridianisd.org'; 'susan_goodwin@moodyisd.org'; 'kristi.hawkins@mtcalmisd.org'; 'phickey@mullinisd.net'; 'sjester@mullinisd.net'; 'jdaughtrey@mullinisd.net'; 'kalinda.westbrook@oglesbyisd.net'; 'teresa.moreno@orendaeducation.org'; 'MCONNALLY@PRIDDYISD.NET'; 'tpetrich@rieselisd.org'; Valerie Gausemeier; 'brenda.byrom@vmisd.net'; 'sara.martinez@vmisd.net'; 'shelley.thornton@westphaliaisd.org'; 'sherry.shivers@worthamisd.org'
Cc: Kim Graham; Randy Oehrlein (randyoehrlein@legendequities.com); 'james@cbg-online.com'; 'Don Crook' (doncrook@legendequities.com)
Subject: CTXEBC - Substitutes/Part-Time EE's & TRS Medical in the HUB

Hi Everyone,

I hope you're doing well! Attached is a document describing the information we need from you regarding Substitutes/Part-time employees and their TRS medical coverage in the HUB. On page 4 you will find a list of questions that I need you to fill out and send back to me at your earliest convenience. Adjustments will be required for these

employees but THE*benefits*HUB implementation team will be able to determine the best implementation process depending on the factors you list on this document.

If you have questions regarding eligibility for Substitutes/Part-Time Employees please refer to page 12 of the TRS Admin Guide for more information.

Give me a call if you have questions.

Thanks,

Kelsey Beesley

Kelsey Beesley
Account Executive

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**TRS ActiveCare
Medical Coverage**

Substitutes and Part Time Employees

Version 1.1

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Introduction

TRS ActiveCare Medical allows Substitutes and Part Time employees to have medical coverage. You can refer to page twelve of the TRS Administrative Guide for more information regarding their enrollment. Some adjustments will be required for these employees, but **THEbenefitsHUB** Implementation Technicians will determine the best method to implement these adjustments by considering the needs of the company along with the factors listed below.

Entering these Employees into the system

The following fields could be affected and will need to be answered appropriately based on how your company is configured. Your Account Representative will provide you with the necessary details to properly apply these values to Substitutes and Part-Time employees:

- ▶ Additional Information – ‘Pooled/Split’
- ▶ Hours Worked
- ▶ Classification
- ▶ Division
- ▶ Salary Type

Rate Structure

This is determined by your company and you will provide the rates either to your broker or Account Representative.

Eligibility

This is determined by your company and you will provide these criteria either to your broker or Account Representative.

- ▶ Hours Worked
- ▶ Classification
- ▶ Division
- ▶ Salary Type

Please Note: The companies utilizing the Auto Import Feature will be required to have payroll ID numbers for these employees.

Custom Payroll Files

Please notify your Broker or Account Representative if you wish to exclude these elections from your payroll file or require other modifications.

Standard Payroll Reports (Skyward, TxEIS (RSCCC))

If you are running the standard reports out of the **THEbenefitsHUB**, the ability for including/excluding Substitute and Part-time elections on your payroll report may be affected with the system adjustments to your company.

Carrier Files

THEbenefitsHUB will transmit these employees to WellSystems for processing on the weekly file and WellSystems will send them to Aetna, Caremark and the HMOs.

Required Information for Implementation

Please complete the following information and submit to your Broker/Account Representative for implementation.

Information Needed	Notes/Comments
Rate Structure	
Who is/is not eligible: <ul style="list-style-type: none"> ▶ Hours ▶ Classification ▶ Part/Full Time ▶ Division ▶ Pay Frequency Please describe how the eligibility works for your company in detail.	
What other benefits could be affected by the eligibility criteria you mentioned above? (For example: Could the employee now be eligible for Basic Life)	
How many Employees could this affect for medical? <ul style="list-style-type: none"> ▶ How many employees could be at a pooled/split status? (This will help determine shared medical implementation.) ▶ How many employees could have mixed eligibility? (For example: A full time employee married to a Substitute or Part-time employee) 	
Custom Payroll Files <ul style="list-style-type: none"> ▶ Do we need to make changes to the current format to accommodate these elections? If yes, please list changes: 	
Standard Payroll Reports <ul style="list-style-type: none"> ▶ If you run the standard payroll file in THE<i>benefits</i>HUB, do you need the ability to exclude Substitute/Part-time employees from the file? Your answer determines how the Implementation Technician builds plans for your company. 	