

## Billing

Agency Benefits Coordinator  
Virtual Training



Presented By:  
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Billing Manager







1

## Direct Billing

### What is it & How Does it Work?

- ❑ An employee on a leave of absence who is not covered under FMLA is responsible for the full 100% premium rate. Once an employee has been on a leave of absence without pay for one full calendar month, he or she should be enrolled in direct bill effective the first of the month following no pay.
- ❑ For an employee to be enrolled in direct bill or suspend benefits, a leave of absence form must be submitted to Benefits Administration for processing.
- ❑ Benefits Administration bills directly for medical, dental and vision.
- ❑ When an employee has suspended benefits while on a leave of absence, re-enrollment is not automatic.

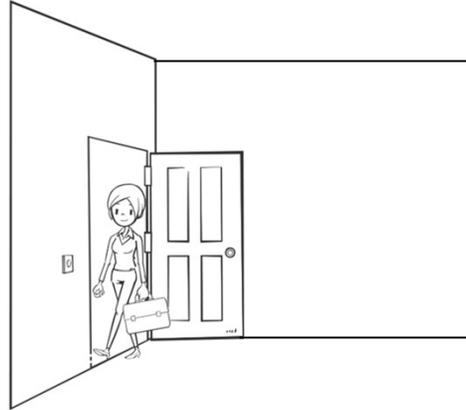




2

## Direct Bill: Leave of Absence

- ❑ A state employee on FMLA without pay shall continue to receive state support. Once an employee has been on FMLA without pay for one full calendar month, they should be enrolled in direct bill effective the first of month following no pay.



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3

## Direct Bill: Tips

- ❑ No action keyed in job data will place an employee on direct bill or suspend benefits.
- ❑ An employee's signature is **not** required to enroll in direct bill.
- ❑ An employee's signature **is** required to suspend benefits.
- ❑ Benefits Administration does not retro suspend benefits or enroll in 100% direct bill.



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## Direct Bill: Workers Comp

- State employees who are injured on the job and receiving **Temporary Total Disability** payments for any given month will be added to workers comp billing for the first of the following month.
- The employee will only be billed directly for any voluntary products they were enrolled in at the time of injury (dental, vision, etc.)



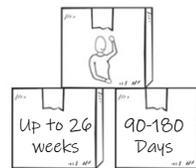
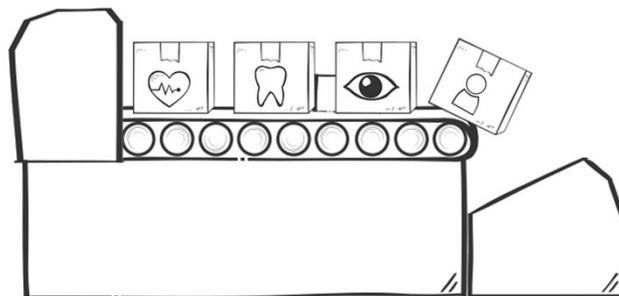
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5

## Direct Bill: Products Impacted

Benefits Administration bills directly for:

- |                                  |                                     |  |   |
|----------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Vision     | <input type="checkbox"/> Short term disability | <input type="checkbox"/> Voluntary accidental death and dismemberment |
| <input type="checkbox"/> Dental  | <input type="checkbox"/> Basic life | <input type="checkbox"/> Long term disability  |   |

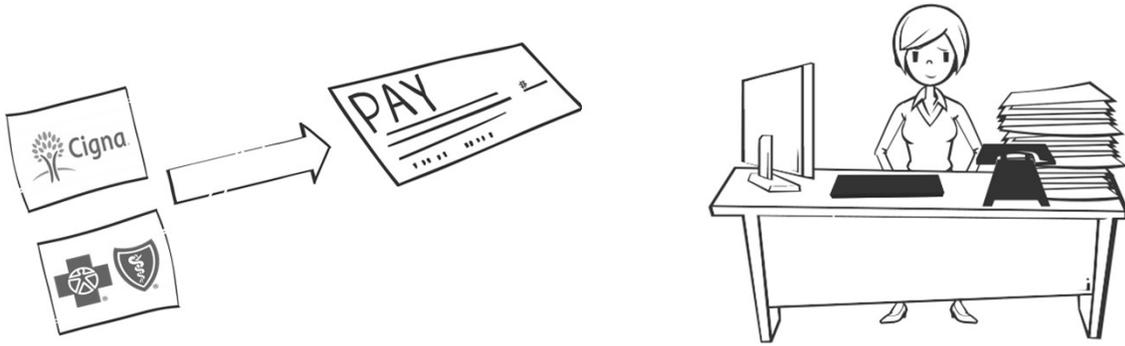


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## Direct Bill: Products Impacted

Voluntary Term life and Unum Universal Life are billed directly by the vendors.



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7

## Direct Bill: Date Information

- ❑ The direct billing process runs once a month on or around the 5<sup>th</sup> for the upcoming month's premiums.
- ❑ Premiums are due the last day of the month for the upcoming month's coverage.



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8

# Payroll Calendar

2020		JULY						2020		JULY						2020											
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
Jun 28	Jun 29	Jun 30	1 BA-INS BLACKOUT JOB DATA PY Lead INS Retros INS FINAL CALC INS CONFIRM 8 AM BA RUNS Group Bill Interface to FIN after confirm BA RETRO CALC BLACK OUT	2 OBF begins Group Bill recon 15 Cs to PY	3 HOLIDAY Independence Day	4 Run 834 files Snap Date First day of August	12	13	14	15 RET BLACKOUT JOB DATA Final Calc and Confirm RET Bam Load RET Retros 15 Cs to PY BA RETRO CALC BLACK OUT	16 Run 2nd INS Calc (4 am)	17 Run 834 files Snap Date First day of August	18	19	20	21 Run Invalid Retros Query for TN	22 DoHR/BA CUTOFF DAY Lockout 4:30PM TN One Deds to PY by 4:30	23 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect 15 Cs to PY TN retros completed by 2 pm	24 Final Calc & Confirm Day Final Calc Confirm Concord confirm PY Run 3rd INS Calc (4am)	25 Run 834 files Snap Date First day of August	26	27	28	29 Off-Cycle One-Deds to PY by 4:30 RUN Invalid Retros Query for INS	30 INS One Deds to PY by 4:30 Send up create payheets 15 Cs to PY	31 PAYDAY NO UPDATES TO JOB DATA (STATE) Confirm Off-Cycle INS LOCK OUT (3:45am) INS Calc ALL (4am) INS Retros Completed by 4:30	Aug 01
5	6 Run Invalid Retros Query for TN PY receives UNJMML files and begin data entry Ben Billing FINAL CALC BA runs Individual Bill Interface to Edison FIN upon completion of Final Calc BA RETRO CALC	7 DoHR/BA CUTOFF DAY Lockout 4:30PM TN One Deds to PY by 4:30 OBF begins Individual Bill recon	8 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect TN retros completed by 2 pm Final Calc Confirm 15 Cs to PY	9 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect Final Calc Confirm 15 Cs to PY	10 TENTATIVE - End Unum/Min Life Run 1st RET Calc (2am) Run 1st INS Calc (4 am)	11 Run 834 files Snap Date First day of August	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Aug 01
12	13 Off-Cycle One-Deds to Payroll by 4:30 BA RETRO CALC	14 Run invalid retro for RET RET One Deds to PY by 4:30 BA RETRO CALC	15 PAYDAY NO UPDATES TO JOB DATA (STATE) Confirm Off-Cycle RET Calc ALL (2am) RET Retros Completed by 4:30 BA RETRO CALC BLACK OUT	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Aug 01							

NOTE: Please note the short Off-Cycle processing periods.



9

# Important Dates - Higher Ed

The agency's bill is confirmed on the first working day of the month.

2020		JULY						2020												
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday												
Jun 28	Jun 29	Jun 30	1 BA-INS BLACKOUT JOB DATA PY Lead INS Retros INS FINAL CALC INS CONFIRM 8 AM BA RUNS Group Bill Interface to FIN after confirm BA RETRO CALC BLACK OUT	2 OBF begins Group Bill recon 15 Cs to PY	3 HOLIDAY Independence Day	4 Run 834 files Snap Date First day of August	5	6 Run Invalid Retros Query for TN PY receives UNJMML files and begin data entry Ben Billing FINAL CALC BA runs Individual Bill Interface to Edison FIN upon completion of Final Calc BA RETRO CALC	7 DoHR/BA CUTOFF DAY Lockout 4:30PM TN One Deds to PY by 4:30 OBF begins Individual Bill recon	8 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect TN retros completed by 2 pm Final Calc Confirm 15 Cs to PY	9 Final Calc & Confirm Day Final Calc Confirm Concord confirm PY Run 3rd INS Calc (4am)	10 TENTATIVE - End Unum/Min Life Run 1st RET Calc (2am) Run 1st INS Calc (4 am)	11 Run 834 files Snap Date First day of August	12	13 Off-Cycle One-Deds to Payroll by 4:30 BA RETRO CALC	14 Run invalid retro for RET RET One Deds to PY by 4:30 BA RETRO CALC	15 PAYDAY NO UPDATES TO JOB DATA (STATE) Confirm Off-Cycle RET Calc ALL (2am) RET Retros Completed by 4:30 BA RETRO CALC BLACK OUT	16	17	18

NOTE: Please note the short Off-Cycle processing periods.



10

# Important Dates - Higher Ed

The agency bill is available to be pulled from Edison on the second working day of the month.

2020		JULY					2020
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Jun 28	Jun 29	Jun 30	1 BA-NS BLACKOUT JOB DATA PY Load INS Retros INS FINAL CALC INS CONFIRM @ AM BA RUNS Group Bill Interface to FIN after confirm BA RETRO CALC BLACK OUT	2 DBF begins Group Bill recon 15 C's to PY	3 HOLIDAY Independence Day	4 Run 834 files Snap Date: First day of August	
5	6 Run Invalid Retros Query for TN PY receives UNJMML files and begin data entry Ben Billing FINAL CALC BA runs Individual Bill Interface to Edison FIN upon completion of Final Calc BA RETRO CALC	7 DoHR/BA CUTOFF DAY Lockout 4:30PM TN One Deds to PY by 4:30 CBF begins Individual Bill recon BA RETRO CALC	8 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect TN retros completed by 2 pm BA RETRO CALC BLACK OUT	9 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect Final Calc Confirm 15 C's to PY BA RETRO CALC BLACK OUT	10 TENTATIVE - End Unum/Min Life Run 1st RET Calc (2am) Run 1st INS Calc (4 am) BA RETRO CALC	11 Run 834 files Snap Date: First day of August	
12	13 Off-Cycle One-Deds to Payroll by 4:30 BA RETRO CALC	14 Run invalid retro for RET RET One Deds to PY by 4:30 BA RETRO CALC	15 PAYDAY NO UPDATES TO JOB DATA (STATE) Confirm Off-Cycle RET Calc ALL (2am) RET Retros Completed by 4:30 BA RETRO CALC BLACK OUT	16	17	18	

NOTE: Please note the short Off-Cycle processing periods.



11

# Higher Ed - Difference Between Premiums Due/Collections Applied Reports

Premiums Due - Anticipated Bill

Collections Applied - Confirmed Bill



12

# Important Dates - Higher Ed

Premiums Due Report:

- This is what BA anticipates billing an agency for the upcoming month.

2020		JULY					2020
Sunday Jun 28	Monday Jun 29	Tuesday Jun 30	Wednesday 1	Thursday 2	Friday 3	Saturday 4	
			No changes in "Job Data" in Edison	LELGHED Collections Applied report can be run for July coverage - Use 20NP0630 for Payrun ID	HOLIDAY Independence Day		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
	LELGHED -Premiums Due report can be run for August coverage - Use 20NP0731 for Payrun ID			Noon cutoff for enrollment paperwork with August effective dates - Central State agencies			
19	20	21	22	23	24	25	
	LELGHED -Premiums Due report can be run for August coverage - Use 20NP0731 for Payrun ID				Noon cutoff for enrollment paperwork with August effective dates - LELGHED agencies		
26	27	28	29	30	31	Aug 01	
	LELGHED -Premiums Due report can be run for August coverage - Use 20NP0731 for Payrun ID						



13

# Payroll Calendar - Important Dates

Collections Applied Report:

- This is the confirmed bill.

2020		JULY					2020
Sunday Jun 28	Monday Jun 29	Tuesday Jun 30	Wednesday 1	Thursday 2	Friday 3	Saturday 4	
			No changes in "Job Data" in Edison	LELGHED Collections Applied report can be run for July coverage - Use 20NP0630 for Payrun ID	HOLIDAY Independence Day		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
	LELGHED -Premiums Due report can be run for August coverage - Use 20NP0731 for Payrun ID			Noon cutoff for enrollment paperwork with August effective dates - Central State agencies			
19	20	21	22	23	24	25	
	LELGHED -Premiums Due report can be run for August coverage - Use 20NP0731 for Payrun ID				Noon cutoff for enrollment paperwork with August effective dates - LELGHED agencies		
26	27	28	29	30	31	Aug 01	
	LELGHED -Premiums Due report can be run for August coverage - Use 20NP0731 for Payrun ID						



14

## Benefits Termination Date (State Only)

- Benefits terminate the last day of the month in which an employee terminates employment.
- If a State employee's termination is entered after the end of the month payroll confirms it and medical premiums have been deducted from the employee's upcoming check, the employee's benefits will be extended through the month in which premiums have been paid.



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15

## Benefits Termination Date (Higher Ed Only)

- Benefits terminate the end of the month after the employee leaves.
- The actual termination date should be entered as the termination date in Edison.



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16

