HRIS – Human Resources Information Solution

RESOURCE GUIDE:

Agency Benefit View
Dependent HealthPlans

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Introduction

Welcome to the Agency Benefit Liaison Training lessons. Benefits Services Division is hoping this guide will provide agencies the tools to help manage the health plans for all their employee's dependents.

Dependent Profile

Ensuring that the date on the employee profile in HRIS is critical to ensure benefits will process accurately for employees. Here are the key data elements that you need to be aware of.

In order to view the Dependent profile (HR13), please complete the following steps:

	HRIS Field	R/O	Step/Action	Expected Results	Notes/ Additional Information
1	**Search Box**	R	Type **HR13** in the Search Box. Press Enter on Keyboard	The Dependent (HR13) Form will open.	
2	**Company Field**	R	Enter Company '**1**'.		All forms/actions must contain a 1 in the Company Field.
3	**Employee Field**	R	Type the Employee's **EIN**.	The Employee's name will appear next to the field after moving to the next field.	You must enter the correct EIN.
4	**Dependent**	R	Select **Dependent ID**		
5.	**Inquire**	R	Click **Inquire**	The dependent data will display.	

Once the HR13 is open, review the tabs on the form to ensure the critical information is accurate.

Here are the key data elements that you need to be aware of.

Main Tab
- Status
  - Active: denotes if employee can add dependent to benefit plan. If dependent is active, employee will be allowed to enroll into benefit plans in Y.E.S.
  - Inactive: denotes that dependent is no longer eligible for benefit plans. Employees will not be able to enroll into benefit plans in Y.E.S.
- Hire Date
  - Social Security number is an important identifier for many of the medical vendors. If an employee has a social security number for dependent, please help ensure this is accurate.
- Consent
  - This field is not used by State of Arizona.

Address Tab
- Address
  - If a dependent has a different then an employee they should contact vendor (e.g Cigna, Aetna) directly. Please see BSD website for contact information: https://benefitoptions.az.gov/contacts

Benefit Analysis Tab
- Spouse or Dependent
  - Denotes if dependent is spouse or child
- Birthdate
  - Critical field for medical vendors. Please ensure this is accurate with employee.
- Disabled
  - If employee's spouse or child is disabled, the field will be marked to Yes. BSD will only accept disability approvals from medical vendor.
  - If this field is marked Yes, dependent will automatically stay enrolled into benefit plans.

Coverage Tab

- <u>None of this data is used or tracked.</u>

Benefit Link: Click on Benefit Link to be directed to HR13.2 to review Benefit coverage. This form will list benefit plans that the dependent has been enrolled into. Click Page Up and Page Down on your keyboard to navigate through the transactions.

If you find any errors or discrepancies with the data, please contact Benefits Services Division - Member Services at 602-542-5008 or benefitsissues@azdoa.gov.

Dependent Benefit Enrollment

Employees can enroll into dependents into ADOA benefit plans during specific times of the year. These enrollment periods are defined below.

- New Hire Enrollment
    - New State Employees can utilize Your Employee Services (YES) application to enroll their dependents in their selected Benefit Options.
    - These employees can access YES by going to the HRIS website at http://yes.az.gov and clicking on the Login button.
    - Once successfully logged into YES, click Benefits then Dependents to add the dependent profile.
    - Then, click on New Hire Enrollment to begin enrollment process.

- Open Enrollment
    - Existing employees will have the opportunity to make changes to their dependent's health plans during the annual enrollment period.
    - Employees can add or remove dependents at this time without having a divorce or proof of other coverage.

- Qualifying Life Event
    - If one of your employees experiences any qualifying life event (e.g. birth, divorce, marriage, etc.), please complete the following steps:
        - Gather: All required documentation as listed on the *Qualified Life Event and Mid-Year Changes Chart*
        - Fill out: *Declaration for Change Form*
        - Fill out: *Employee Benefits Enrollment Form*
        - Deadline: Submit both forms WITH required documentation within 31 days of the QLE.
    - Submit to Benefits Services Division by Email: benefitsissues@azdoa.gov or FAX: 602-542-4744

Note: Any missing information or supporting documents will delay processing.

Dependent Benefit Eligibility

Dependents
The following dependents may be added to employee benefit plans:

- A legal spouse

- A child defined as:

  a) natural child, adopted child, stepchild, foster child, a child whom there is court-ordered guardianship or a child with a court order pending adoption who is younger than age 26.

  b) child who is disabled and continues to be disabled as defined by 42 U.S.C. 1382c before the age of 26. BSD must receive documentation from medical vendor.

If an employee has a qualified dependent that is not currently enrolled in the benefit plan, he or she may be added during a future Open Enrollment period if eligibility requirements are met.

Dependents not enrolled during Open Enrollment cannot be added until the next Open Enrollment unless there is a Qualified Life Event (QLE). You have 31 days from the date of the QLE to change your enrollment through BSD. The change must be consistent with the event.

Qualified Medical Child Support Order (QMCSO)
You may not terminate coverage for a dependent covered by a QMCSO.

Dependent Documentation Requirements
Proper documentation may be required after enrollment of a dependent if:

- Dependent child is approaching age 26 and has a disability. Application for continuation of dependent status must be made to medical network within 31 days of the child's 26th birthday.

- Enrolling a dependent whose last name is different from employee, the dependent's coverage will not be processed until supporting documentation such as a marriage license for a spouse, or a birth certificate or court order for a dependent, is provided to the ADOA Benefit Services Division.

- Employees are required to provide Social Security Numbers (SSN) for all dependents enrolled in the Benefit Options medical plans. This requirement is in accordance with the Mandatory Insurer Reporting Law (Section 111 of Public Law 110-173) which was effective January 1, 2009.

Dependent Benefit Plans
The following information will assist in understanding employee benefit plans

How to review dependent benefit enrollment as of a specific date?
If an agency wants to review if a dependent is enrolled into benefit plan, use the Employee Benefit Changes (BN32) form.

	HRIS Field	R/O	Step/Action	Expected Results	Notes/ Additional Information
1	**Search Box**	R	Type **BN32.1** in the Search Box.	The Employee Benefit Changes (BN32.1) form will open.	
2	**Company Field**	R	Type **1** in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
4	**Employee Field**	R	Type or select from the drop-down menu the EIN for the record to review.		
3	**As of Date Field**	O	Type the **Date** for which you want to display the employee's benefits.		If you leave this field blank, the system date will default.

BN32.1 displays all benefits with a start date greater than or equal to this date. |
| 5 | **Inquire Button** | R | Click **Inquire** | You should get the message "Inquiry Complete" in the lower left corner. | |
| 6 | **Information area** | N/A | This area of the form will display employee benefit summary for the defined date. | | All benefit plans that employee is enrolled into will display. If a dependent is enrolled into a plan, there will be a DEP button with an asterisk symbol

Dep*

Click the Dep button and you will be directed to HR13.3 |

	HRIS Field	R/O	Step/Action	Expected Results	Notes/ Additional Information
7	Dependent Benefits	N/A	The information will display.		Once the HR13.3 is Open, a listing of active dependents will appear. If there is an * in a row next to dependent name, this denotes that the dependent in enrolled into benefit plan. Enrolled
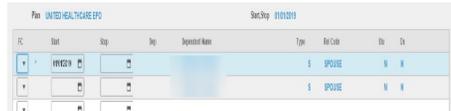
How to review a listing of all dependents enrolled into benefit plans using Drill Around

1. Enter EIN in any form that has an Employee field.

2. Right click on click Drill Around

3. Click Current Benefit folder

4. Click on Benefit Plan

5. Click on Dependent Benefits