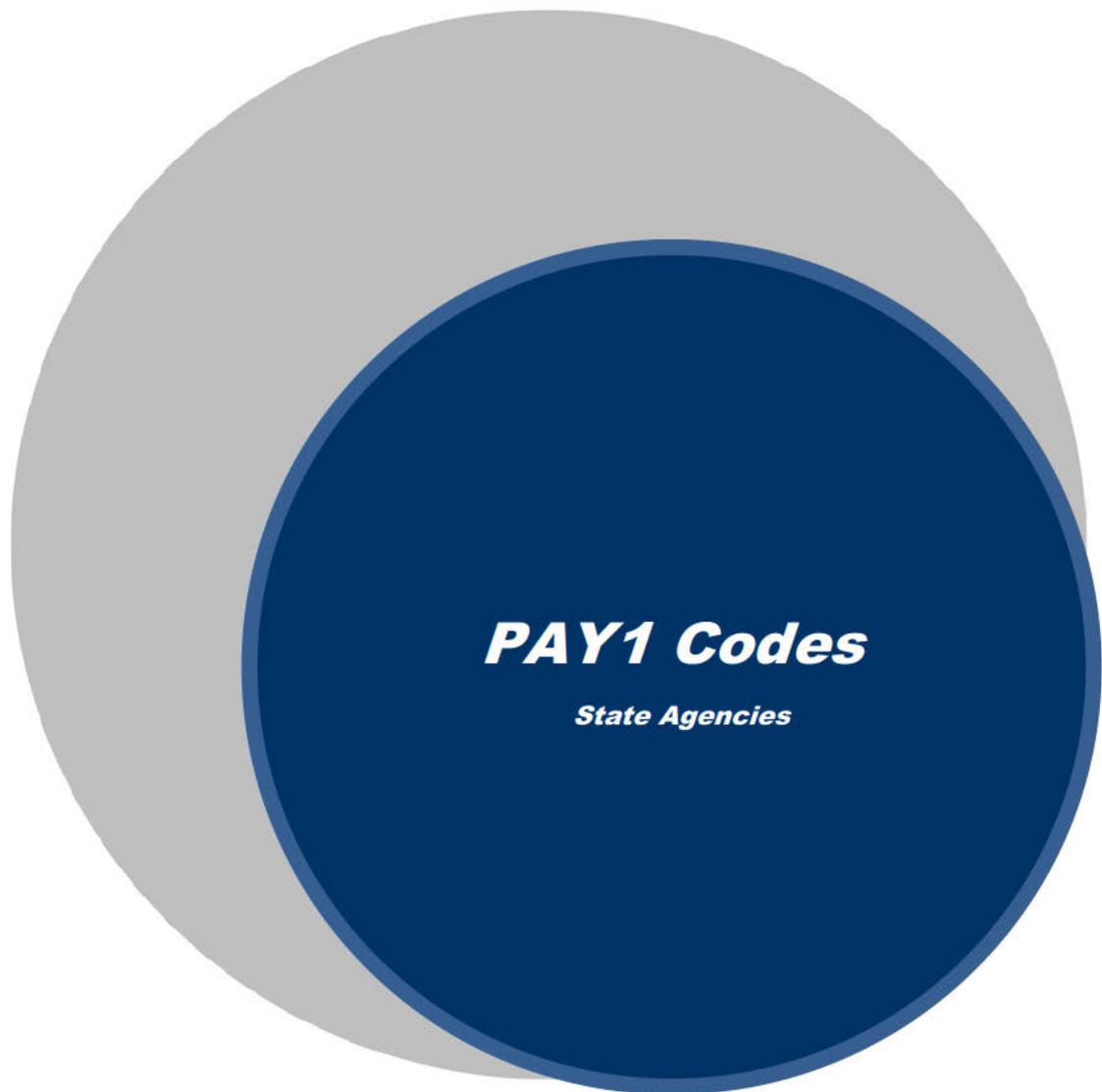


Appendix I



PAY1 Codes

State Agencies

Reason Codes Chart

Agency Enrollment Reasons:

Reason Code:	Enrollment Reason:	Available for Screen:
01	Newly eligible member	A.41; A.43
03	Retiree rehire	A.41
04	Return from layoff	A.41
05	Return from LWOP	A.41
06	Reinstatement	A.43
07	State-Registered Domestic Partnership	A.43
08	Marriage	A.43
10	Return from waive/defer	A.41; A.43; A.44 <i>(HCA only, except during annual open enrollment)</i>
49	Not Elected	A.43

Agency Termination Reasons:

Reason Code:	Termination Reason:	Screen Availability:
31	Employment ending/ineligible position	A.41
32	Termination—gross misconduct	A.41
33	Approved LWOP	A.41
34	Layoff	A.41
35	Death	A.41, A.43
36	Retirement	A.41
37	Employer group left	A.41 <i>(HCA only)</i>
38	Applying for disability retirement	A.41
39	Voluntary termination of coverage	A.41, A.43 <i>(HCA only)</i>
40	Employee Waives/Dependent Voluntarily Terms	A.43, A.44
41	Dependent Loses Eligibility	A.43
42	Divorce/dissolution	A.41, A.43
44	Defer retiree coverage	A.41, A.43 <i>(HCA only)</i>
46	Non-payment	A.41 <i>(HCA only)</i>
47	Self-pay end date reached	A.41 <i>(HCA only)</i>
48	Defer due to Medicare/Medicaid	A.41, A.43 <i>(HCA only)</i>
49	Not Elected <i>(Medical Only groups)</i>	A.44
50	Faculty/seasonal between eligibility	A.41
51	USERRA or Educational Leave	A.41
52	Change of eligibility type	A.41 <i>(HCA only)</i>
53	Reversion not due to layoff	A.41
54	Termination for dual coverage	A.43 <i>(HCA only)</i>

Appendix II



Statements and Reports

State Agencies

Sample: Proof of Loss

H.C.A.	CERTIFICATE OF CREDITABLE COVERAGE May 22, 2008																		
	WASHINGTON STATE HEALTH CARE AUTHORITY [Redacted]																		
John Doe [Redacted]																			
<p>IMPORTANT: This certificate provides evidence of your prior health coverage. You may need to furnish this certificate if you become eligible under a group health plan that excludes coverage for certain medical conditions that you have before you enroll. This certificate may need to be provided if medical advice, diagnosis, care, or treatment was recommended or received for the condition within the six-month period prior to your enrollment in the new plan. If you become covered under another group health plan, check with the plan administrator to see if you need to provide this certificate. You may also need this certificate to buy, for yourself or your family, an insurance policy that does not exclude coverage for medical conditions that are present before you enroll. The individual(s) listed below have had PEBB medical insurance coverage for the following periods of time:</p>																			
<table border="1"><thead><tr><th><u>NAME</u></th><th><u>SOCIAL SECURITY</u></th><th><u>BIRTHDATE</u></th><th><u>RELATIONSHIP</u></th><th><u>BEGIN DATE</u></th><th><u>END DATE</u></th></tr></thead><tbody><tr><td>John Doe</td><td>[Redacted]</td><td>10-11-1955</td><td>Subscriber</td><td>05-01-2003</td><td>05-30-2008</td></tr><tr><td>Jane Doe</td><td>[Redacted]</td><td>09-13-1950</td><td>Spouse</td><td>05-01-2003</td><td>05-30-2008</td></tr></tbody></table>		<u>NAME</u>	<u>SOCIAL SECURITY</u>	<u>BIRTHDATE</u>	<u>RELATIONSHIP</u>	<u>BEGIN DATE</u>	<u>END DATE</u>	John Doe	[Redacted]	10-11-1955	Subscriber	05-01-2003	05-30-2008	Jane Doe	[Redacted]	09-13-1950	Spouse	05-01-2003	05-30-2008
<u>NAME</u>	<u>SOCIAL SECURITY</u>	<u>BIRTHDATE</u>	<u>RELATIONSHIP</u>	<u>BEGIN DATE</u>	<u>END DATE</u>														
John Doe	[Redacted]	10-11-1955	Subscriber	05-01-2003	05-30-2008														
Jane Doe	[Redacted]	09-13-1950	Spouse	05-01-2003	05-30-2008														
<p>Please review this document for accuracy. If you have questions, please call the Health Care Authority at [Redacted] or toll-free at 1-800-200-1004.</p>																			
HCA 50-609 (5/97)																			

Sample: Statement of Insurance

An employee may print Statement of Insurance (SOI) at any time through [My Account](#).

Sample: Automatic Terminations Report

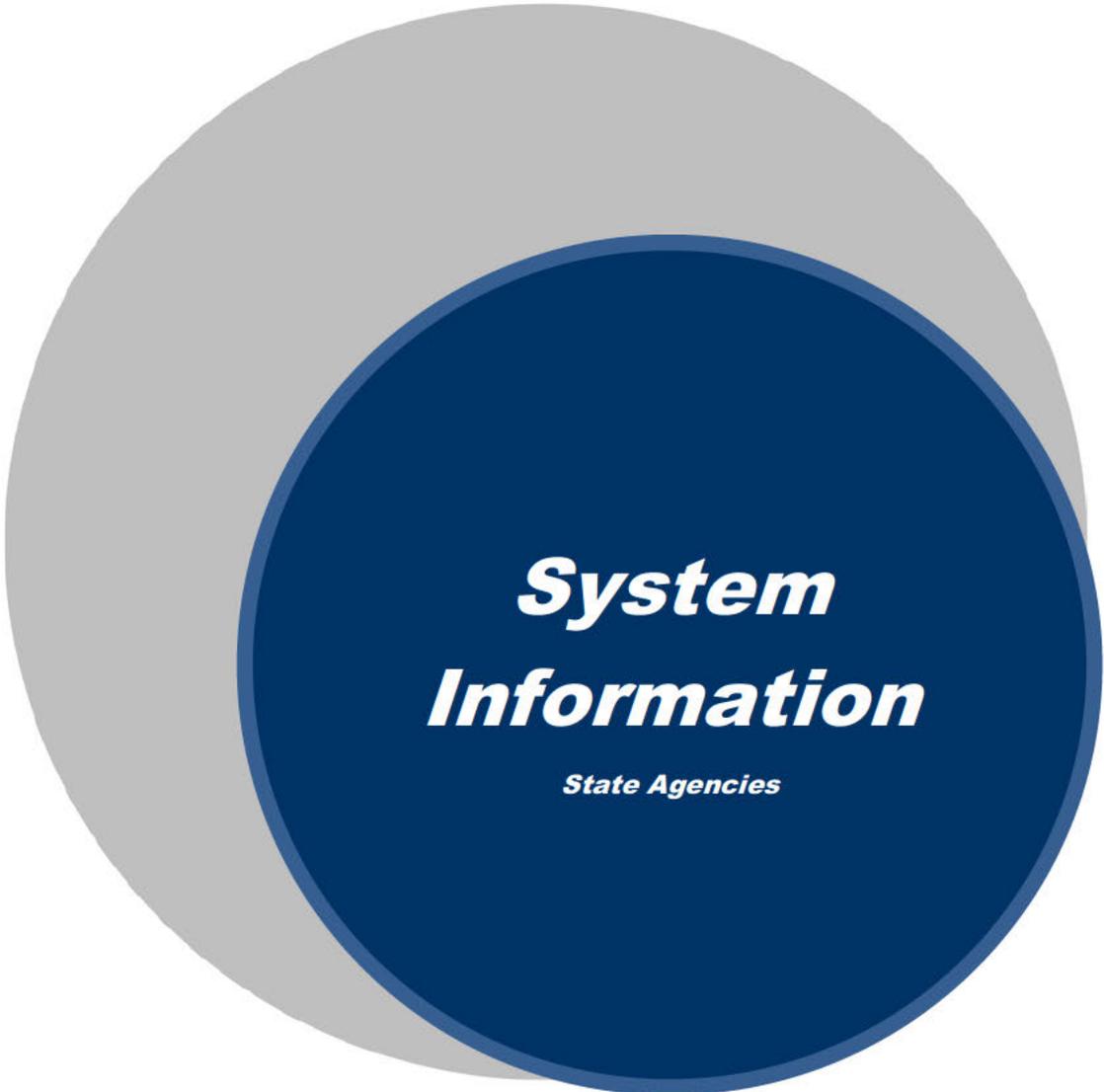
REPORT NO: [REDACTED]	STATE OF WASHINGTON		RUN DATE: 11/30/12		
RUN CYCLE: CYCLE 03	[REDACTED]		PAGE: 1		
SCHEDULED AUTOMATIC TERMINATIONS					
AGENCY: [REDACTED]					
SUB-AGENCY:					
***** SUBSCRIBER *****		***** DEPENDENT *****		ELIG	
NAME	SSN	NAME	SSN	RELATIONSHIP	
				END DATE TERM REASON	
				MM/DD/YY	
[REDACTED]	XXX-XX-XXXX	[REDACTED]	XXX-XX-XXXX	SON	02/28/13 26 YRS OLD
	XXX-XX-XXXX		XXX-XX-XXXX	SON	02/28/13 26 YRS OLD
	XXX-XX-XXXX		XXX-XX-XXXX	SON	02/28/13 CERT END DT
	XXX-XX-XXXX		XXX-XX-XXXX	SON	02/28/13 26 YRS OLD

This report displays dependent children who have lost eligibility for PEBB coverage due to age. Dependent children who have reached the age of 26, extended dependent children, and disabled dependents whose certification has expired will automatically term in the PAY1 insurance system.

Attestation Reports

If you have PAY1 access, you can generate attestation reports through *My Account* on the [PEBB](#) website. This report will show if the employee is enrolled in medical, the current tobacco use premium surcharge attestation and the spousal premium surcharge attestation. The report also shows pending changes to the premium surcharge and the pending effective date for attestations made through *My Account*. If you do not have PAY1 access, please contact PEBB through [FUZE](#).

Appendix III



System Information

State Agencies

2016 State Share Dates

Do not key eligibility changes (anything that affects the premium) the day before or the day of the State Share Transfer date.

Coverage Month	State Share Transfer Date
January	January 22
February	February 23
March	March 23
April	April 22
May	May 23
June	June 23
July	July 22
August	August 23
September	September 23
October	October 21
November	November 23
December	December 23

Prevent Insurance Reconciliation Problems

PAY1 System

- **When enrolling subscribers, enroll in screen order** (A.01, A.41, A.43, A.44, A.45, A.46). Jumping back and forth creates extra history records, which may cause insurance premiums to back out and re-bill incorrectly, and may create multiple carrier notifications.
- **If a keying error is made, wait a day to correct the error.** Correcting it on the same day creates extra history records, which may cause insurance premiums to back out and re-bill incorrectly, and may create multiple carrier notifications. It also sends confusing records on the GAP16 to HRMS.
- **If you accidentally enter a wrong effective date, end date, or any other date, contact the PEBB Outreach and Training staff for assistance through [FUZE](#).** Re-keying may cause insurance premiums to back out and re-bill incorrectly. Remember to check HRMS to ensure change was correctly uploaded. *Note: There is a 1–2 day turnaround on processing GAP reports.*
- Once you have terminated or transferred an employee out of your agency in the PAY1 system, you are no longer able to make changes to that record. If you receive a request from the employee for changes, send a [FUZE](#) message to PEBB Outreach and Training for record updates.

HRMS and PAY1 Systems

- Employee's insurance effective dates can vary from the 1st of the month through the 4th of the month, depending on the first working day in a month and the employee's date of hire (first day of work). Known problems are:
 - **Employee is hired with an effective date of the 2nd, 3rd, or 4th day of the month where the insurance effective date in PAY1 is not the same as the hire date in HRMS.** If the insurance effective date is prior to the hire date or appointment change in HRMS, you will need to manually key in HRMS, as the insurance record on the GAP16 will not auto-load to HRMS.
 - **Employees hired on the first of the month who are benefits-eligible will usually require manual entry for their payroll dated the 10th for both the employee and employer portion.** Run a Movement/Turnover report (ZHR_RPTPYU26). In the "date from" selection, use the last day of the previous pay period. In the "date to" selection, use the first day of the next pay period. HRMS is date-specific, so this will capture all new transfers and employees.
- When transferring employees, the transfer should be completed in PAY1 first so the new information coming from HRMS (GAP9) will update any new information for the employee, such as salary or address change. The losing agency will transfer out the employee on the A.41 screen in PAY1 with a transfer reason code "401" and transfer effective date at the end of the month in which the transfer occurred. The gaining agency will transfer in the employee with transfer reason code "201" and an effective date at the first of the month following the transfer out effective date.
- If the transfer is not completed in PAY1 first, any changes to fields, such as salary, will not upload from the GAP9 correctly in PAY1 due to gaining agency not having the agency lock in PAY1.
- The losing agency should notify the gaining agency when the transfer is complete in PAY1. If you are the gaining agency and the transfer has not been completed, contact the losing agency. Agency contact information (state and higher education) can be found on the [Agency Contact List](#).
- A manual adjustment in HRMS will be required when transferring an employee to an agency not utilizing HRMS (higher education institutions).
- When enrolling a registered domestic partner, PAY1 recognizes him/her as a spouse. When the GAP16 report runs and updates HRMS, the update goes into HRMS as an employee with a spouse. If the registered domestic partner does not

qualify as an IRC Section 152 dependent, go into HRMS and set them up as NQSSDP. This will set the premiums as an after-tax deduction.