



**Public Employees Benefits Board (PEBB) Program FAQs:
Processing a partial government shutdown
for personnel, payroll, and benefits offices**

June 28, 2017

1. Will Pay1 be accessible during the government shutdown?

Yes, you may continue to enter data into the Pay1 system during the shutdown. If you are unsure about how to enter the data into Pay1, please send your questions through FUZE. PEBB Outreach and Training will respond to your FUZE as quickly as possible, after a budget has passed and normal operations resume.

Please do not key incorrect information into Pay1.

2. Will PEBB Outreach and Training be available during the government shutdown to support employers?

PEBB Outreach and Training will have *limited* availability to respond to questions via FUZE during the shutdown, but the PEBB Outreach and Training phones will be turned off. Please access the Perspay website at www.hca.wa.gov/perspay for guidance. If you are unable to find an answer, please send the question through FUZE. We will respond to your questions as quickly as possible, but many may not be answered until after a budget has passed and normal operations resume.

3. What do I do if an employee gives me a 2017 Employee Enrollment/Change Form to enroll a dependent who has received a layoff notice due to the partial state government shutdown?

You should carefully document the receipt date of all enrollment change forms, and delay processing and keying forms related to layoff notices due to a partial state government shutdown until the PEBB Program provides further instruction. Our advice to agencies to delay the processing of these particular enrollment change forms will allow the PEBB Program to give further advice after the state budget has passed and when employees return to work.

4. When using WaTech's fast-entry LWOP codes during a partial government shutdown, should I terminate benefits eligibility at the same time in the Pay1 system?

No. To prepare for the possibility of a partial government shutdown, WaTech has informed agencies how to implement a payroll processing contingency plan for their employees using fast-entry LWOP codes. However, agencies **should not** terminate eligibility in the Pay1 system for employees who are temporarily laid off due to the budget not being enacted by July 1.

If needed, agencies will receive additional instruction in advance of the July 25, 2017 payroll in the event that the state budget is not enacted before the scheduled payroll processing for that pay period.

5. If a PEBB benefits-eligible employee is hired on July 3, 2017 (the first working day of the month), and a state government shutdown is in progress, when do their PEBB benefits begin?

If the new employee's hire date (date of employment) remains July 3, 2017, their benefits would begin that day. However, if due to a government shutdown your agency changes the hire date beyond July 3, 2017, (for example, July 17) the employee's benefits will begin the first day of the following month (August 1, 2017).

6. If there is a partial government shutdown (and personnel/payroll staff are not available due to the temporary layoff), will newly eligible employees whose enrollment forms are due during the shutdown be allowed additional time to get their forms in (beyond the 31 days from the date of eligibility)?

Yes. Employing agencies must allow additional days (day-for-day) to the 31-day deadline if the facility or office where employees would return forms is closed.