Thank you for participating in today’s webinar

The presentation will start around 10:05am.

- All attendees will be muted. Please do not unmute yourself if the program allows you to.
- We can not assist with technical issues and apologize if they keep you from participating.
- This webinar will be recorded and posted on the Benefits Administrator website.
SEBB: Retirement, Accounting & Billing

Addressing questions during the webinar

• Please use the “questions” feature to send questions throughout the webinar.

• We will address questions:
  • Throughout the presentation when appropriate – by topic.
  • At the end of the presentation – in summary – as time allows.
  • Questions not answered during the webinar will be addressed the following week via either
    • Email
    • Phone
    • FUZE
Accounting & Billing
Billing & Payment Reminders

Monthly Billing

• Billing available in SEBB My Account
  • On the 16th of each month
    • Before the month of coverage

• Payment is due:
  • No later than 5th of the month
    • After the month of coverage

• Must remit exact premium billed
Accounting/Billing Reminders

Be mindful of invoice cycle dates when making enrollment or accounting changes

• Cutoff for eligibility and accounting changes is the 12th of each month.
• Changes submitted after that date may not be reflected on the upcoming billing statement, but on the subsequent one instead.

Please include organization number on your remittance check

• Example: 600A00
• In SMA – Organization profile – HCA Code
SEBB Funding Rate

Per employee per month funding rate has changed:

- July & August 2020 – now $1056
  - Reflected on billing file that posted June 16
  - July bill due August 5th
- September 2020 – August 2021 will be $1000

Employee contributions will remain the same until January 2021
Reconciling

When sending billing issues through FUZE:

• Please indicate which month you are reconciling.
• Do not send payroll reports
• Check employee’s accounts in SMA before requesting changes
  • Surcharges – check employee’s Premium Surcharge tab
    • Likely they attested yes OR failed to attest
    • Results in monthly Surcharge
Billing File Example

John Sample is newly eligible May 18, benefits begin June 1, and John has until June 18 to complete his enrollment in SMA.

- John was entered into SMA on May 20th, after the billing file for June coverage was posted.
- Charges will reflect on June 16th billing file.
Billing File Example

John completed his enrollment in SMA on June 17 – after June 16th billing file was posted.

- Credit for June & July appears on July 16th billing file.
- Invoice for June, July & August
SEBB Benefit Payments

Premium payments are due no later than the 5th of the month following month of coverage

- Remittance must be sent to lockbox and must **include organization number**
  - Example: 600A00
- For health plan payments (including employer AND employee contribution) send to:
  - HCA – SEBB Benefits
  - PO Box 94194
  - Seattle, WA 98124-6494

hca.wa.gov/assets/perspay/SEBBAccountingTrainingManual2020.pdf
Navia Payments (FSA/DCAP)

One week prior to pay date, upload actual payroll deductions to SMA.

- Use approved Navia file format
- Upload file on Medical FSA / DCAP tab in SMA
- Send payment to SEBB Flex Spend lockbox
Navia Payments (FSA/DCAP)

SEBB Organization must remit employee contributions after each pay period.

• Send remittance to following lockbox:
  • HCA – SEBB Flex Spend
  • PO Box 84245
  • Seattle, WA 98124-5545
• Please include organization number
• FSA & DCAP amounts should be split
FSA/DCAP Admin Fee

SEBB Organizations will receive bill quarterly

- Must remit exact fee billed
- Send to lockbox:
  - HCA – SEBB Quarterly FSA
  - PO Box 94081
  - Seattle, WA 98124-9481
- Must include organization number

Future enhancement to have Admin Fee invoice post quarterly in SMA

Late 2020
Retiring Employees
When Coverage Ends

The employer contribution ends on the last day of the month in which the school year ends (August 31)

• Benefits may end earlier if:
  • SEBB Organization terminates the employment relationship,
  • School employee terminates the employment relationship, or
  • School employee’s work pattern is revised and is no longer anticipated to work 630 hours
Retiring Employee

Bob submits a letter of resignation indicating he plans on retiring

• Resignation date is effective June 17 – last day of school
• SEBB Benefits will end June 30
• Letter indicates he is retiring on July 1
Retiring Employee

Actions BA needs to complete:

• Terminate coverage in SMA
  • Termination Reason: Retirement
  • Termination Effective Date: 6/17/2020
• Complete and provide C-4 worksheet
Terminating Coverage in SMA

Terminations can be done no earlier than month prior to termination date.
Providing Notification

C-4 worksheet provides notification of coverage ending.

• Contains information on retiree insurance options
  • Continuation Coverage
  • Retiree Coverage
Contact Information

Department of Retirement Systems (DRS)
• 1-800-547-6657

PEBB Customer Service
• 1-800-200-1004
  • PEBB Retiree Insurance, and
  • Continuation Coverage
Applying for PEBB Retiree Coverage

Subscriber will receive letter once PEBB Customer Service receives election forms

• What to expect
• Next steps
Reminders, Tips & Resources
Reminders

• Enter first day of school for the next school year
• Terminate employees not returning/not eligible
  • Complete prior to 8/12 to show reflected on Sept billing
• Funding rate change for July & August
  • Changes again in September for 2020-2021 school year
• Remit payment as posted on billing file
FUZE Tips

When sending FUZE messages, please remember the following:

• Include full details, **including your SEBB Org**, in the message
  • Employee first and last name
  • DOB
  • Full SSN

• Choose category based on the scenario/question

• Please respond within same message for additional information on the same message
  • FUZE messages get auto assigned to staff
Resources

SEBB BA website
- hca.wa.gov/sebb-benefits-admins

Outreach & Training
- FUZE secure messaging system
- 1-800-700-1555

Accounting Manual
SOE Guides – Now Available!

SEBB BA website

• hca.wa.gov/sebb-benefits-admins
  • Manuals
  • Quick Reference Guides
• Benefits Administrator
• Employee
Upcoming Webinars

**July 31**: Error Correction

**Aug 14**: Preparing for the upcoming school year

**Coming Soon**: A series of recorded presentations on each SOE event

How to register: https://www.hca.wa.gov/sebb-benefits-admins/training-schedule
Questions & Answers

We will now address some of the questions that did not get answered during the webinar.

- Any questions that do not get addressed today will be responded to by email, phone, or FUZE
- Employee specific questions or scenarios should be sent through FUZE
- After the webinar, participants will receive a follow up email that includes a brief survey. We would greatly appreciate your feedback.
Thank you!