

CHECKLIST: Payroll Set-up for Supplemental Benefits

SEBB Organizations are ultimately responsible for ensuring payroll set-up with MetLife, Navia, and The Standard. If your organization needs technical support or assistance from other resources regarding payroll setup, please coordinate with them directly as appropriate.

Supplemental Life and AD&D – MetLife

Readiness Activity	Complete (Y/N)?
Participated in or watched MetLife Payroll Set-up Webinar(s)	
Direct Billing – No further action needed; employees will be billed by MetLife and will submit payment directly to MetLife	n/a
List Billing (offered to SEBB Organizations with 500 – 2,499 employees) – Provided MetLife with SEBB Organization Fax Line Information	
Payroll Deduction (offered to SEBB Organizations with 2,500+ employees) – Participated in Payroll Deduction set-up meetings with MetLife, produced a test file, and received confirmation from MetLife that the test file was successfully processed	

Additional information regarding Supplemental Life and AD&D:

- Recorded Webinar
 - [MetLife list billing vs direct billing webinar](#)
- List Billing Supporting Documents
 - [SEBB billing options presentation](#)
 - [SEBB list bill process and guidelines](#)
 - [SEBB paper list bill example](#)
- Payroll Deduction Supporting Documents
 - [SEBB bill and remit presentation](#)
 - [SEBB bill record layout](#)
 - [SEBB remit record layout](#)

Supplemental LTD – The Standard

Readiness Activity	Complete (Y/N)?
Participated in or watched The Standard Payroll Set-up Webinar	
Completed SEBB Organization Checklist and selected preferred billing/payment method	
AdminEASE – The Standard will provide AdminEASE login details to contacts identified on the SEBB Organization Checklist; Your SEBB Organization will need to apply the percentage multiplier to calculate Supplemental LTD premiums for employees.	
Paper Billing –The Standard will mail your SEBB Organization a paper bill each month; Your SEBB Organization will need to apply the percentage multiplier to calculate employee Supplemental LTD premiums.	

Data Feed – Completed data feed set-up meetings with The Standard, successfully tested data feed with The Standard and received confirmation that the data feed set-up activities have been successfully completed	
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Additional information regarding Supplemental LTD:

- Recorded webinar
 - [Long Term Disability \(LTD\) supplemental insurance and billing administrator webinar](#)
 - [LTD webinar FAQ's](#)

FSA/DCAP – Navia Benefit Solutions

Readiness Activity	Complete (Y/N)?
Participated in or watched Navia Payroll Set-up Webinar	
Emailed 2020 pay dates and payroll set-up contact information to Mike Schmitz (mike.schmitz@hca.wa.gov)	
Received payroll set-up testing communication from Navia	
Emailed test file to Navia and received confirmation from Navia that test file was received in approved format (Note: WSIPC is completing this activity on behalf of WSIPC SEBB Organizations)	

Additional information regarding FSA/DCAP:

- Recorded Webinar
 - [SEBB FSA/DCAP payroll reporting webinar](#)
- Supporting Documents
 - [SEBB Navia consolidated file specifications](#)
 - [SEBB FSA/DCAP payroll reporting presentation](#)

HSA - HealthEquity

Starting January 1, 2020, HealthEquity will be the health savings account (HSA) custodian for the School Employees Benefits Board (SEBB) Program. The Health Care Authority (HCA) will remit the employer contribution (built into the rates) to HealthEquity each month, totaling \$375 for individual coverage and \$750 for family coverage for the year. The contributions will automatically be deposited in your employees’ HSAs.

Choose a payment method

To ensure that employee contributions are remitted timely and accurately, choose one of these two options:

1. **Pre-paid deposits:** As the easiest way to manage HSA contributions, HealthEquity provides you with a dedicated routing and account number for each employee that you can give to your payroll partner.
2. **Contribution file:** Create your own contribution file using HealthEquity’s standard Excel template.

If you have questions **specific to HealthEquity**, please contact the HealthEquity account manager, Lana Pech at lpetch@healthequity.com.

Questions?

Please contact O&T through [HCA Support](#) or call 1-800-700-1555. This number is dedicated for and should be used only by benefits administrators. **Do not share this number with employees.**