

Life Insurance Fields in Pay1

There are three new fields and a new reason code for use on the A.41 screen of the Pay1 insurance system. HCA will use these fields to notify MetLife of employee changes in eligibility.

The fields include:

Life Insurance – The Life Insurance field is used to notify MetLife of eligibility or loss of eligibility for life insurance. Valid entries include “Y” and “N” for employers with the full benefits package and “D” for Medical Only groups.

Date Eligible to Apply (DT ELIG TO APPLY) – Enter the date the newly eligible employee becomes eligible to apply for benefits. This is the date that starts the 31-day clock for submitting forms. For example: If an employee begins employment on 12/16/2016, the date eligible to apply for benefits is 12/16/2016. The effective date of benefits (when benefits begin) is 1/1/2017.

Enter a date in this field when the reason code is 01 – Newly eligible member.

HCA will send this information to MetLife to use to determine if the employee is timely when submitting enrollment for optional life insurance.

Date Regained Eligibility (DT REGAIN ELIG) – Enter the day of the month in which the employee returned to work from LWOP, layoff or within 12 months from between periods of eligibility (quarter/semester-to-quarter/semester faculty and seasonal employees with a season of less than 9 months). For example: An employee returns from LWOP on 5/5/2017, the date regain eligibility is 5/5/2017. The effective date of benefits is 5/1/2017.

A date is required in this field when reason codes 04 – Return from Layoff; 05 – Return from LWOP or 12 – Return to Work Faculty/Seasonal.

HCA will send this information to MetLife to use to determine if the employee is timely in submitting the enrollment form required when an employee regains eligibility.

The new reason code includes:

12 – Return to Work Faculty/Seasonal – Use this reason code when:

- A quarter/semester-to-quarter/semester faculty returns at 50% or more from between periods of eligibility. For example: A quarter/semester-to-quarter/semester faculty eligible for benefits returns for spring quarter after losing eligibility in winter quarter.
- A less than 9 month seasonal employee returns for the next season.

Note: Be sure when these employees lose eligibility for benefits a reason code of 50 – Faculty/seasonal between eligibility is entered on the A.41 screen when terminating benefits.

Enrollment:

Newly Eligible Employee:

1. Enter the employee in Pay1 as usual.
2. When entering information on the A.41 screen, enter the reason code 01 – Newly eligible employee.
3. Tab through the Life Insurance field. The field will default to a “Y” once you update the record (F10).
4. Tab to the DT ELIG TO APPLY field; enter the date the newly eligible employee is eligible to apply for benefits. This is the date that starts the 31-day clock for submitting forms. (see explanation and example on page 1)

```
A4163 PLEASE ENTER HOME AGENCY AND ELIGIBILITY
***** A.41 - SUBSCRIBER DATA ***** MAPA411

SOC SEC NBR: 252 44 8858      ID#: 000770906      NAME : NEW, EMPLOYEE
HOME AGENCY      : 360              HOME SUB AGENCY :
TRANSFER REASON  :                   TRANSFER EFF DT :
HOME PHONE       : 360 459 2121     BUSINESS/MSG PH : 360 456 1212
MAIL STOP        :                   COUNTY           : 34 THURSTON
ELIGIBILITY CODE : y                ELIG EFF DATE   : 11 01 2016
ELIGIBILITY REASON : 01              LIFE INS        : N
DT REGAIN ELIG   :                   DT ELIG TO APPLY: 10 16 2016
QUALIFY REASON   :                   COBRA/SELF END DT:
PENDING ELIG CODE :                   PENDING EFF DATE:
ORIG SOC SEC NUM :                   ORIG AGENCY     :
APPT STATUS      :                   AGY EFF/END DATE:
PAY METHOD        : d                MONTHLY SALARY  : 3600.00
MARITAL STATUS   : s (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:                   DECEASED DATE:
                                           RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE:       TERM REASON:
                                           60-DAY:
BASIC LIFE/LTD DATE:                   SUPP LIFE:       OPT LTD:
NEXT FUNCTION: A 43 TYPE: U SSA: 252 44 8858 AGY: 360 SUB: PAY ACTION:
UPDATE PENDING PF1-HELP, PF3-SYS, PF4-CANCEL, PF9-HISTORY, PF10-UPDATE
@:00.1 09/43
Keys: 1101518 Saved: 00C NUM 1:59 PM
```

5. Complete the data entry for the A.41 screen. F10 to save the record. The Life Insurance field updates to a “Y”.

```
***** A.41 - SUBSCRIBER DATA ***** MAPA411

SOC SEC NBR: 252 44 8858      ID#: 000770906      NAME : NEW, EMPLOYEE
HOME AGENCY      : 360              HOME SUB AGENCY :
TRANSFER REASON  :                   TRANSFER EFF DT :
HOME PHONE       : 360 459 2121     BUSINESS/MSG PH : 360 456 1212
MAIL STOP        :                   COUNTY           : 34 THURSTON
ELIGIBILITY CODE : Y ACTIVE         ELIG EFF DATE   :
ELIGIBILITY REASON : 01 NEWLY ELIGIBLE MEMBER LIFE INS: Y
DT REGAIN ELIG   :                   DT ELIG TO APPLY: 10 16 2016
QUALIFY REASON   :                   COBRA/SELF END DT:
PENDING ELIG CODE :                   PENDING EFF DATE:
ORIG SOC SEC NUM :                   ORIG AGENCY     :
APPT STATUS      :                   AGY EFF/END DATE: 11 01 2016
PAY METHOD        : D PAYROLL DEDUCT MONTHLY SALARY  : 3600.00
MARITAL STATUS   : S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:                   DECEASED DATE:
                                           RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE:       TERM REASON:
                                           60-DAY:
BASIC LIFE/LTD DATE:                   SUPP LIFE:       OPT LTD:
NEXT FUNCTION: A 43 TYPE: I SSA: 252 44 8858 AGY: 360 SUB: PAY ACTION:
INQUIRY ONLY ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
@:00.3 18/30
Keys: 1101532 Saved: 00C NUM 2:00 PM
```

Medical Only Groups

1. Enter the employee in Pay1 as usual.
2. When entering information on the A.41 screen, enter the reason code 01 – Newly eligible employee.
3. Tab through the Life Insurance field. The field will default to a “D” once you update the record (F10).
4. Tab to the DT ELIG TO APPLY field; enter the date the newly eligible employee is eligible to apply for benefits. This is the date that starts the 31-day clock for submitting forms. (see explanation and example on page 1)

```
A4163 PLEASE ENTER HOME AGENCY AND ELIGIBILITY
***** A.41 - SUBSCRIBER DATA ***** MAPA411

SOC SEC NBR: 362 52 5555 ID#: 000770907 NAME : EMPLOYEE, MEDONLYGRO
HOME AGENCY : 900 HOME SUB AGENCY : B98
TRANSFER REASON : TRANSFER EFF DT :
HOME PHONE : 360 124 5454 BUSINESS/MSG PH : 360 111 2121
MAIL STOP : COUNTY : 34 THURSTON
ELIGIBILITY CODE : x ELIG EFF DATE: 10 01 2016
ELIGIBILITY REASON : 01 LIFE INS: d
DT REGAIN ELIG : DT ELIG TO APPLY: 09 16 2016
QUALIFY REASON : COBRA/SELF END DT:
PENDING ELIG CODE : PENDING EFF DATE:
ORIG SOC SEC NUM : ORIG AGENCY :
APPT STATUS : AGY EFF/END DATE:
PAY METHOD : d MONTHLY SALARY : 3600.00
MARITAL STATUS : s (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE: DECEASED DATE:
RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE: TERM REASON:
60-DAY:

BASIC LIFE/LTD DATE: SUPP LIFE: OPT LTD:
NEXT FUNCTION: A 43 TYPE: U SSA: 362 52 5555 AGY: 900 SUB: B98 PAY ACTION:
UPDATE PENDING PF1-HELP, PF3-SYS, PF4-CANCEL, PF9-HISTORY, PF10-UPDATE

4B :00.1 12/23
Keys: 1103157 Saved: 00C NUM 2:19 PM
```

5. Complete the data entry for the A.41 screen. F10 to save the record. The Life Insurance field updates to a “D”.

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***** A.41 - SUBSCRIBER DATA ***** MAPA411

SOC SEC NBR: 362 52 5555 ID#: 000770907 NAME : EMPLOYEE, MEDONLYGRO
HOME AGENCY : 900 HOME SUB AGENCY : B98
TRANSFER REASON : TRANSFER EFF DT :
HOME PHONE : 360 124 5454 BUSINESS/MSG PH : 360 111 2121
MAIL STOP : COUNTY : 34 THURSTON
ELIGIBILITY CODE : X K12 PSUB ACTIVE ELIG EFF DATE:
ELIGIBILITY REASON : 01 NEWLY ELIGIBLE MEMBER LIFE INS: D
DT REGAIN ELIG : DT ELIG TO APPLY: 09 16 2016
QUALIFY REASON : COBRA/SELF END DT:
PENDING ELIG CODE : PENDING EFF DATE:
ORIG SOC SEC NUM : ORIG AGENCY :
APPT STATUS : AGY EFF/END DATE: 10 01 2016
PAY METHOD : D PAYROLL DEDUCT MONTHLY SALARY : 3600.00
MARITAL STATUS : s (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE: DECEASED DATE:
RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE: TERM REASON:
60-DAY:

BASIC LIFE/LTD DATE: SUPP LIFE: OPT LTD:
NEXT FUNCTION: A 43 TYPE: I SSA: 362 52 5555 AGY: 900 SUB: B98 PAY ACTION:
INQUIRY ONLY ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY

4B :00.1 02/07
Keys: 1103167 Saved: 00C NUM 2:21 PM
```

Note: This will also default the dental field on the A.44 to “D”.

Employee Regaining Eligibility

1. Enter the employee in Pay1 as usual.
2. When entering information on the A.41 screen, enter the appropriate reason code 04 – Return from Layoff, 05 – Return from LWOP or 12 – Return to Work Faculty/Seasonal.
3. Tab through the Life Insurance field. The field will default to a “Y” once you update the record (F10).
4. Tab to the DT REGAIN ELIG field; enter the date the employee returned to work in a benefits eligible position. This is the date that starts the 31-day clock for submitting forms. (see explanation and example on page 1)

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***** A.41 - SUBSCRIBER DATA ***** MAPA411
SOC SEC NBR: 517 80 9803      ID#: 000132134      NAME : JONES, SODA M
HOME AGENCY : 228              HOME SUB AGENCY :
TRANSFER REASON :              TRANSFER EFF DT :
HOME PHONE : 360 425 1515      BUSINESS/MSG PH : 360 112 1525
MAIL STOP : 40944              COUNTY : 34 THURSTON
ELIGIBILITY CODE : Y INELIGIBLE ELIG EFF DATE: 11 01 2016
ELIGIBILITY REASON : 04 EMP END/INELG POSITION LIFE INS: N
DT REGAIN ELIG : 11 16 2016    DT ELIG TO APPLY:
QUALIFY REASON :              COBRA/SELF END DT:
PENDING ELIG CODE :           PENDING EFF DATE:
ORIG SOC SEC NUM :           ORIG AGENCY :
APPT STATUS : 1 PERMANENT      AGY EFF/END DATE: 08 31 2016
PAY METHOD : D PAYROLL DEDUCT  MONTHLY SALARY : 4208.00
MARITAL STATUS : S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:         DECEASED DATE:
                             RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE: 08 01 1999 TERM REASON:
                             60-DAY:
BASIC LIFE/LTD DATE:         SUPP LIFE:           OPT LTD:
NEXT FUNCTION: A 43 TYPE: U SSA: 517 80 9803 AGY: 228 SUB: PAY ACTION:
UPDATE PENDING PF1-HELP, PF3-SYS, PF4-CANCEL, PF9-HISTORY, PF10-UPDATE
:00.1 12/17
Keys: 1109065 Saved 000 NUM 3:59 PM
```

5. Complete the data entry for the A.41 screen. F10 to save the record. The Life Insurance field updates to a “Y”.

```
***** A.41 - SUBSCRIBER DATA ***** MAPA411
SOC SEC NBR: 517 80 9803      ID#: 000132134      NAME : JONES, SODA M
HOME AGENCY : 228              HOME SUB AGENCY :
TRANSFER REASON :              TRANSFER EFF DT :
HOME PHONE : 360 425 1515      BUSINESS/MSG PH : 360 112 1525
MAIL STOP : 40944              COUNTY : 34 THURSTON
ELIGIBILITY CODE : Y ACTIVE    ELIG EFF DATE:
ELIGIBILITY REASON : 04 RETURN TO WRK - LAYOFF LIFE INS: Y
DT REGAIN ELIG : 11 16 2016    DT ELIG TO APPLY: 11 16 2016
QUALIFY REASON :              COBRA/SELF END DT:
PENDING ELIG CODE :           PENDING EFF DATE:
ORIG SOC SEC NUM :           ORIG AGENCY :
APPT STATUS : 1 PERMANENT      AGY EFF/END DATE: 11 01 2016
PAY METHOD : D PAYROLL DEDUCT  MONTHLY SALARY : 4208.00
MARITAL STATUS : S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:         DECEASED DATE:
                             RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE: 08 01 1999 TERM REASON:
                             60-DAY:
BASIC LIFE/LTD DATE:         SUPP LIFE:           OPT LTD:
NEXT FUNCTION: A 43 TYPE: I SSA: 517 80 9803 AGY: 228 SUB: PAY ACTION:
INQUIRY ONLY ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
:00.6 12/40
Keys: 1109063 Saved 000 NUM 4:00 PM
```

Medical Only Groups

1. Enter the employee in Pay1 as usual.
2. When entering information on the A.41 screen, enter the appropriate reason code 04 – Return from Layoff, 05 – Return from LWOP or 12 – Return to Work Faculty/Seasonal.
3. Tab through the Life Insurance field. The field will default to a “D” once you update the record (F10).
4. Tab to the DT REGAIN ELIG field; enter the date the employee returned to work in a benefits eligible position. This is the date that starts the 31-day clock for submitting forms. (see explanation and example on page 1)
5. Complete the data entry for the A.41 screen. F10 to save the record. The Life Insurance field updates to a “D”.

Note: This will also default the dental field on the A.44 to “D”.

Termination

1. On the A.41 screen, enter the eligibility code “N”.
2. Enter the effective date of the termination.
3. Tab through the Life Insurance field.
4. Enter the appropriate reason code for termination. See the [Reason Code](#) guidance on the Perspay website [Quick Reference Guide](#) page.
5. F10 to save the record. The Life Insurance field updates to an “N”.

Termination in Error

If you terminate an account in error, you must wait one-day to correct the termination error. To correct the error and ensure the life insurance is also reinstated:

1. Reinstatement the coverage on the A.41 using Reason Code 01 – Newly Eligible Employee and an effective date of the first of the month following the end date. (e.g., if the account was termed with an 11/30/2016 date, reinstate with a 12/1/2016 effective date)
2. Tab through the life insurance and the DT ELIG TO APPLY fields.

```
***** A.41 - SUBSCRIBER DATA ***** MAPA411
SOC SEC NBR: 536 62 6568      ID#: 000342930      NAME : TERM, ERROR SAMPLE
HOME AGENCY   : 670          HOME SUB AGENCY :
TRANSFER REASON :           TRANSFER EFF DT :
HOME PHONE    :           BUSINESS/MSG PH : 206 934 3158
MAIL STOP     :           COUNTY   : 34 THURSTON
ELIGIBILITY CODE : Y INELIGIBLE      ELIG   EFF DATE: 12 01 2016
ELIGIBILITY REASON : 01 EMP END/INELG POSITION LIFE INS:
DT REGAIN ELIG :           DT ELIG TO APPLY: 10 15 2016
QUALIFY REASON :           COBRA/SELF END DT:
PENDING ELIG CODE :           PENDING EFF DATE:
ORIG SOC SEC NUM :           ORIG AGENCY   :
APPT STATUS    :           AGY EFF/END DATE: 11 30 2016
PAY METHOD     : D PAYROLL DEDUCT     MONTHLY SALARY : 0.00
MARITAL STATUS : S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:           DECEASED   DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE:           RETIRED     DATE:
                                           60-DAY:
BASIC LIFE/LTD DATE:           SUPP LIFE:           OPT LTD:
NEXT FUNCTION: A 43 TYPE: U SSA: 536 62 6568 AGY: 670 SUB:           PAY ACTION:
UPDATE PENDING PF1-HELP, PF3-SYS, PF4-CANCEL, PF9-HISTORY, PF10-UPDATE
@:00.1 10/60
```

- F10 to save the record. The Life Insurance field updates to a "Y" and the DT ELIG TO APPLY will default to the effective date.

```

***** A.41 - SUBSCRIBER DATA *****                               MAPA411
SOC SEC NBR: 536 62 6568      ID#: 000342930      NAME : TERM, ERROR SAMPLE
HOME AGENCY : 670              HOME SUB AGENCY :
TRANSFER REASON :              TRANSFER EFF DT :
HOME PHONE :                   BUSINESS/MSG PH : 206 934 3158
MAIL STOP :                    COUNTY : 34 THURSTON
ELIGIBILITY CODE : Y ACTIVE    ELIG EFF DATE:
ELIGIBILITY REASON : 01 NEWLY ELIGIBLE MEMBER LIFE INS: Y
DT REGAIN ELIG :              DT ELIG TO APPLY: 12 01 2016
QUALIFY REASON :              COBRA/SELF END DT:
PENDING ELIG CODE :          PENDING EFF DATE:
ORIG SOC SEC NUM :           ORIG AGENCY :
APPT STATUS :                AGY EFF/END DATE: 12 01 2016
PAY METHOD : D PAYROLL DEDUCT  MONTHLY SALARY : 0.00
MARITAL STATUS : S (S = SINGLE; M = MARRIED/PARTNERSHIP)
MARITAL STATUS DATE:         DECEASED DATE:
                                RETIRED DATE:
SPOUSE/PARTNER DIV/DIS/DEC DATE: TERM REASON:
                                60-DAY:
BASIC LIFE/LTD DATE:         SUPP LIFE:          OPT LTD:
NEXT FUNCTION: A 43 TYPE: I SSA: 536 62 6568 AGY: 670 SUB: PAY ACTION:
INQUIRY ONLY ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
4B 00.1 23/19
Keys: 1134729 Save: 000 NUM 2:42 PM

```

Note: MetLife will receive the termination in the nightly file and the reinstatement in the next night's file.