

**Employee Benefits Instructions
 Entering Changes into the Benefits Administration System (BAS)**

Benefit Changes due to

- ***Spouse's Open Enrollment or***
- ***Change in Spouse's Employment or***
- ***Change in Spouse's Benefits***

Please note that such changes can be entered into the Benefits Administration System (BAS) up to 90 days *IN ADVANCE* of the event date, as well as 31 days after the event. When possible, employees are encouraged to enter such changes in advance. Changes will require documentation be given to the employee's benefits or human resources administrator.

Instructions if spouse losing / dropping coverage through other employer

For the following situations.

- ***Dropping other employer's coverage during other employer's open enrollment.***
- ***Spouse's termination of employment.***
- ***Spouse losing eligibility for other employer's benefits.***
- ***Other employer discontinuing offering benefits.***

If the employee's spouse is dropping the other employer's coverage, then the state employee would use the reason "**Spouse Loses Benefits**" in the BAS to enroll in state coverage.

- After logging in (username and password), and clicking the green "Start Here" button, the employee will come to the "Reason for Change" screen.
- The employee should type "spouse" in the search box.
- The employee should click on "Spouse Loses Benefits" in the gray "Life Event" box.



Select the reason for change that applies and enter the date of the event.



A screen within the screen will appear.

- The employee should enter the last date of coverage. In this example, **12/31/2012** is the date the spouse's coverage will expire. Click "continue."

Reminder: Any resulting effective dates or termination dates will be based on the date of submission

What was the last date of coverage?

12/31/2012

⚠ Any add or change in coverage will be effective on: 1/01/2013
⚠ Any coverage dropped or no longer continued will be terminated on: 12/31/2012

Cancel Continue

- From this point, the employee should make the appropriate changes to their state employee benefits.
- Before this change can be approved, the employee must present documentation regarding this change to the department's benefits or human resources personnel.

An employee still has 31 days from the event date to enter such a change, **but in this case, the spouse will have a lapse in coverage**, as the new state coverage will be effective the next first of the month. Changes must be prospective, and thus effective the first of the month following the date of entry into the BAS or the date of event, whichever is later. Employees are encouraged to enter such changes in advance when possible (may be entered up to 90 days in advance).

Instructions if spouse gaining / enrolling in coverage through other employer

For the following situations.

- **Enrolling in spouse's employer's coverage during other employer's open enrollment.**
- **Spouse is enrolling as a new employee.**
- **Spouse gains eligibility for other employer's benefits.**

If the employee's spouse is enrolling in the other employer's coverage, then the state employee would use the reason "**Spouse Gains Benefits**" in the BAS to enroll in state coverage.

- After logging in (username and password), and clicking the green "Start Here" button, the employee will come to the "Reason for Change" screen.
- The employee should type "spouse" in the search box.
- The employee should click on "Spouse Gains Benefits" in the gray "Life Event" box.

Reason for Change

spouse gains benefits

Select the reason for change that applies and enter the date of the event.

LIFE EVENT

Examples:
Marriage/Divorce
Birth/Death

Spouse/Child Gains Benefits

Spouse/Child Loses Benefits

Basic Info Correction (No benefit change)

A screen within the screen will appear.

- The employee should enter the date the new coverage is effective. In this example, **01/01/2013** will be the date the spouse's new coverage will be effective. Click "continue."

Reminder: Any resulting effective dates or termination dates will be based on the date of submission

What date is the new coverage available?

01/01/2013

⚠ Any add or change in coverage will be effective on: 1/01/2013

⚠ Any coverage dropped or no longer continued will be terminated on: 12/31/2012

Cancel Continue

- From this point, the employee should make the appropriate changes to their state employee benefits.
- Before this change can be approved, the employee must present documentation regarding this change to the department's benefits or human resources personnel.

An employee still has 31 days from the event date to enter such a change, **but in this case, the spouse will have double-coverage** until the end of the month, and the employee's new level of coverage will be effective the next first of the month. Changes must be prospective, and thus effective the first of the month following the date of entry into the BAS or the date of event, whichever is later. Employees are encouraged to enter such changes in advance when possible (may be entered up to 90 days in advance).

Documentation

As with all mid-year changes, these changes require documentation to be provided to the department's benefits or human resources personnel. But what kind of documentation? Here are some items that could be used for documentation. Understand that if a benefits administrator believes documentation to be insufficient, that administrator can ask for additional documents.

- Printed confirmation of new hire benefits or open enrollment.
- Copy of enrollment form.
- Letter from spouse's employer.
- New insurance card that includes effective date of coverage.*
- Notification of cancelled coverage* (also called certificate of creditable coverage)