



Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

Health Insurance Enrollment Inquiry and Enrollment Update

The Department of Employee Trust Funds (ETF) has completed phase 1 of the Enrollment, Validation, and Payment Project (EVP), adding two new applications to the Online Network for Employers (ONE). Employers should have already completed an *Online Network for Employers Security Agreement*, (ET-8928). Employers should start using these two new applications immediately.

Health Insurance Enrollment Inquiry – This application provides employers quick and easy access to health insurance eligibility data for verification. Health contract data from the ETF database can be viewed or downloaded into Excel and reconciled with employers' internal payroll systems. **It is critical that employers take steps now to reconcile internal payroll systems to the eligibility data within ETF's database, as this eligibility data will be used to invoice employers.** ETF will commence invoicing employers in late summer/early fall 2009.

Health Insurance Enrollment Update – This application provides employers access to individual health insurance eligibility data, including dependent information. When invoicing employers begins, paper coverage reports will be eliminated. Employers will be required to use this application to report contract terminations and reinstatements to ETF and the health plans that were previously reported on the monthly deletions and additions report.

Terminations – Once ETF eliminates paper coverage reports this fall, employers will be required to enter coverage termination dates directly into ETF's database through the Health Insurance Enrollment Update application. At this time, employers should be entering some coverage termination dates through this application to become familiar with the application. Even though termination dates are entered through this application, until the coverage reports are no longer required any termination dates entered through this application must be included on the monthly coverage report.

Note: This application limits the entry of prior month termination dates and does not allow for future month termination dates (e.g., today is April 15; the system will only allow a termination date to be entered for April 30, March 31 or February 28). Also, if the system has been updated with an incorrect termination date, the system will not allow employers to make corrections.

If you have a situation requiring entry of a termination date outside the current month or previous two month window, or a termination date currently in the system must be corrected, please contact the Employer Communication Center at (608) 264-7900 for assistance.

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Reinstatements – With the elimination of paper coverage reports estimated to begin in early fall 2009, employers will be required to reinstate coverage through the Health Insurance Enrollment Update application.

Note: Reinstatements are only used when reactivating an employee's health insurance coverage that was terminated in error. For example, an employee out on a leave of absence is required to pay premiums directly to their employer. They may have their coverage terminated before the premium payment that was received timely is processed. If this happens, the employer can reactive an employee's contract. To do this through the Health Insurance Enrollment Update application, the contract that was terminated in error is selected, enrollment type of 12 is entered, the coverage end date is removed, and comments added. Comments should provide the reason for the reinstatement.

The reinstatement function is never used to set-up coverage for an employee eligible for an initial enrollment opportunity or any of the other enrollment opportunities, e.g., loss of coverage, HIPAA events, etc. A Group Health Insurance Application/Change Form (ET-2301) must be completed by the employee when eligible for these enrollment opportunities.

Insurance Premium Reporting Implementation (Fall 2009)

Beginning this fall, employers will be required to use an online health insurance premium reporting system. This system will provide employers with the total premiums due based on the eligibility within ETF's database, allowing for reconciliation of membership to premium due prior to payment. In addition, local employers and state agencies not using WISMART to make their payment will be required to submit premium payments via Automated Clearing House (ACH). Additional information for the ACH process will be provided to you as it becomes available.

Please complete the *Online Network for Employers Security Agreement* (ET-8928) and fax it to (608) 266-5801 or mail to ETF if you have not yet submitted it. The form can be obtained online at: <http://etf.wi.gov/publications/et8928.pdf>. Please submit remittances and reports in the current manner until you receive notification from ETF. If you have questions regarding access to ONE Applications, please contact Jim Krawczyk at (608) 266-3309 or e-mail james.krawczyk@etf.state.wi.us.

Please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900 with any additional questions.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services, or employment. If you are speech, hearing or visually impaired and need assistance, call the Wisconsin Relay Service at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the Bulletin, or to the Division of Retirement Services (DRS). Call Jean Gilding, DRS Administrator, at (608) 266-1210. Employer agents may copy this Bulletin for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent Employer Bulletins are available on our Internet site at the following URL: <http://etf.wi.gov/employers.htm>

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