Benefits Working Group

Meeting Minutes: December 06, 2023

Attendees

Albert Rios	Chris Burns	Mary Canales
Ashley Carey	Cynthia Todhunter	Martha Dobrovolsky
Imelda Esparza	Janna Johnson	Ninette Portales
Vicki Welch	Walter Welborn	

Announcements & Completed Changes

- Validations for 65+ Plan have been added
- TRS Letter Requested & Received
  - SBA Will be handling these
  - Targeting configuration for after 1/1/24

Upcoming Changes

- Certified Other Dummy Plan
  - Adding validations as part of this update
  - Will run EIB to create a waive record prior to 1/1/2024
  - Will communicate any benefit event conflicts with Benefits Partners

Discussion Items

Add Alert/Warning when Changing CO Question

- Is it possible to warn employees when changing their answer
- Notify that they are not changing their benefits and an event must be launched to change enrollment

Other Validations for Change Benefits for Life

- Please add suggestions of validations to Trello Card

Emails for Open Enrollment

- Additional Email/Notification suggestions
  - Certified Other employees prior to OE launch
  - Emails to employees who did not re-enroll in Spending Accounts
  - Emails to employees who started but did not complete their OE
  - Email blast to all benefit eligible employees to ask them to add/update their dependents prior to OE

TRS Questions

- Send email to anyone who previously indicated they are in TRS/ORP elsewhere
- Send in March to catch Spring/Summer appointments
- Discuss with SBA
- Causing issues for TRS Retirees who are not in benefits eligible position that end up working more than 90 hours
- Notification/questionnaire provided by some workstations during I9 Step
- Need a better way to catch before TRS Report which runs about 2 months behind

Find Workers Report

- How is this report being used?
- This report is not being used by this group.

Notifications In Workday

- Is there a centralized location the Working Group can see all notifications sent to employees?
- List of notification/alerts added to Trello Board

Onboarding Questions – Medical Enrollment

- Separate out from other Additional Data Questions
- Additional Answer Options to help Retiree confusion
  - Yes, I am a TAMU Retiree and I will be keeping my coverage
  - No, I will keep coverage as an employee of another…
  - No, I will keep coverage as a retiree of another Texas State Institution.

Cross-Functional Items

Staffing

- OBQ Benefits Start Date
  - Can this question be launched for any newly benefits eligible person
  - Important for Grad Students needing a waiver
  - Moving from non-benefits to benefits eligible position
- Add Alert for Add Job
  - Is there a way to notify HR who need to use Change Job instead of Add Job?
  - Related to studends switching to benefits eligible position where they need to start benefits 9/1 but the primary job switch isn't happening before 9/1
  - Add Job is not triggering INT160 or benefit events (Should be triggering. Discuss with staffing.)
  - Not eligible for Grad Plan before primary job switch

Reporting

- Job History by Category
  - o Looking for a report that shows job history similar to Former Employer Verification Records
  - o We have All Jobs as of Date report
  - o Discussion Items for Next Meeting