

The Benefits Advantage

HUMAN RESOURCES ADMINISTRATION

Providing employee benefits tools and resources for the State of Georgia
March 2023

Flexible Benefits Reporting Toolkit (FBRT)

BY MONICA LAWS-SMITH

The Flexible Benefit Reporting Toolkit (FBRT) is beneficial to each participating entity in the Flexible Benefits Program, as it educates on the comparison process of benefit deductions and Human Resource/Payroll Data during the reconciliation process. It also helps avoid the duplication of payments and promotes timely payments.

To date, we have completed the FBRT training for manual and hybrid entities, with anticipation to begin training the TeamWorks and Shared Services entities as early as March. The FBRT training sessions will be scheduled for one and a half hours.

Here are our Top (3) Frequently Asked Questions:

1. When does coverage end for a terminated employee?

a. The event begins at the time when the employment status change is received. If the effective date of termination is before the 16th of the month, coverage ends at the end of the current month. If the date of termination is after the 16th of the month, coverage ends at the end of the following month.

b. Long-Term and Short-Term Disability coverage is the exception as it ends at the time of termination.

Note: The deduction stop date will appear on the FLX-Benefit Deduction report.

2. I have an employee who appeared on the Bad Address Report, and they confirmed that the address is correct. What should I do?

a. Send an email to the HRA Flexible Benefits Team at hra.flexbenefits@doas.ga.gov to have the employee removed from your report.

3. How can I confirm if my agency is making payments for a terminated employee?

a. To confirm if your entity is making payments for a terminated employee, you can review the FLX Financial Manager Detail Report.

To locate the Purpose Statements for each Flexible Benefits report, access GaBreeze Employer portal at [Log On \(light.com\)](https://light.com) and the Department of Administrative Services (DOAS) website under the Human Resource Administration (HRA) section for [Flexible Benefits](#) under the Resources area.

Flexible Benefits Reports for Manual and Hybrid entities:

HR Reports

- Bad Address
- FLX Pending Enrollment Status
- Payroll Reports
- BLX Benefit Deduction
- FLX Imputed Income
- FLX Annual Benefit Deductions
- FLX Annual Imputed Income
- FLX Annual Inactive Employee Imputed Income

Financial Reports

- FLX Financial Manager Summary

- FLX Financial Manager Detail

Flexible Benefits Reports for TeamWorks entities:

HR Reports

- Bad Address
- FLX Pending Enrollment Status
- Payroll Reports
- FLX Benefit Deduction
- FLX SAO Imputed Income
- FLX Annual Benefit Deductions
- FLX SAO Annual Imputed Income
- FLX Annual Inactive Employee Imputed Income
- PS Retroactive Deduction

Financial Reports

- FLX Financial Manager Summary
- FLX Financial Manager Detail

If you have questions and/or need additional training, please contact the Flexible Benefits team at HRA.flexbenefits@doas.ga.gov.

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Open Enrollment

Highlights of Open Enrollment 2022 for Plan Year 2023

BY LENEQUA MORRIS & BARBARA HEARD

Open Enrollment for Plan Year 2023 (January 1 – December 31, 2023) was held from **October 17, 2022, through November 5, 2022**. It was a success for eligible state employees, participating school systems, and other entities that participate in the Flexible Benefits Program.

Open Enrollment 2022 brought new and exciting benefits, changes, and enhancements for Plan Year 2023. Some of the highlights are:

- New Dental PPO vendor, Cigna
- New Dental PPO option, Select Mid
- Orthodontia lifetime maximum for the Dental PPO plan options started over
- Calendar year maximum increased for Dental PPO Select plan option from \$500.00 to \$750.00
- Decreased premiums for the Dental PPO plan options
- Decreased premiums for Vision Insurance
- Enhanced benefits under the Legal plans
- Health Care Flexible Spending Account contribution limit increased to \$2,808.00.

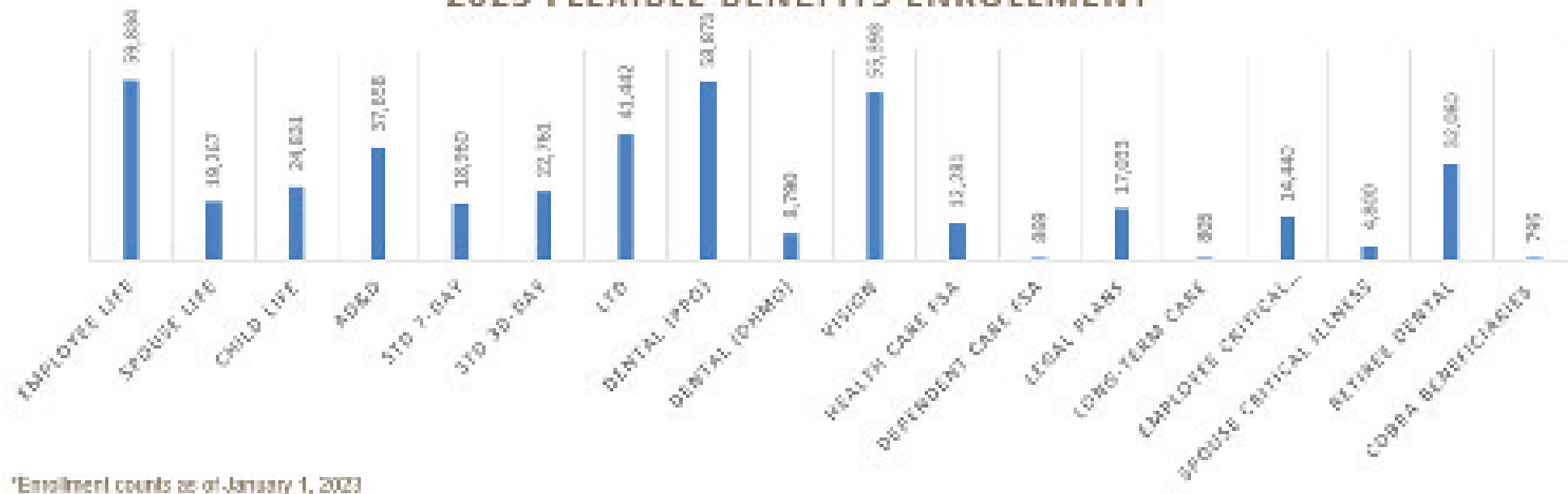
Note: Additional information regarding the 2023 Dental PPO plan options can be found at <https://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/dental>.

The Flexible Benefits team also was excited to welcome back in-person benefit fairs. In partnership with the Department of Community Health-State Health Benefit Plan, the Flexible Benefit team attended 15 benefit fairs across the state. The in-person benefits fairs offered opportunities for participants to meet the Flexible Benefits team and vendors. Participants were able to ask questions and discuss plan options/benefits with the vendors and the Flexible Benefits team.

Your Employees' 2023 Flexible Benefits Elections

Open Enrollment is an anticipated event by many of your employees. It is an opportunity to review the Flexible Benefits plan options, enroll, and make changes without experiencing a qualifying life event (QLE). The Flexible Benefits participants' 2023 enrollment choices were consistent with prior year enrollments. The Employee Life Insurance plan option continues to have the highest enrollment, followed by the Dental PPO and Vision plan options. Interest in the new Dental PPO plan option, Select Mid, spiked to 5,748 enrollees! The enrollment counts for each plan option are below.

2023 FLEXIBLE BENEFITS ENROLLMENT



*Enrollment counts as of January 1, 2023

Participants and/or new hires can access the 2022 Open Enrollment information for Plan Year 2023 throughout the year via the Team Georgia website <https://team.georgia.gov/my-benefits>. The Virtual Benefits Fairs page at <https://team.georgia.gov/plan-year-2023-flexible-benefits-vendors/> is still available with Plan Year 2023 Flexible Benefits Program materials/documents. Participants can get most, if not all, of their questions answered by accessing the site.

Additional questions can be directed to the GaBreeze Benefits Center at 1-877-342-7339 (toll-free, Monday-Friday 8:00 am -5:00 pm, EST) and/or the Flexible Benefits vendors.

GaBreeze Employer Portal Contact Update

BY SON TRUONG



Throughout the year, Human Resources Administration (HRA) sends communications to entities on various topics. To maintain an up-to-date contact list and to ensure your HR staff receives the communications, HRA needs your assistance in maintaining your entity's profile in the GaBreeze Employer Portal. It is critical that your entity update the contact information in the profile by deleting users who no longer need access to your employees' data, e.g., users who have retired, terminated, transferred to another entity and/or changed roles within your entity.

To delete a contact from your entity's profile, please follow the steps below:

- Log into your entity's profile
- Locate the contact's name to be removed and click on it.
- At the bottom, select "Delete this Contact," and you are done.

[Change Contact Information](#) | [Delete this Contact](#)



[Copyright Information](#) | [Legal Information](#) | [Contact Us](#) | [Log Off](#)

It is also recommended that your entity has at least two contacts listed in the profile. The primary reason for this is to ensure that a contact/user still exists to access the GaBreeze Employer Portal, just in case the other contact is no longer with your entity. Any contact with an "Administrative Access" can add user(s).

To add user(s), follow the following steps and see the screenshot below:

- Log into your entity's profile
- At the bottom, select "Add Agency Contact."

[Add Agency Contact](#)



[Update Access](#)

- Complete the required information.
- Determine the level of access you want for the user, Basic or Administrative
- Select all the items you want the user to have access to
- Once you have completed entering all information, select "Submit" at the bottom, and you are done.

All fields marked with an asterisk (*) are required.



[Submit](#)

[Cancel](#)

Please note, once you have a created a user, it will take GaBreeze approximately 7-10 business days to process. GaBreeze will send the login credentials directly to the user via the email provided.

Flexible Benefits

Flexible Benefits Dependent Verification Process

BY BARBARA HEARD



The new Flexible Benefits Dependent Verification process has started. The first set of Dependent Verification notifications was mailed in January 2023.

New hires and/or participants experiencing qualified life events (QLEs) who have enrolled dependents, e.g., spouses, children, adult disabled dependents, legal wards, etc., as of January 1, 2023, in the Flexible Benefits plans, i.e., dental, vision, spouse life, child life, and spouse critical illness, will be required to submit to GaBreeze the required documentation for evidence of dependency. The Dependent Verification notification will give a deadline, list the acceptable documents, and explain how/where documentation should be submitted.

Participants must comply with the dependent verification process to avoid the possibility of having unverified dependents removed from coverages. If coverages are removed, participants will not be eligible to enroll again until Open Enrollment or if there is a QLE. Verification of dependents will still be required at the time of enrollment.

Note: Retirees who do not verify their dependents will not be able to re-enroll their dependents during the Retiree Option Change Period (ROCP). Their unverified dependents will lose coverage permanently.

The Dependent Verification process for all Flexible Benefits Program participants with enrolled dependents will begin in April 2023. At that time, participants with enrolled dependents will be required to submit the required documentation of dependency. An alert notification was mailed to impacted participants between March 13 and March 16 for awareness.

The Department of Administrative Services (DOAS), Human Resources Administration (HRA) Flexible Benefits Program implemented the Dependent Verification process to ensure compliance with our Section 125 plan document and the Employee Benefit Plan Council rules.

Additional information regarding the Dependent Verification process is available on the website at <https://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/dependent-verification>. Participants with questions and/or concerns regarding the Dependent Verification process can contact GaBreeze Dependent Verification Center at 1-877-342-7339. Representatives are available from 8 a.m. – 8 p.m. ET, Monday through Friday.



From Our Vendors

AFLAC's Health Screening Benefit

FLYER PROVIDED BY AFLAC, ARTICLE BY LENEEQUA MORRIS

AFLAC has a Health Screening benefit that is available to participants and their spouses enrolled in the Critical Illness Select and Critical Illness Select Plus plan options. The Health Screening benefit is payable if the health screening tests are performed while coverage is in force. This benefit is payable once per calendar year. The covered health screening tests are listed in AFLAC's Summary Plan Description (SPDs) booklets at <https://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>.

Health Screening Benefit

Critical Illness Select Plan	Critical Illness Select Plus Plan*
\$100.00	\$60.00

*This benefit is payable after premiums have been paid for 12 months and while coverage is in force. Participants are eligible for the Health Screening benefit under both plan options, i.e., \$160.00 if they are enrolled in the Critical Illness Select Plus plan.

There is no limit to the number of years participants can receive benefits for health screening tests as long as the participants have been enrolled. Filing a claim for your Critical Illness benefits, including the Health Screening Benefit, is easy. Instructions on how to file a claim are in the flyer below. Please share this information with your employees.

Managing your coverage has never been easier...

To access and manage your coverage online, visit www.aflac.com or download the MyAflac® mobile app to register your account.

If registering online, there is a login menu at the top left. Choose the **Individuals** option and follow instructions to register.

Once registered, you can take advantage of these features, available 24/7:*



Submit a claim and track the status:

Simply select new claim, answer a few questions about what happened and upload your supporting documents.

To prevent delays in processing your claim, be sure to:

- Enroll in direct deposit for faster claims payment. Make sure to have your account and routing numbers on-hand.
- If applicable, upload your completed Physician's Statement.
- Sign your claim digitally in the indicated areas and upload all billing and supporting documentation.
- Once your claim is submitted, you can track its status as it is processing.

*Registration of a new MyAflac account can take up to 24 hours to take effect.

To download the MyAflac® mobile app, visit your device's app store.



MyAflac
Aflac Insurance
Aflac Group Insurance Company



MyAflac
Aflac Insurance
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Aflac Insurance
Aflac Group Insurance Company



Have questions? Connect whenever you need us 24/7 by scanning the QR code on the left, logging in to your account or chatting with us at aflacgroupinsurance.com.

Scan the Aflac Duck QR code to the right to take you directly to registration



Aflac herein means Aflac and/or Aflac of New York and/or Continental American Insurance Company and/or Continental American Life Insurance Company.

Alert! Flexible Spending Accounts Claims Filing Deadline is Approaching

BY LENEQUA MORRIS



The deadline is approaching to file claims against Plan Year 2022 Health Care Flexible Spending Account (HCFSA) and Dependent Care Flexible Spending Account (DCFSA) remaining contributions. Please submit your claims to HealthEquity/WageWorks by April 30, 2023, to avoid forfeiting your funds.

Note: If claims are mailed, the envelope must be postmarked by April 30, 2023. The claim form and mailing address are on HealthEquity/WageWorks website. However, the fastest way to get claims to HealthEquity/WageWorks is to file your claims online at www.HealthEquity.com/Wageworks or fax them to 877-353-9236.



A New Way Forward

Human Resources Administration



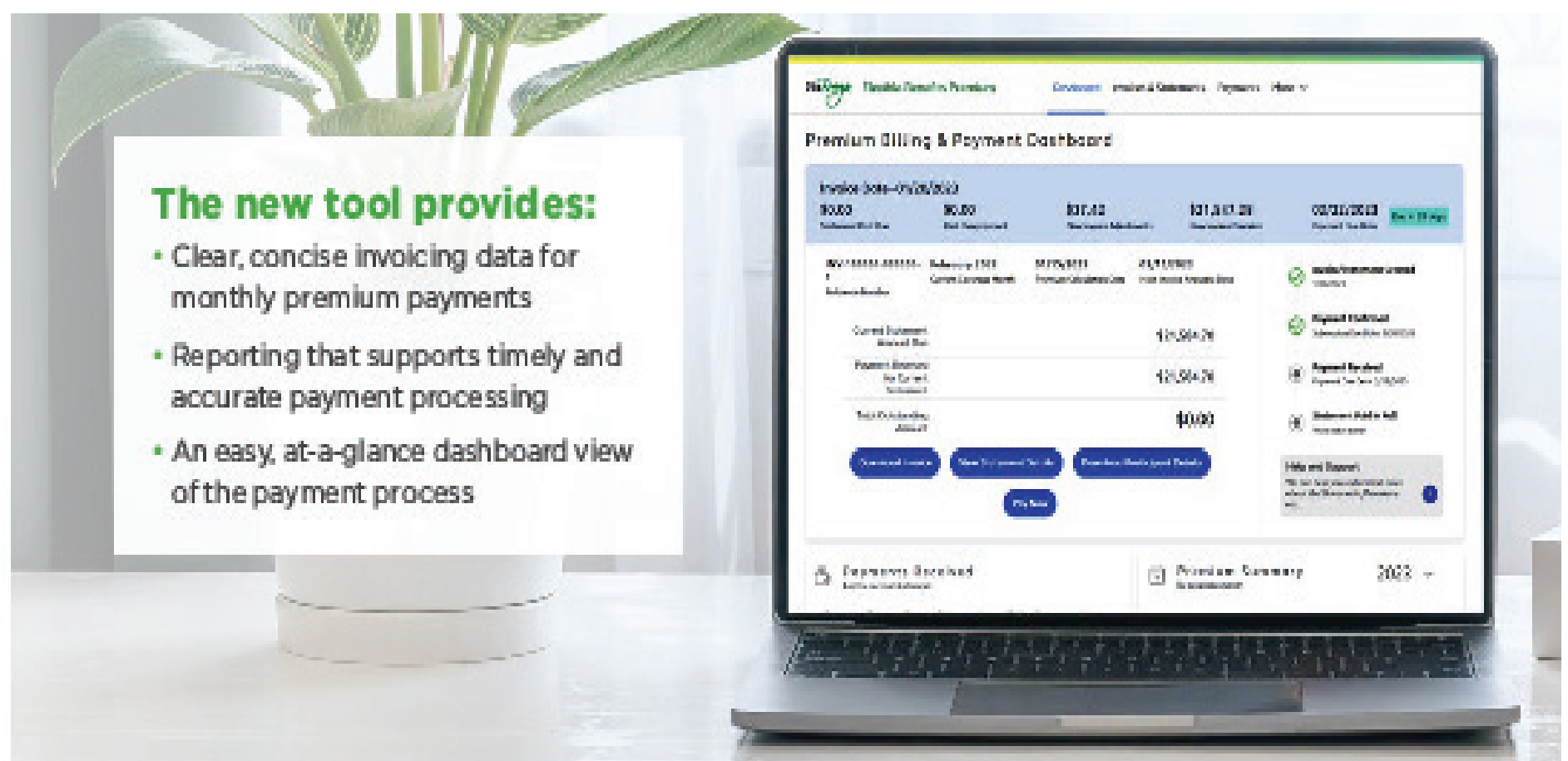
Department of Administrative Services

DOAS Flexible Benefits Premium Tool

The Georgia Department of Administrative Services (DOAS) and Allight Solutions, the GalBreeze benefits system administrator, have partnered to develop a new online tool that simplifies payment processing and collection of Flexible Benefit Premiums.

Why the Change?

The Georgia DOAS Human Resources Administration (HRA) division is dedicated to providing HR and talent management solutions that empower state entity HR and business leaders to manage their workforce in an effective and efficient manner. The current monthly Flexible Benefits premium payment process is complex and time-consuming. The new Flexible Benefits Premium tool replaces this process with a streamlined online premium payment system.



The new tool provides:

- Clear, concise invoicing data for monthly premium payments
- Reporting that supports timely and accurate payment processing
- An easy, at-a-glance dashboard view of the payment process

Rolling Out the New Tool

DOAS Fiscal and State Accounting Office (SAO) Payroll Shared Services will use the new tool to confirm premium payment amounts for SAO entities in February, March, and April. Entities will ensure premium payments are scheduled to be paid on the 20th day of the next month following the payroll deduction period.

Starting in May, the TeamWorks Payroll entities will use the new tool and take over the process to confirm premium payment amounts. Training sessions for TeamWorks Payroll entities will be scheduled for March and April. Sessions for all other entities will take place in June. Details about the reports and reconciling the data will be reviewed in the training sessions.

Getting Ready

- Visit the [Flexible Benefits Premium tool page](#) to learn more.



Support: For other questions or if you experience technical difficulties, contact the Benefits Premium Service Center at 1-844-967-5533. Or email the Flexible Benefits team at flex.emailsupport@doas.ga.gov. Representatives are available Monday through Friday from 9 a.m. to 5 p.m. ET.

Our Flex Benefits Team

Al Howell, Deputy Commissioner



Al has extensive HR management experience at the state, county, and municipal government levels. He led support services in the areas of human resources and administrative operations. He previously served as the Director of Administrative Services with the Georgia Department of Community Affairs. Al is currently responsible for leading enterprise human resource functions, including talent management, HR policy and compliance, compensation, and benefits. Al's vision for HRA is to become a proactive agent of change by offering strategically focused services which will help our clients meet the demands of the modern workforce. Al holds a BS in Political Science from Georgia Southern University and an MPA from Georgia Southern University. He is a Gallup-Certified Strengths Coach. Al enjoys family time and jogging.

Carla Gracen, Director of Compensation & Benefits



Carla joined HRA in April of 2018. She enjoys providing value to State of Georgia entities and employees through various projects, including the enhanced Benefits portal and streamlining processes with digital transformation. Previously, she managed outsourced HCM products and HR, Benefits, Payroll, and Accounting departments. Carla's career and personal travels took her to 48 states. She enjoys conducting industry presentations on various HCM topics. Carla holds an MEd-HRD from Colorado State University and an SHRM-SCP certification. Her hobbies include reading and fiber art.

Leneequa Morris, Sr. Benefits Manager



Leneequa stepped into her Benefits Manager assignment with Human Resources Administration on May 1, 2018. She has been a State of Georgia employee for 21 years, and before joining HRA, she held the role of Benefits Manager at the Department of Community Health State Health Benefit Plan. Leneequa loves assisting and educating employees about their flexible benefits. When not at work, Leneequa loves relaxing at home, watching good movies on LMN and Netflix.

Barbara Heard, Benefits Analyst



Following retirement, Barbara rejoined DOAS as a part-time Benefits Analyst in July 2018. She began her career over 32 years ago with the Secretary of State's office, serving in various HR professional positions. In 2012, Barbara joined HRA as the Flexible Benefits Education and Marketing Manager, resolving employee, retiree, and employer issues. Barbara enthusiastically works with people, and her professional motto is, "Remember that the person in front of you is a human who requires resources." In her spare time, Barbara enjoys spending time with family, working at her church, traveling, and shopping. She loves collecting angels and has been tagged as "Paparazzi" due to her love for snapping photographs.

Monica Laws-Smith, Benefits Specialist



Monica has over 20 years of client service and support experience. In December 2019, she joined the HRA Flexible Benefits team as a Benefits Specialist 2. Before joining HRA, Monica was a Contact Center Team Lead and Senior Analyst providing subject matter expert support to HRA team members, state agencies, and employees on various applications, procedures, and system-related issues. Monica is a Louisiana native and one of the New Orleans Saints' biggest fans; she also enjoys cooking gumbo for friends and family, eating crawfish, and spending time with her kids! Monica lives by the motto, "Keep Going and Never Give Up!"

Son Truong, Benefits Specialist



Son joined the HRA team in 2017 as a Benefits Specialist. Son's previous HR experience includes Recruiter, HR Generalist, HR Business Partner, and ER Specialist. Son says one of the highlights of the Flexible Benefits team's year is Open Enrollment and that he's diligent about being prepared and positioned to meet the needs of the State of Georgia employee population. What excites him about HRA is the leadership team's focused direction on improving HRA operations and the support provided to the broader HR community. Son is a certified scuba diver, and his favorite meals include seafood and a variety of Southern-fried foods. He's also a lover of animals (except snakes).

Marcie Akins, Benefits Specialist



Marcie Akins joined the HRA team on September 1, 2022, as a Benefits Specialist 2. Marcie's previous experience prior to joining HRA include working as an HR Generalist, Human Resources Clerk, & Payroll Manager. Marcie has 9 years of HR experience and has also worked in the medical field, performing a variety of duties for 18 years. Marcie loves spending time with her son, her two dogs, going out to dinner with friends, going to the beach, and watching movies, especially Lifetime. Marcie's favorite quote is, "Work hard, stay positive, and make it happen."

Coming Soon!



BENEFITS

UPCOMING EVENTS

Upcoming HR Community Meetings

May 9, 2023
August 15, 2023
November 7, 2023

Upcoming Employee Benefit Plan Council & State Personnel Board Meetings

June 20, 2023
August 8, 2023
November 14, 2023

CONTACT US

Interested in learning more about the Flexible Benefits Program?
Contact Carla Gracen, Director of Compensation and Benefits, at Carla.Gracen@doas.ga.gov or
Leneequa Morris, Benefits Manager, at Leneequa.Morris@doas.ga.gov.
We look forward to providing you with information about our Flexible Benefits Program.

HRA GENERAL CONTACT INFORMATION

<http://team.ga.gov/my-benefits/>
<http://doas.ga.gov/human-resources-administration>
hra.flexbenefits@doas.ga.gov

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