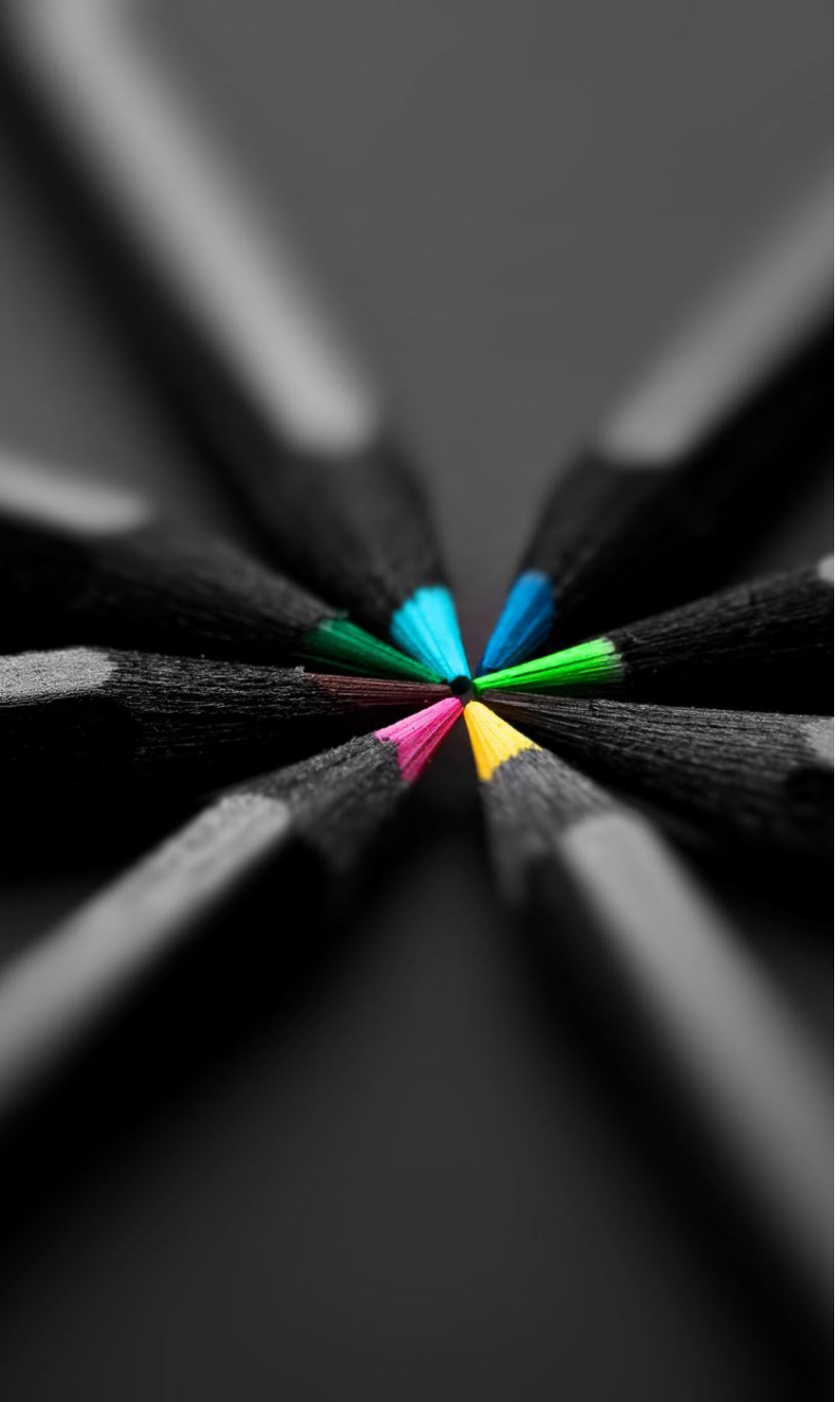
Open Enrollment Administrator Webinar

Tues, Sept 17, 2024

10 a.m.

Presented by:
VBA Benefits Corp.



Agenda

I. 2025 Changes

II. Starting Point

- Pre-OE reports to run
- Employer Application Overview

III. What's next?

- Salary import
- Employer contributions

IV. The Final Step

- Testing

V. Timeline and Tips

- 2025 OE Timeline and Final Tips

2025 Changes

New Anthem ID cards for all.

PPO $5,000 is now creditable coverage according to Medicare Part D coverage requirements.

New Voluntary Benefit – Pet Benefit Solutions.

Norton LifeLock

I. Starting Point

Pre-OE Report

On your admin home page, navigate to the section labeled **Tools** on the lefthand side.

Select **Client Quick Lookup** and select the report labeled **Pre-Open Enrollment Census Report (EE Only).**

Enter the current calendar date as the Effective Date and select **Save Selections & Run Report.**

Export the file to Excel.

Ensure all employees are assigned to the correct benefit class, have a home address listed, correct work email, login information, and cell phone*, in the bswift system.

**Optional field but provides an alternative to email address for MFA code to be received.*

Helpful Reports

Benefit Elections (EE & Dep. No Codes)

To review current employee selections.

Employees in OE - Not Yet Complete

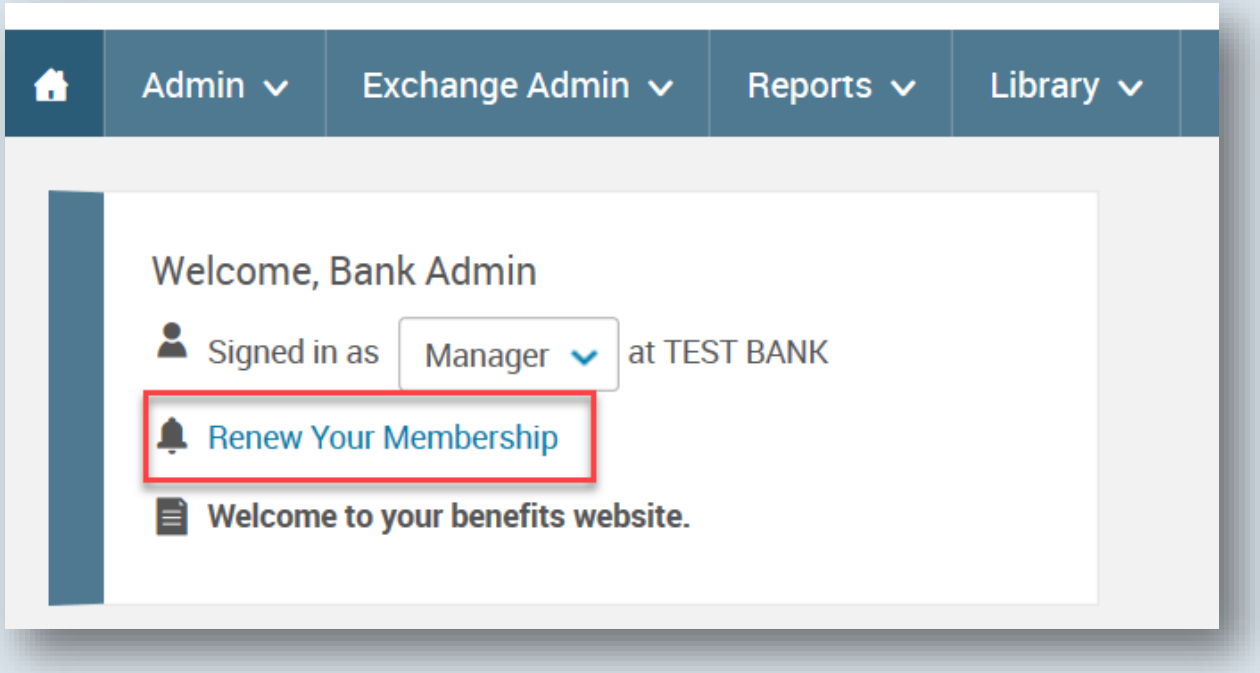
To view populations OE completion status (also found on OE Gauge).

Employer Application
Overview

ALL employers must complete their application by Oct 9th.

Opens Wed., Sept 18th.

Closes Wed., Oct 9th.



Employer Application

Employer Information Section

Employer Status

Don't make any changes to status! If it doesn't look correct, contact the VBA but don't move forward with your application.

FSA Offerings

If you want to make changes to your FSA offerings, please contact VBA once you complete your application.

Enrollment Begin Date

This date must be November 1st or later.

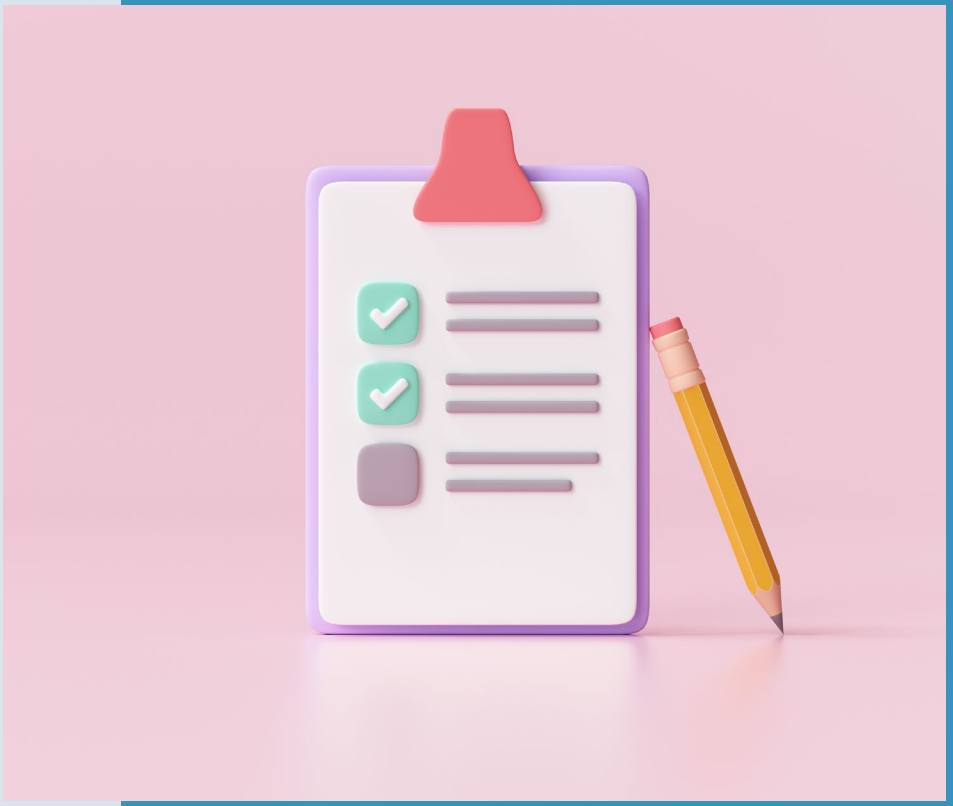
Enrollment End Date

This date can't be later than November 22nd.

Employer Application

Your Employees Section

- If you need to add a new employee, **do not add on this page.** Complete their new hire enrollment outside of the employer application.
- Click **Submit Renewal** at the bottom of the page and you will be directed to the next section of the application.



The plans selected last year will automatically be pre-selected for you so **please review selections carefully** and make any necessary updates.

Note: if any plans were added to your group after the application last year, they will not be pre-selected so you will need to add (i.e., Norton if added for August 2024)

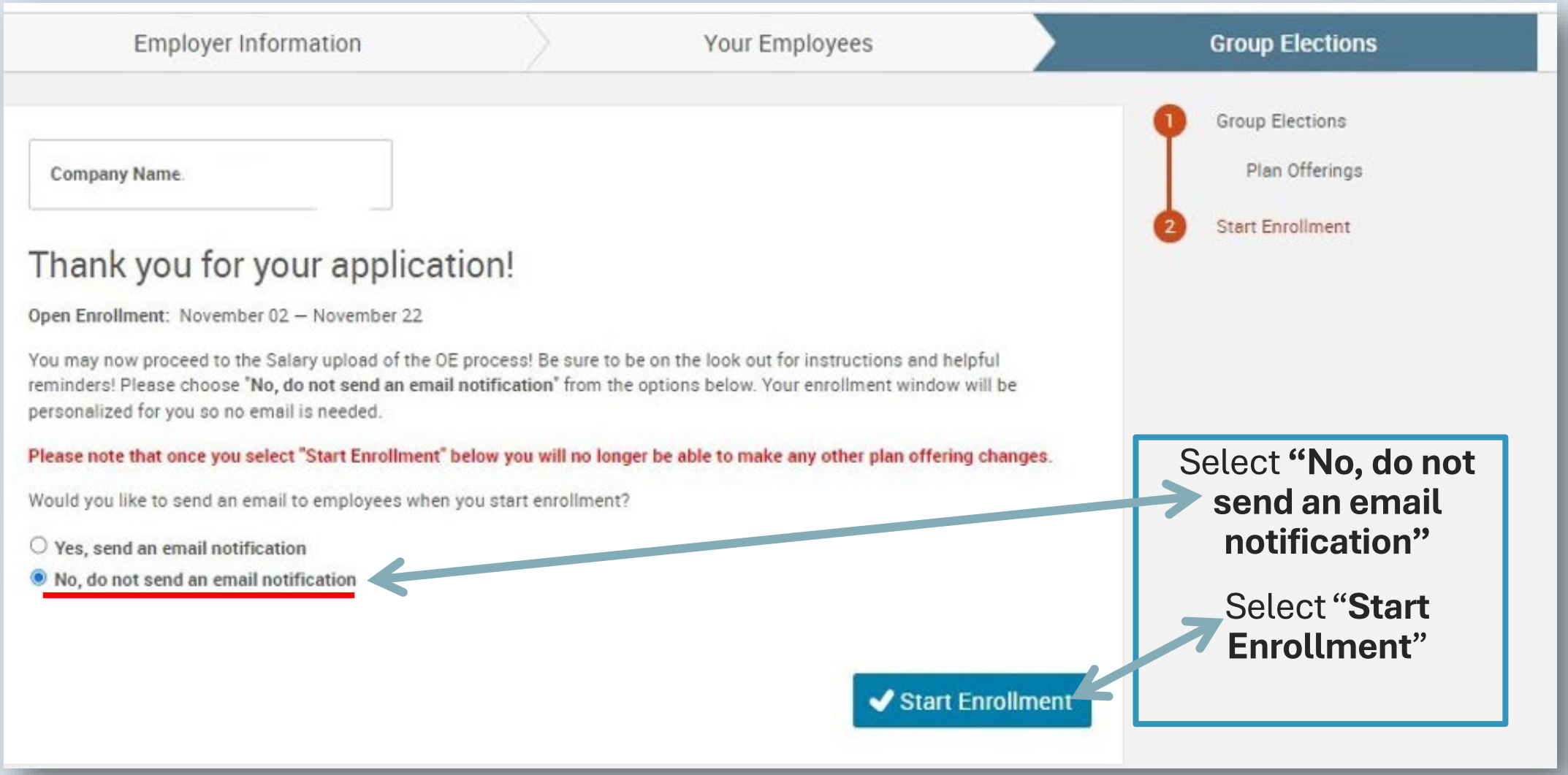
If you need to make any changes after the application is submitted, email the Benefits team at benefits@vabankers.org.

Employer Application

Group Elections Section

Employer Application

Start Enrollment



II. What's next?
Compensation & Employer Contributions

Compensation Update Imports – Salaried & Hourly

- Must be uploaded to bswift by 10/11/24.
- Compensation as of 9/30/24.
- Round to the nearest dollar.
- Instructions and template for uploading compensation will be available by 9/18/24.
- Upload for both salaried and hourly employees.

Employer Contributions

- Add to Medical and Dental plans (if applicable).
- Must be completed in bswift by 10/11/24.
- Instructions will be available by 9/18/24.
- Make sure the total premium matches rate sheet once all contributions have been entered.

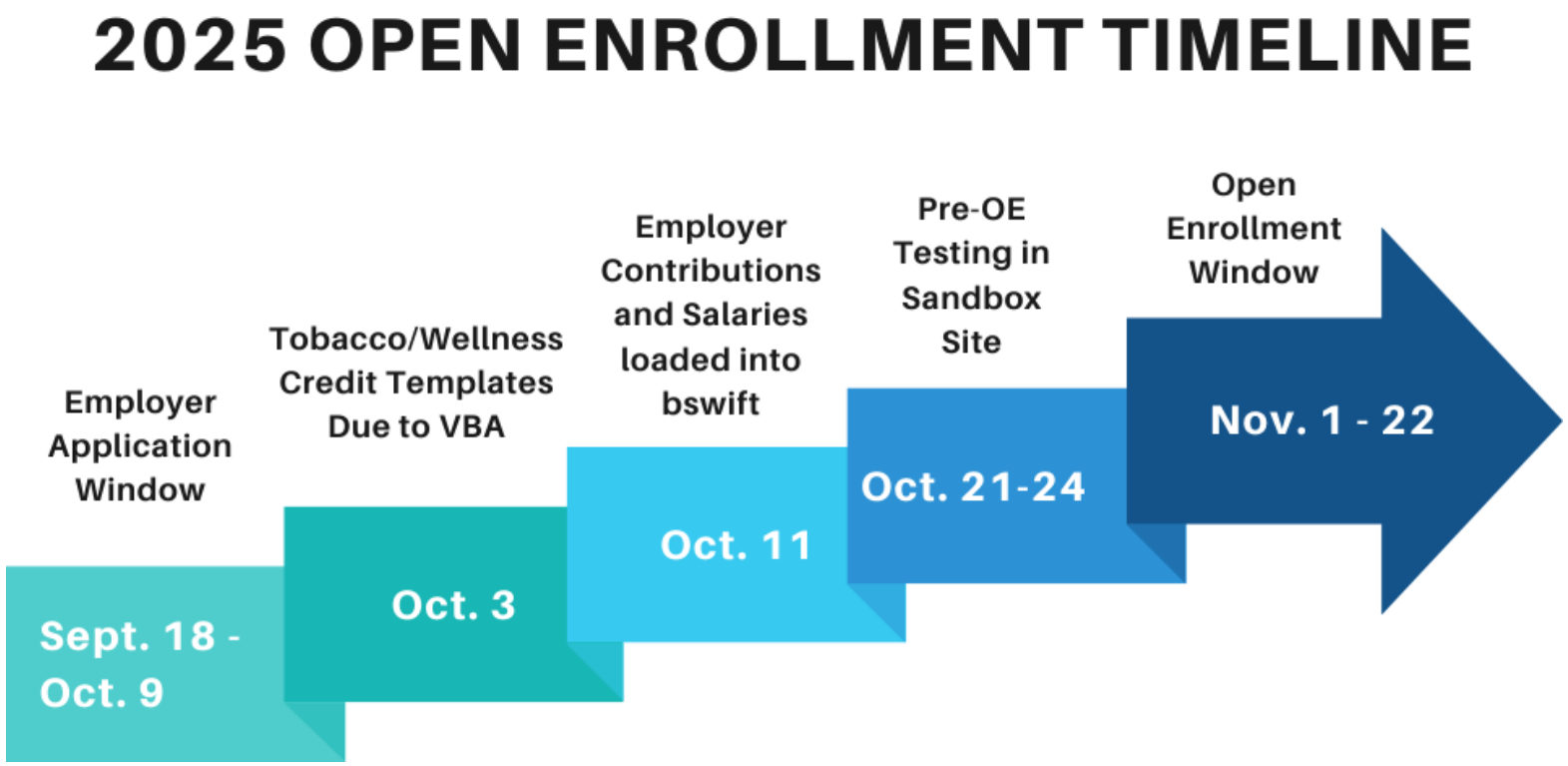
IV. The Final Step

Testing

Testing period: **10/21-10/24.**

Test in Sandbox environment, not your main bswift environment.

We will provide a test plan with common scenarios but please test any other scenarios that might be common for your population (including benefit eligibility for part-time employees).



V. Timeline & Tips

2025 OE Timeline

V. Timeline & Tips

Tips for Success

If you see something, say something! We want to resolve as many issues as possible prior to OE so your employees have a smooth, pleasant experience.

ALL employees must step through enrollment even if they aren't making benefit plan changes.

The OE Gauge will be available on your bswift Home Page for an at-a-glance view of your enrollment stats.

Make sure to click **Refresh** under the Gauge to get the most up-to-date data.

Additionally, you can go to Client Quick Lookup on your bswift admin home page and run the "Employees in OE-Not Yet Complete" report.

Once your OE period ends, it's important to ensure there are no employees enrolled in plans that are no longer being offered in 2025.

V. Timeline & Tips

Tips for Success

WEEKLY OPEN ENROLLMENT NEWSLETTERS

OE RESOURCE SITE

Fall Meeting Registration

The Benefits Corp. team is hosting three fall meeting options this year: two in-person and one virtual. These events are free, but advanced registration is required. We encourage each employer to attend the event in-person for networking opportunities, fewer distractions and greater group discussion. Please register for only **one** of the options below by clicking on the event location and date:

Southwest Virginia Fall Meeting - Tuesday, October 1, 10 AM – 2 PM

Central Virginia Fall Meeting – Wednesday, October 2, 10 AM – 2 PM

Virtual Fall Meeting – Thursday, October 3, 10 AM – 1PM

Here to Help

Group Benefits Mailbox: benefits@vabankers.org

Benefits Hotline: 1-800-643-5599 or 804-643-8060

Open Enrollment Resource Site: 2025 Open Enrollment Resource Site - Virginia Bankers Association (vabankers.org)

bswift Enrollment Site: secure.bswift.com/login-page/vbabenefits

Printable Open Enrollment Checklist

Questions?