



NEW EFFECTIVE DATE FREQUENTLY ASKED QUESTIONS

The Pension Boards has implemented a new policy regarding the effective dates that will be used to enroll or change member information. The attached chart outlines the effective dates that will be followed when enrolling or changing information for your employee(s). The questions below are designed to help you understand how this policy works and how it will impact the changes you are requesting.

1. **Why is the Pension Boards implementing this policy?**

To streamline the process for our employers, and to follow industry best practices, we followed a process that was consistent with all our employers and which is easy to follow.

2. **What is the benefit of having all effective dates the first calendar day of the month?**

This ensures that the correct amounts will appear on the monthly invoices. When effective dates other than the first day of the month are used, the annuity employer dues and employee contribution amounts need to be prorated. Since the Pension Boards does not maintain employer payroll calendars, prorations for these benefits may not be calculated correctly.

3. **What happens if I have an employee who has a compensation change, and that change impacts the annuity pension or employee contribution amount that does not fall on the first calendar day of the month?**

We do not want to disadvantage your employees if they have a change that does not occur on the first day of the month. In addition to sending the appropriate forms to identify these changes, please follow the steps below:

- If there is an increase in compensation or the contribution amount, you can calculate what the additional amount would be for the month that the change occurred. Please send in a separate check along with a letter to our bank, so that the funds can be applied to your employees' account.
- If there is a decrease in compensation or the contribution amount, you will need to notify us in writing of the amount that needs to be adjusted. A credit amount will be reflected on a future monthly invoice.

4. **What happens if I remit paperwork late and miss the cutoff date? Can exceptions be made?**

We have designed our system to allow for updating compensation changes on the employer portal two months prior to the current month. As a reminder, these changes can only take effect the first day of the month. If changes need to go back prior to the two months, you will need to reach out to our **Member Services** team for assistance at **1.800.642.6543**.

5. **Can benefit forms/online changes have a future effective date?**

Yes, you can use any first day of the month date for up to three months in the future.

Effective Date Policy

Effective January 1, 2021, The Pension Boards implemented a policy regarding the effective date used on the below benefit forms for our members. Effective dates for any enrollment or change for a member must follow what is outlined in the chart below. Any exceptions to this process will need to be reviewed and approved by the Senior Manager of Member Services.

FORM	EFFECTIVE DATE*
Allocation of Future Contribution and Fund Reallocation Form	First day of the following month
Annuity Plan Membership Application	First day of the following month
Application for Medical Benefits for Adult Children	First day of the current month
Continuation of Coverage**	First business day of the current month
Compensation (Salary) Report Form - Individual	First day of the following month
Dental Benefits Plan Enrollment Application	First day of the following month
Dental Benefits Enrollment Application	January 1 of each year
Employee Retirement Contribution Agreement Form	First day of the following month
Flexible Spending Account Forms (Annual Enrollment)***	January 1 of each year
Life Insurance and Disability Benefit Plan Change Form	First day of the following month
Life Insurance and Disability Benefit Plan Enrollment Application	First day of the following month
Medical Benefits Enrollment Form	First day of the current month
Medical Benefits Application for Adult Children	First day of the current month
Medicare Advantage Plan with Rx Enrollment Application	First day of the current month
Optional Additional Death Benefit Application	First day of the following month
Optional Dependent Death Benefit Application	First day of the following month
Retirement Savings Account Application	First day of the following month
Salary Report Form – Individual	First day of the following month
Vision Forms (Annual Enrollment)****	April 1 of each year

***Effective Date:** Forms must be received in good order by the Member Services team at least five business days prior to the end of the month.

****Continuation of Coverage:** This is similar to COBRA coverage where a member can continue benefit coverage for up to 24 months after terminating employment. The member is responsible for payment of the premiums.

*****Flexible Spending Account Form:** New hires can enroll in the plan within 30 days after date of hire.

******Vision:** New hires may enroll in the plan on the first day of the current month.