



MEMORANDUM

TO: All Benefit Coordinators

FROM: State Health Benefit Plan

SUBJECT: SHBP New Year Round Web Portal

DATE: March 29, 2011

The State Health Benefit Plan (SHBP) would like to take this opportunity to announce the first phase of a year round web portal project. The initial implementation phase of the web portal provides an online tool for payroll locations to add new hires and process terminations and it allows new employees to make their health benefit election. The ultimate goal is to reduce or eliminate the delays caused by the physical processing of SHBP membership forms.

Payroll locations will update baseline information for new hires via current file submissions or direct manual online entry (similar to the Open Enrollment administrative process). Once the new hire is established, the employee will make their initial health benefit election and enter information critical to their health benefit election such as dependents and address information through this online portal. Payroll locations will also be able to enter terminations on the web portal. We think this new web portal, once fully operational, will eliminate much of the paperwork that is now required. We anticipate a mid-summer go-live date for the new employee functionality and termination feature.

Please be aware for those payroll locations that provide files to SHBP, modifications to the file layout are necessary. In order to comply with healthcare reform legislation beginning 2014 file layout changes such as adding scheduled hours and monthly salary are a state requirement and are required. SHBP IT staff will be working closely with State Accounting Office (SAO) and the various payroll support staff and vendors regarding the required file modifications.

We thank you in advance for your assistance in making this a successful implementation. You will be receiving additional information as we get closer to our go-live date. If you have questions about the new web portal, contact Bill Tierney at btierney@dch.ga.gov.