CHANGING A BENEFIT CLASS

Employee Navigator assigns benefit eligibility by **Benefit Class**. Eligibility can change when an employee changes Benefit Classes. Following the correct steps is important to ensure the new Benefit Class eligibility applies and you can update the benefits accordingly.

Helpful Tips:

- Benefits are assigned by Benefit Class and the eligibility rules on effective dates will apply
- Read each screen carefully to make certain no steps are missed
- Use the effective date of the Benefit Class change to drive the effective date of any ending and newly starting benefits – eligibility rules will apply
- If the class change is due to error and not a true Benefit Class change, use the hire date as the effective date
- Review the new enrollment and effective dates carefully to ensure everything is correct before completing the enrollment

Scenario: Charlie Brown is in the Staff Benefit Class in 2022 and is moving to the Associate Benefit Class as of 3/1/2023. Staff and Associate employees are not offered the same benefits and Charlie will change benefit plans.

1. Type the employee's name in the search bar
2. Select **Profile**
3. Click the drop-down menu next to Class, select the new Benefit Class, and click **Save**

4. Enter the effective date of the position change & click **Next**
   Note: Eligibility rules will determine the effective date of ending and new benefits

5. Employee Navigator recalculates benefit eligibility based on the new Benefit Class and effective date
6. Review the eligibility change summary screen carefully to see newly eligible and no longer eligible benefits.

Preview demographic change results

As a result of this change, the employee will be eligible for the following plans:

Plan	Eligible as of
2023 ADN Dental	04/01/2023
2022 - 2023 BCBSM PPO HSA Medical - Option 2	03/01/2023
2023 BCBSM PPO HSA Medical - Option 2	07/01/2023
2023 EyeMed Vision	03/01/2023

The impact of an ACA classification change to eligibility is dependent on the demographic change date. ℹ️

Demographic changes do not recalculate costs for 3rd party plans, HSA, HRA or Cafeteria plans. ℹ️
The following plan enrollments will be recalculated and may result in enrollment changes:

Plan	Recalculated as of
2022 OneAmerica Voluntary Life	03/01/2023
2023 Group Short-Term Disability	03/01/2023

The employee is no longer eligible for the following plans. Drop the enrollment based on the plan termination rules now or skip and drop later.

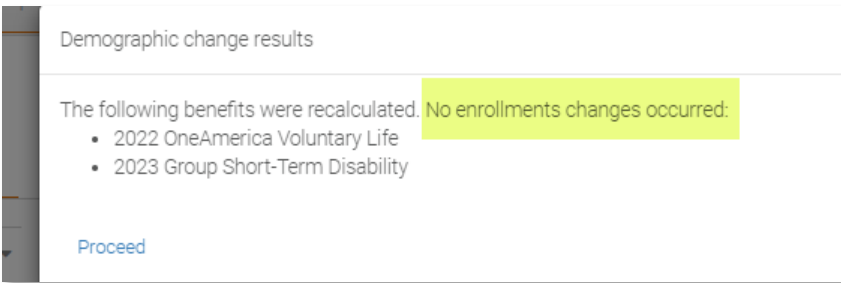○ Drop (COBRA Eligible)   ○ Drop (COBRA Ineligible)   ○ Skip

| 2023 ADN Dental - Staff |
| 2022-23 BCBSM PPO HSA Medical with Medicare - Option 2 |

[Yes, Save Changes]   No, Cancel Changes

7. Select **Drop (COBRA Ineligible)** for the benefits that need to be dropped (if applicable)
   Note: If this stepped is missed, you may not be able to update enrollment correctly and will need to email employeebenefits@setseg.org for further assistance
8. Click **Yes, Save Changes** after reviewing all details and correction actions are selected

9. The next screen will be a summary of any benefits that did not change – click **Proceed** after reviewing

Demographic change results

The following benefits were recalculated. No enrollments changes occurred:
- 2022 OneAmerica Voluntary Life
- 2023 Group Short-Term Disability

Proceed
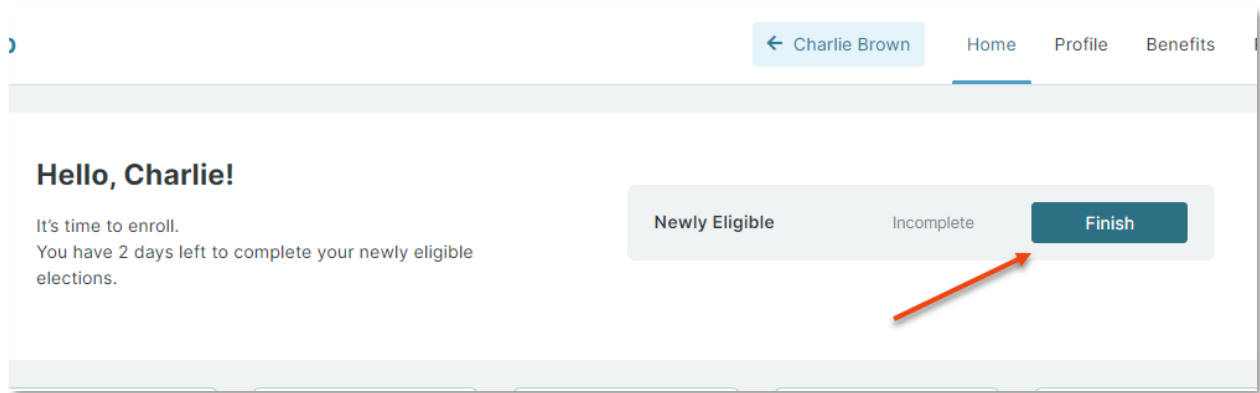
Make new elections (if applicable):

1. Navigate to the Employee Management tab and select **Employee Home Page**
2. Click **Finish** to make the new elections

3. Complete each step in the enrollment process & review the final elections if everything is accurate select **Click to Sign** to complete enrollment