

The EBD Update – Tuesday, October 21, 2008

A publication by The Employee Benefits Division

**** State Edition ****

Update regarding Leave Without Pay (LWOP)

An EBD Policy change regarding the way Leave Without Pay (LWOP) is handled for AASIS Agencies has been implemented effective pay period 22 retroactive.

- Agency Health Insurance Representatives (HIRs) will be required to place employees taking LWOP in a new LWOP Plan Option in AASIS and return them to the Plan Option appropriate for them when they return from LWOP
- The OPM Policy Manual has been updated to define LWOP status per pay period; specifically, when employees will be responsible for the employee only portion of their premium or the employee and employer portions.
- Employees in a LWOP status as defined by the new definition will be required to make their premium payments directly to EBD. It will no longer be policy that AASIS collect premium payments in arrears when employees return to active employment following LWOP.

Please ensure that your employees currently in a LWOP status are in compliance with the new Policy and have been placed in the new plan option.

The AASIS Support Center provided Business Process Procedure (BPP) documents last Wednesday, October 5, 2008, which explain the new AASIS procedure required by the change.

For questions regarding the new BPPs, please contact the AASIS Support Center at 683-2255.

The Benefits Administration Manual has been updated to include the LWOP status definition as it relates to benefits and the Agency HIRs' new responsibilities due to the change. You will find the details in the following sections:

Membership Management Policy
IV. Enrollment/Changes to Enrollment
F. Leave Time

Billing Management Policy
VI. Special Pay Status
VIII. Refunds

Please direct any questions to:
Jacquie Hulsey
Employee Benefits Division
(501) 682-5580

A Message From Minnesota Life

Dear State of Arkansas Agency Representative:

The coverage change reports that were previously mailed to you by Minnesota Life for the group life insurance plan will now be available to AASIS reporting agencies on-line. This means that you will now be able to access life insurance change information when you need it, rather than waiting for it to come by snail mail.

The reports are posted on our LifeBenefitsExtra web site (www.lifebenefitsextra.com). A new change report will show every Monday, with each recording changes from the week prior. If no changes were made, no report for that period will be listed. Previous coverage change reports are retained and available by merely clicking on them.

Once displayed, each report may be produced in a format that best suits your needs. For instance, it may be printed and retained as a hardcopy document. It can also be saved as a PDF file, or as an excel file to be incorporated with other worksheets.

As an identified agency contact, you may already have a user ID and password for access to this web site. Please contact Minnesota Life at 1-888-826-2734 if you are unable to access the web site to view this report, or if there should be another contact person that requires access.

Sincerely,

Minnesota Life Group Customer Service

Jason Lee, PAHM
Communications Manager
Employee Benefits Division
501 Woodlane, Suite 500
Little Rock, AR 72201

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