

# Newborn Enrollment in ESS

There have been a few incidents where employees are not selecting the correct effective dates in BEACON for health insurance coverage on their newborn child.

## **What is the State Health Plan (SHP) Effective Date of Coverage Policy?**

The SHP policy allows an employee to start coverage on the date the child is born or the first of the month following the birth of a child. If the employee is enrolled in Employee Only or Employee and Spouse coverage then the effective date for the premium change is the first of the month in which the child is born if the employee chooses to cover the child from the date of birth.

## **How does this work in BEACON Employee Self Service (ESS)?**

When the Health Benefits Representative (HBR) creates the adjustment reason NEWB – Birth or Adoption of a Child, it must be created with a start date on IT 378 for the date of birth or the date of the adoption. This NEWB adjustment reason will provide the employee two dates to select their enrollment start date. The date of the adjustment reason (Date of birth/adoption) and the first of the month following the adjustment reason start date (Date of birth/adoption).

Child is born on 10/5/2010. HBR creates the NEWB adjustment reason for 10/05/2010.

EEGroup	A	SPA Employees	PersA	1401	State Controller
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	10/05/2010	to	11/04/2010	Chng	10/11/2010 01184398

  

Adjustment Reason Data	
Benefit area	State of NC
Adjustment reason	Health Ins for Baby

## **What should the HBR communicate to the employee?**

After creating the adjustment reason, HBRs should remind the employee that they will see two start dates in ESS and if they want to cover the child from the date of birth then they need to select the date of birth start date and not the first of the month after the birth start date.

## **How does this look to the employee in ESS?**

1. Employee logs into ESS and must first add the newborn as a dependent under My Benefits.
2. After adding the child as a dependent, the employee clicks the NEWB adjustment reason and they will have two effective dates to select from to start their PPO plan and to start their HC Flexible Spending Account.
3. The below screen shows how this will appear in ESS. Under the Medical section, the employee will have both the 10/05/2010 and the 11/1/2010 PPO – Smart Choice Plans start date to select as an option. If the employee wants to provide health insurance coverage from the date the child was born they must select the 10/05/2010 option (Date of birth).

**Medical**

<input type="radio"/> PPO - Smart Choice Plans	Starts on 10/5/2010	0.00 USD Monthly (Pre-Tax)	<a href="#">Smart Choice Standard 80/20 - Employee Only</a>	<a href="#">SHP PPO - Plan Details</a>
<input type="radio"/> PPO - Smart Choice Plans	Starts on 11/1/2010	0.00 USD Monthly (Pre-Tax)	<a href="#">Smart Choice Standard 80/20 - Employee Only</a>	<a href="#">SHP PPO - Plan Details</a>

4. If the employee selects the 10/05/10 date, the system will charge the employee the full EE+Child(ren) premium for the full month the child was born. In this example, the employee will be charged the premium cost starting with October for EE+Child(ren) coverage.  
**Note:** Employees should confirm enrollment by printing a benefits confirmation statement, because after 30 days from the date of the qualifying event, the employee will be unable to make any further changes (except, during annual enrollment or life changing event).