

October 27, 2016

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Tip the scales in your favor with a health coach – at no charge.

Find out more at **855.838.5897**.

BlueCross to use EBS, MyBenefits data to educate

BlueCross will use the EBS and MyBenefits data, dependents' phone numbers and email addresses, to share relevant information with subscribers and their dependents about conditions they may have.

October 16-22 is National Retirement

Open enrollment webinars

PEBA's Field Services team is hosting open enrollment webinars in October. The webinars will last for one hour; internet access and a telephone are needed to participate. Click [here](#) to check for webinar times and online seat availability.

Submit SLTD salary updates through October 31

Employers who are not part of the SCEIS payroll group must update salaries for all employees enrolled in Supplemental Long Term Disability (SLTD) as of October 1, who have had a salary change since October 1, 2015. The maximum annual salary for calculating SLTD benefits and premium calculations is \$147,684. If PEBA receives any salary updates that exceed this amount, the amount entered into the system will default to \$147,684. SLTD salaries must be reported through Employee

Security Week

The United States Senate passed [S.Res. 575](#) to express support for the goals and ideals of National Retirement Security Week (NRSW), including raising public awareness of the importance of saving for retirement. Join PEBA in celebrating NRSW and check the PEBA Update each week in October for retirement awareness resources and activities, including PEBA's retirement awareness [flier](#), to share with your employees.

Colonoscopy educational workshop

Have you registered for the October 12 [colonoscopy workshop](#) yet? If not, there's still time to do so. A regular screening is a very effective way to prevent or detect colorectal cancer.

This one-hour colonoscopy educational workshop will be held in Conway, S.C. at 1301 2nd Avenue. Please encourage employees in this area to sign up.

Benefits Services (EBS) no later than October 31.

Do not submit SLTD salary information by email or on a CD.

This is how to do it:

Log in to [EBS](#) and select Manage Grops. Choose SLTD Salary Entry from the menu.

- Select SLTD Salary Browse to add employee salaries individually if you have a small group to update; the fields are pre-set for you
- Type the data into each field, and click Submit at the bottom of the screen to enter the information for each employee.
- Download SLTD Coverage Data, which includes a list of all employees enrolled in SLTD at the time of your request. You will have two file format options from which to choose: .TXT or CSV. Once completed select Upload SLTD Data to upload your revised file to EBS.
- Select Batch Entry Screen, which allows you to enter 10 employees' salaries at a time.
- Select Current SLTD Coverage List to receive a list of all employees currently enrolled in SLTD.
- Review and confirm all SLTD salary entries upon updates completion for your group.

View the five-minute tutorial on PEBA's [website](#) under Presentations.

If you have any questions or problems regarding submitting SLTD salary information, please contact the PEBA Customer Contact Center at 803.737.6800 or 888.260.9430.

Bridge work: Find a provider or pharmacy

During open enrollment, employees may be interested in searching the network of providers (State Health Plan, patient-centered medical home, State Vision Plan or Dental Plus) and pharmacies. Links to these search engines can be found at [Insurance Benefits Resources](#) under Find a provider or pharmacy.

Thank you State House wellness week participants

PEBA, the S.C. Department of Parks, Recreation and Tourism, the S.C. Department of Administration and the S.C. House of Representatives would like to thank all participants for making this year's State House health and wellness week a success! More than 20 agencies were represented at various events throughout the week. Each event attracted people in different ways to take advantage of various physical and financial health and wellness information.

- Monday's weight loss and healthy eating workshop had 50 participants.

- Tuesday's wellness and benefits fair attracted more than 500 people.
- More than 300 flu vaccines were administered at Wednesday's flu shot clinic.
- The insurance overview and early-mid career retirement workshops gathered 60 people interested in learning more about new benefits and preparing for retirement.
- More than 90 participants came out to support the Step-tember wellness walk and enjoy a nice day.

Thank you for joining in and encouraging your coworkers to participate in a rewarding and fun week of wellness events. We look forward to seeing you next year.

Before you submit an open enrollment transaction

A subscriber should make these changes **before** submitting open enrollment transactions when using MyBenefits.

- If a subscriber wants to make changes to his beneficiaries, contact information or tobacco-user status, he should make these changes in a separate transaction **before** making his open enrollment changes.
- A change in tobacco certification becomes effective the first day of the month **after** receipt of the tobacco certification form.
Example: If PEBA receives a subscriber's Certification Regarding Tobacco Use form in October, it becomes effective November 1.
- If a subscriber wishes to drop his tobacco-user premium for an effective date of November 1, **he should submit it as a separate transaction before submitting his open enrollment transactions.** If he submits it **after** submitting his open enrollment transactions, January 1, 2017, will be the effective date.
- All changes made under the Open Enrollment menu option (in EBS) automatically become effective January 1, 2017.

Congratulations to our 2016 PEBA Partners!

PEBA Partners is an award program which honors employers that demonstrate a dedication to promoting a physically, emotionally and financially healthier workplace. Our 2016 PEBA Partners are:

Overall winner: Medical University of South Carolina

State agency: S.C. Department of Revenue

Local subdivision: Beaufort-Jasper Water and Sewer Authority

Higher education entity: Aiken Technical College

Public school district: Greenwood School District 50

Do you want to know how they won? Click [here](#) for details! If you have any questions about this program, email wellness@peba.sc.gov.



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www.peba.sc.gov
Monday-Friday, 8:30 a.m.-5 p.m.

Not all employers participate in a PEBA-administered retirement plan or insurance programs. Please disregard any information not applicable to you.

Data classification: public information



October 11, 2016

Open enrollment webinars

SLTD salary updates

National Pack-a-Sack Lunch Day

Before you submit an open enrollment transaction



Tip the scales in your favor with a health coach – at no charge.

Find out more at
855.838.5897.

October 19 is National Pack-a-Sack Lunch Day

National Retirement Security Week takes place the third week of October, so please keep promoting retirement awareness this month. Consider encouraging employees to bring their lunch on Wednesday, October 19, for National Pack-a-Sack Lunch Day. Your employees can check out the [ICMA-RC Pack-a-Sack Savings Calculator](#) to see how packing a lunch can help them save.

What to do before you submit an open enrollment

Webinars for open enrollment

If you are a new benefits administrator (BA), please take advantage of the open enrollment webinars currently offered by PEBA's Field Services team. Experienced BAs are also invited to join in one of the 60-minute sessions. To participate, you will need internet access and a telephone. Online seating is still available. Click [here](#) for webinar dates and times.

Don't miss October 31 deadline to submit SLTD salary updates

If your business or agency is not a part of the South Carolina Enterprise Information System (SCEIS) payroll group, then the salaries for all employees enrolled in Supplemental Long Term Disability (SLTD) as of October 1, who have had a salary change since October 1, 2015, need to be updated. The maximum annual salary for calculating SLTD benefits and premium calculations is \$147,684. **SLTD salaries need to be reported through Employee Benefits Services (EBS) no later than October 31.** If PEBA receives any salary updates that exceed this amount, the amount entered into the system will automatically default to \$147,684.

This is how to update salary for SLTD:

transaction

When using MyBenefits, subscribers should make these changes **before** submitting open enrollment transactions:

- If a subscriber wants to make changes to his beneficiaries, contact information or tobacco-user status, he should make these changes in a separate transaction **before** making his open enrollment changes.
- A change in tobacco certification becomes effective the first day of the month **after** PEBA receives the tobacco certification form. **Example:** If PEBA receives a subscriber's Certification Regarding Tobacco Use form in October, it becomes effective November 1.
- If a subscriber wishes to drop his tobacco-user premium for an effective date of November 1, **he should submit it as a separate transaction *before* submitting his open enrollment transactions.** If he submits it ***after*** submitting his open enrollment transactions, January 1, 2017, will be the effective date.
- All changes made under the Open Enrollment menu option (in EBS) automatically become effective January 1, 2017.

Log in to [EBS](#) and select Manage Groups. Choose SLTD Salary Entry from the menu.

- Select SLTD Salary Browse to add employee salaries individually if you have a small group to update; the fields are pre-set for you.
- Type the data into each field, and click Submit at the bottom of the screen to enter the information for each employee.
- Download SLTD Coverage Data, which includes a list of all employees enrolled in SLTD at the time of your request. You will have two file format options from which to choose: .TXT or CSV. Once completed select Upload SLTD Data to upload your revised file to EBS.
- Select Batch Entry Screen, which allows you to enter 10 employees' salaries at a time.
- Select Current SLTD Coverage List to receive a list of all employees currently enrolled in SLTD.
- Review and confirm all SLTD salary entries upon updates completion for your group.

Please do not submit SLTD salary information by email or on a CD. If you have any concerns as to how to submit the salary information, you can view this five-minute [tutorial](#).

If you have any questions or problems regarding submitting SLTD salary information, please contact the PEBA Customer Contact Center at 803.737.6800 or 888.260.9430.



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Not all employers participate in a PEBA-administered retirement plan or insurance programs. Please disregard any information not applicable to you.

Data classification: public information



October 18, 2016

Open enrollment extended
FBMC debit cards
How to go from working more
Pay schedule instructions
National Retirement Security Week
Open enrollment checklist
SLTD salary updates



Tip the scales in your favor with a health coach – at no charge.

Find out more at [855.838.5897](tel:855.838.5897).

October 16-22 is National Retirement Security Week

Join PEBA in celebrating National Retirement Security Week (NRSW) this week by encouraging financial literacy among your employees and raising awareness on the importance of saving and making smart decisions for a secure retirement. Help employees learn about budgeting, creating a financial safety net and more with PEBA's [be aware and prepare](#) educational series. Don't forget that Wednesday, October 19 is National Pack-a-Sack Lunch Day!

Bridge work:

Open enrollment period extended

Due to Hurricane Matthew, PEBA is extending the 2016 open enrollment period. Subscribers have until November 15, 2016, to submit open enrollment changes. Benefits administrators have until November 30, 2016, to approve open enrollment changes using the Employee Benefits Services (EBS) website and to submit open enrollment Notice of Election forms to PEBA. Remember, the most efficient way to process enrollment changes is through MyBenefits and EBS.

Employees also will be able to enroll in or change their MoneyPlus accounts until November 15.

Please note: If an enrollment change requires documentation, please be sure to attach the documentation to the bar-coded sheet that is generated when the transaction is approved in EBS. Both must be mailed to PEBA.

While this extension is available to all subscribers and benefits administrators, if you and your employers are able to complete open enrollment selections and transactions by the original deadlines of October 31 and November 15, respectively, please do so. This will help

Insurance Benefits BA line

PEBA transitioned to a new call management system in August. Benefits administrators can reach the BA line for Insurance Benefits by dialing 803.737.6800 or 888.260.9430 and pressing 1 (PEBA insurance benefits) and 4 (Benefits administrator). Please note that the system asks if you are interested in completing a survey by pressing 1 at the start of the call.

Open enrollment checklist

When using MyBenefits, subscribers should check to ensure these changes have been made **before** submitting open enrollment transactions:

- If a subscriber wants to make changes to his beneficiaries, contact information or tobacco-user status, he should make these changes in a separate transaction **before** making his open enrollment changes.
- A change in tobacco certification becomes effective the first day of the month **after** PEBA receives the tobacco certification form. **Example:** If PEBA receives a subscriber's Certification Regarding Tobacco Use form in October, it becomes effective November 1.
- If a subscriber wishes to drop his tobacco-user premium for an effective date of November 1, **he should submit it as a separate transaction before submitting his open enrollment transactions.** If he submits it

ensure that all open enrollment changes are processed and updated to the carriers in a timely manner.

ACA files on EBS

ACA files for employers who are not members of "The State" ALE will be posted on EBS on Tuesday, October 18 under the Enrollment reports tab. There is one change to the file layout from last year. The name field is now split into last name, first name, middle initial and suffix. This change should help when creating your files to submit to the IRS. The files will be refreshed each Friday until January 2017.

The files are fixed width and each field (except GROUP) is delimited by a tilde (*) in the first position. There are no leading blanks. You will be able to access the files using either delimited or fixed width methods. To ease importing, these files do not have headings. Headings and full file descriptions of the 1095-C and 1095-B can be found on the [PEBA website](#). Here are some helpful tips:

- Employers that designated PEBA as their Designated Governmental Entity (DGE) will only find a file for their active employees.
- Employers that did not designate PEBA as their DGE may find two files: one for their active employees and one for their non-Medicare retirees and COBRA subscribers.
- The file to use for all active employees is titled "1095-C." Even if you are a small employer (less than 50 employees) and are issuing form 1095-B to your active employees, this is the file you should use to retrieve the information needed to complete the forms. If you are issuing 1095-B forms for your active employees, use the information from Part III of the 1095-C data file (rows 17-36) in Part IV of the 1095-B form (rows 23-42).
- PEBA will issue forms for all eligible survivors.
- If you have an employee who was enrolled in coverage and retired during 2016, all coverage information (active and retiree) should be reported on the 1095-C form (1095-B form for small employers). PEBA will include any retiree coverage information along with the active coverage.
- If you have an employee who was enrolled in coverage in 2016 and left employment and enrolled in COBRA, all coverage (active and COBRA) should be reported on the 1095-C form (1095-B form for small employers). PEBA will include any retiree coverage information along with the active coverage.
- Medicare eligible retirees will not be listed on the 1095-B file. As of now, employers are not required to issue a form to Medicare-eligible retirees. Also, if a retiree became Medicare eligible during 2016, only the months he was covered before he became Medicare eligible will be reflected on the file. For

after submitting his open enrollment transactions, January 1, 2017, will be the effective date.

- All changes made under the Open Enrollment menu option (in EBS) automatically become effective January 1, 2017.

example, if a retiree turns 65 in May, PEBA will only send you coverage information for January through April even though he was still enrolled in retiree coverage.

Be on the lookout for articles on ACA reporting changes in PEBA Update.

FBMC debit cards

Effective with the 2016 plan year, WageWorks began providing the FBMC debit card to all medical spending account participants automatically and there was no longer a \$10 fee to use the card. The check box to get a debit card was removed from the WageWorks enrollment form. The same applies for the 2017 plan year. More information about the card for the 2017 plan year is available in the [MoneyPlus Flexible Spending Accounts flyer](#) and the [MoneyPlus Reference Guide 2017](#).

HR 2.0: How to go from working more to working better

Let's face it, when it comes to staying healthy, a lot of things human resources executives want employees to do are hard - lose weight, stop smoking, get more exercise, or even just get an annual flu shot.

Yes, it's important to help people avoid getting sick, which is why Rally encourages users to take small steps that can lead to big changes - this way, everyone wins. Benefits include increased productivity, better morale, and happier, healthier employees.

But the newest thinking, which has been steadily moving from academia to the workplace, is what we call HR 2.0, and focuses on wellness as well. Inspired by Dr. Martin Seligman, the father of positive psychology, this approach says wellness promotion is just as important as disease prevention, because it increases productivity and happiness.

In his book "Authentic Happiness," Seligman cites research that showed happier people got better performance evaluations and high pay. This mirrors earlier studies, including a 2005 meta-analysis that found that happy people are successful people. Psychologist Shawn Achor calls it the happiness advantage.

"Every business outcome shows improvement when the brain is positive," says Achor, whose TED Talk The Happy Secret to Better Work has racked up more than 13 million views.

Researchers at the University of Warwick went even further, and quantified the link. After carrying out a number of experiments, they announced that happy people are 12 percent more productive than their grumpier counterparts.

"Think of it as a continuum," says Rally behavioral scientist Ezequiel Galarce. "We need disease prevention, no question about it. It's the first mile. But if you want to boost creativity and inspire full commitment, you need to work the wellness aspect."

So, while the Silicon Valley cliché of encouraging people to do yoga or play ping pong during the workday may seem like a stretch to some, "believe it or not, that can actually increase productivity," says Galarce. "You want to encourage people to do the things they want to do, and to have fun."

Ready to try HR 2.0? You can start by encouraging your employees to try one of these simple steps.

- Meet with friends every week. Friendships not only help us manage stressful situations, being a part of a supportive community can also boost your immune system and keep your brain sharp.
- Be grateful every day. Many studies show that having a grateful attitude can improve the quality of your life and even your physical health. Try writing down three things that went well every day.
- Laugh every day. It's true, laughter really is the best medicine. So go ahead, send around that funny cat video, or encourage others to do it. Among other things, laughter is good for your heart and even dulls pain.
- Do something creative this week. Knitting, playing guitar, arranging some flowers - whatever makes them happy, encourage your employees to do something creative just once this week. Creative fun stimulates the brain and keeps people in touch with their playful side.
- Read for 20 minutes. We're not talking email, either. We mean reading for fun, whether it's biographies, romances, or graphic novels. It's a great way to wind down after a stressful day.
- Keep a mood diary. Whether someone is generally upbeat or feeling down, a mood diary can help people see patterns - maybe there's a colleague who always makes them laugh, or a task that stresses them out. If they're old school, jotting some thoughts in a notebook will do the trick. Or if they are more the high tech type, suggest apps like [Track Your Happiness](#), [iMoodJournal](#) or [Mood Panda](#).

Pay schedule instructions

Payroll schedule information is needed to set up the system for MoneyPlus deductions for the 2017 plan year. If your group is making any changes to pay schedules for 2017, please prepare and send the payroll

dates, payroll frequency and number of deductions for **each** of your group's pay schedules to WageWorks **no later than October 28, 2016**. For example, if you have a group of employees that are paid monthly and another group that are paid biweekly, WageWorks needs the pay schedules for both of these groups.

*If your group is **not** changing the frequency or the day of the week your employees are paid, no action is required.*

The payroll date schedules should be entered into an Excel spreadsheet. The pay date schedules should be attached to your email as a Microsoft Excel spreadsheet and include the following information:

Group number, Processing unit, Entity name, Phone number, and Contact name.

The following is an example of how the pay dates should be set up in the spreadsheet.

	A	B	C	D	E	F	G	H
1	Work Location: 71825							
2	Processing Unit: LO321							
3	Entity Name: South Carolina Sample Name							
4	Phone: 803-777-4444							
5	Contact Name: Jane Smith							
6								
7	Paid Biweekly (26) reductions taken 24							
8								
9	Pay Date	Deduction taken?						
10	1/3/2014	Y						
11	1/17/2014	Y						
12	1/31/2014	N						
13	2/14/2014	Y						
14	2/28/2014	Y						
15	3/14/2014	Y						
16	3/28/2014	Y						
17								

Please be sure to identify any pay dates in which no deductions are taken. For example, if your group is paid 26 times per year but takes deductions from only 24, please indicate which dates deductions will not be taken.

Please attach your completed spreadsheet to an email and send it to david.hanley@wageworks.com **no later than October 28, 2016**. It is important that WageWorks receive your pay schedules by this date so updates can be made to their system for the new plan year and will help ensure contributions are posted correctly to your employees' MoneyPlus accounts.

October 31 deadline to submit SLTD salary updates

Does your business or agency participate in the South Carolina Enterprise Information System (SCEIS) payroll

group? If it does not, you must submit updated salaries for all employees enrolled in Supplemental Long Term Disability (SLTD) as of October 1, who have had a salary change since October 1, 2015. The maximum annual salary for calculating SLTD benefits and premium calculations is \$147,684. **SLTD salaries need to be reported through Employee Benefits Services (EBS) no later than October 31.** If PEBA receives any salary updates that exceed this amount, the amount entered into the system will automatically default to \$147,684.

This is how to update salary for SLTD:

Log in to [EBS](#) and select Manage Groups. Choose SLTD Salary Entry from the menu.

- Select SLTD Salary Browse to add employee salaries individually if you have a small group to update; the fields are pre-set for you.
- Type the data into each field, and click Submit at the bottom of the screen to enter the information for each employee.
- Download SLTD Coverage Data, which includes a list of all employees enrolled in SLTD at the time of your request. You will have two file format options from which to choose: .TXT or CSV. Once completed select Upload SLTD Data to upload your revised file to EBS.
- Select Batch Entry Screen, which allows you to enter 10 employees' salaries at a time.
- Select Current SLTD Coverage List to receive a list of all employees currently enrolled in SLTD.
- Review and confirm all SLTD salary entries upon updates completion for your group.

Please do not submit SLTD salary information by email or on a CD. If you have any concerns as to how to submit the salary information, you can view this five-minute [tutorial](#).

If you have any questions or problems regarding submitting SLTD salary information, please contact the PEBA Customer Contact Center at 803.737.6800 or 888.260.9430.



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October 25, 2016

November 15 open enrollment deadline

EES enhancements

National Retirement Security Week/SCDCP

Upcoming pre-retirement seminars

Before you submit open enrollment transactions

ACA files on EBS



Tip the scales in your favor with a health coach – at no charge.

Find out more at **855.838.5897**.

Pre-retirement seminars in Rock Hill, Charleston and Beaufort

PEBA is hosting *Get Set for Retirement* pre-retirement seminars in November for employees that are close to retirement eligibility. Here is the schedule:

- Friday, November 4 - **Rock Hill**
- Monday, November 7 - **Charleston**
- Thursday, November 10 - **Beaufort**

Important information regarding retirement eligibility and benefits, retiree insurance eligibility, Social Security, and supplemental savings through the South Carolina

November 15 new open enrollment deadline

PEBA will accept open enrollment changes for subscribers until November 15, 2016. The extension is available to all benefits administrators and subscribers. Benefits administrators will have until November 30, 2016, to approve open enrollment changes and to submit open enrollment Notice of Election forms to PEBA. If documentation is required, you must attach it to the bar-coded sheet generated when a transaction is approved in Employee Benefits Services (EBS) and **mail** both to PEBA. You are encouraged to process enrollment changes through EBS and MyBenefits.

Please complete open enrollment selections and transactions by the original deadlines of October 31 and November 15, respectively, if possible. Submitting changes early will help ensure that all open enrollment changes are processed and updated to the carriers in a timely manner.

MoneyPlus has also extended its enrollment period until November 15.

Deferred Compensation program will be shared in this one-day seminar. Interested employees can click [here](#) to register for a seminar in their area.

What to do before submitting open enrollment transactions

Before submitting open enrollment transactions, benefits administrators should confirm:

- If a subscriber wants to make changes to his beneficiaries, contact information or tobacco-user status, he should make these changes in a separate transaction **before** making his open enrollment changes.
- A change in tobacco certification becomes effective the first day of the month **after** PEBA receives the tobacco certification form. **Example:** If PEBA receives a subscriber's Certification Regarding Tobacco Use form in October, it becomes effective November 1.
- If a subscriber wishes to drop his tobacco-user premium for an effective date of November 1, **he should submit it as a separate transaction before submitting his open enrollment transactions.** If he submits it **after** submitting his open enrollment transactions, January 1, 2017, will be the effective date.
- All changes made under the Open Enrollment menu option (in EBS) automatically become effective January 1, 2017.

Enhancements made to the Electronic Employer Services system

The next time you log in to the Electronic Employer Services (EES) system, you will notice some enhanced employer reporting features related to the monthly and quarterly deposit forms. When you create a new deposit form, the system now automatically calculates amounts based on employee contribution and salary data that is keyed. When completing quarterly deposit forms, you may select open invoices to be paid or credited with your remittance. Once information is entered and populated on the screen, you have the ability to save, view and edit the deposit form. You can then generate a PDF version that can be printed and submitted along with your payment.

In November, online electronic payment functionality will be added to EES. This will eliminate the requirement to print a paper form and will allow employers to create, edit and submit monthly and quarterly deposit forms online. In addition, this new feature will allow employers to securely set up and maintain bank accounts to pay monthly and quarterly deposits online.

More information on how to participate in the new electronic payment feature will be coming soon.

Please note: the EES enhancements and upcoming electronic payment function are only available to non-SCEIS employers.

National Retirement Security Week and the South Carolina Deferred Compensation Program

Last week was National Retirement Security Week, and PEBA challenges you to continue promoting retirement security by encouraging participation in the South Carolina Deferred Compensation Program (Program). Empower Retirement, the Program's third party administrator, recently posted a testimonial video with participants from around the state sharing their thoughts about the importance of planning and saving for their future. It is recommended that you share the video with your employees, and encourage them to plan and save for their future! Employees can visit the Program website to learn more about the Program or contact a local retirement plan counselor at 877.457.6263 to set up a free one-on-one session.

ACA files on EBS

Affordable Care Act (ACA) files for employers who are not members of The State applicable large employer (ALE) have been posted on the Employee Benefits Services (EBS) site under the Enrollment Reports tab. There is only one change to the file layout since last year: the name field is split into last name, first name, middle initial and suffix. This change should help when creating your files for the Internal Revenue Service (IRS). The files will be refreshed each Friday until January 2017.

Each field (except GROUP) is delimited by a tilde (*) in the first position and the files are fixed width, with no leading blanks. You should be able to access the files using either fixed width methods or delimited. To ease importing, the files do not have headings. Headings and full file descriptions of the 1095-C and 1095-B are on PEBA's website. Here are some useful tips:

- Employers that designated PEBA as their designated governmental entity (DGE) will find a file for active employees only.
- Employers that did not designate PEBA as their DGE may find two files:
 - one for active employees, and
 - one for non-Medicare retirees and COBRA subscribers.
- For all active employees, use file 1095-C. Even if you are a small employer (less than 50 employees) and are issuing Form 1095-B to your active employees, this is the file you should use to retrieve the information needed to complete the forms.
- If you are issuing 1095-B forms to your active employees, use the information from PART III of the 1095-C data file (rows 17-36) in Part IV of the 1095-B form (rows 23-42).
- PEBA will issue forms for all eligible survivors.
- If you have an employee who was enrolled in coverage and retired during 2016, all coverage information (active and retiree) should be reported on the 1095-C form (1095-B form for small employers). PEBA will include any retiree coverage information along with the active coverage.
- If you have an employee who was enrolled in coverage in 2016 and left employment and enrolled in COBRA, all coverage (active and COBRA) should be reported on the 1095-C form (1095-B form for small employers). PEBA will include any retiree coverage information along with the active coverage.
- Medicare eligible retirees will not be listed on the 1095-B file. As of now, employers are not required to issue a form to Medicare-eligible retirees. Also, if a retiree became Medicare eligible during 2016, only the months he was covered before he became Medicare eligible will be reflected on the file. For example, if a retiree turned 65 in May, PEBA will only send you coverage information for January through April even though he was still enrolled in retiree coverage.

Additional ACA reporting changes articles will be included in future *PEBA Update* newsletters.



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