

September 13, 2016

Open enrollment webinars

2016 BA Advantage

Tobacco certification rules

New change form

Wellness week at the State House

BAW a success

Flu Vaccine

State Health Plan members, in**Flu**ence your health, your wallet and your world - get a flu vaccine at no cost to you.

Learn more at www.PEBAperks.com.



Wellness week at the State House

The 2016 State House Wellness week is shaping up! On Tuesday, September 20, please join PEBA, S.C. Department of Parks, Recreation and Tourism, S.C. Department of Administration and the S.C. House of Representatives as we offer various health and wellness events and programs. The four-day festivities will start with a **benefits fair**, a **flu shot clinic** on Thursday (Sept. 22) and will end the week with the Step-tember wellness walk on Friday. These are free events and programs, and all activities will take place outside of the Edgar Brown Building Concourse. Click [here](#) for events and more detailed information.

PEBA to host open enrollment webinars

PEBA is gearing up to host 2016 open enrollment webinars. Click [here](#) to register and for more information.

On September 15 the **2016 Open Enrollment PowerPoint** (and script) will be available online.

2016 Benefits Advantage coming soon

The 2016 open enrollment period is right around the corner. Within the next few weeks you will receive the *2016 Benefits Advantage* newsletters to distribute to your employees. The **newsletter** has also been posted to PEBA's website.

Tobacco certification rules

As open enrollment swiftly approaches, here are a few tobacco

We look forward to seeing you at the 2016 State House Wellness Week!

Another success Benefits at Work conference

Thank you for helping to make the 2016 Benefits at Work (BAW) conference a huge success! We had over 1,100 participants and have received rave reviews. A conference survey was emailed to you recently; please complete it if you have not yet done so. The deadline is Friday, September 23.

We are listening to your ideas and suggestions, as we know The "Bridge Work" doesn't stop at BAW. Be on the lookout for future PEBA *Updates* for answers to your "Bridge Work" questions we received at BAW. We encourage you to continue giving us feedback, comments, and suggestions as *you* are a major part in "Building a Better Bridge."

certification rules to remember:

- If a subscriber want 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 September, it becomes effective October 1.
- If a subscriber would like to drop his tobacco-user surcharge 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 becomes effective January 1, 2017.

One change form for insurance and retirement

PEBA is now using one form for both Insurance and retirement name and addresses changes. The [Name/Address Change Form \(Form 1239\)](#) has replaced the Universal Name/Address Change and the Change of Address forms; both have been removed from PEBA's website.



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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



September 20, 2016

2016 State House Wellness Week

2016 BA Advantage

SHP to transition to Express Scripts
National Preferred Formulary

Tobacco certification rules

OE presentations online

Bridge work continues

Pre-retirement seminar in Columbia

Flu Vaccine

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Open enrollment presentations online

If you missed this year's Benefits at Work conference or need a recap, you can access the [open enrollment presentations](#) online in three formats: PowerPoint, PDF or script. The open enrollment period is October 1 through October 31.

On the road again

We're driving home the bridge work we started at the Benefits at Work conference because keeping you

Got fair fever yet?

We've got the cure for your fair fever at the 2016 State House Wellness Week event. You can enjoy four days of festivities, beginning today with a [benefits fair](#), then stick it out until Thursday, September 22 and go to the [flu shot clinic](#). Or why not take a brisk stroll with the Step-tember wellness walk on Friday? The fun and festivities are provided by PEBA, the S.C. Department of Parks, Recreation and Tourism, the S.C. Department of Administration and the S.C. House of Representatives. All activities are free and will take place outside of the Edgar Brown Building Concourse. Click [here](#) for events and more detailed information.

See you at the 2016 State House Wellness Week!

The advantage is yours

Your employees will have the advantage of knowing all about their benefits choices when you distribute the 2016 [Benefits Advantage newsletter](#). When the open enrollment period begins October 1, employees will be prepared to make the best benefits choices for them and their dependents. The newsletter is also on PEBA's website; so please encourage your employees to read it thoroughly.

informed about the many benefits and perks available to you is our destination. That's why Employer Services is steering you to its [calendar for 2016-2017](#) where you'll find important reminders and dates for trainings and seminars. You can also cruise over to review the [Ready-to-use resources at your fingertips](#) resources. PEBA is committed to providing the tools you need to help build a better bridge for you and your employees!

Columbia pre-retirement seminar

Seats are available for the one-day *Get Set for Retirement* seminar on Monday, September 26. The seminar will be held at the Peoples Auditorium, at DHEC (2600 Bull Street, Columbia, SC). [Register](#) to attend.

State Health Plan will transition to Express Scripts National Preferred Formulary January 1, 2017

As a result of the South Carolina Public Employee Benefit Authority's upcoming transition to Express Script National Preferred Formulary, approximately 80 pharmacy products will no longer be covered by the State Health Plan beginning January 1, 2017. On September 15, PEBA began mailing a letter to members who are currently taking a prescription drug that will no longer be covered in 2017 to let them know about this change. These members will also receive detailed, personalized information from Express Scripts, the State Health Plan's pharmacy benefits manager, about how the upcoming transition will impact them. **Please note this change affects only active employees, non-Medicare retirees and Medicare retirees who opted out of the State Health Plan Medicare Prescription Drug Program.** If any of your employees receive the letter from PEBA and need assistance, or if they have questions about which prescription drug plan they are in, they can contact Express Scripts at 855.612.3128.

First things first

There are several instances in which a subscriber needs to make certain changes **before** he submits his 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 September, it becomes effective October 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.
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How to get employees to actually use your wellness program

By Eric Mann | Rally Health

When it comes to your employees' health, one crucial challenge is getting them to care about improving it. Studies suggest that a healthier workforce may lead to lower costs, better patient outcomes, and improved morale. It's also a great way to boost benefit satisfaction.

But how do you get there? The trick is to engage your team in improving their own health, while offering effective support along the way.

Engaging employees isn't as difficult as you might think. Rally[®] works with thousands of employers, including 35 percent of the Fortune 500. Our customers represent tens of millions of eligible members, and our platform has helped benefit leaders engage employees, both intrinsically and with hundreds of millions of incentives.

Want to know what drives all this engagement?

Part of it is really beautiful design. Rally Health[®] made its mark as a leader in designing products and communications that actually engage people. So the lesson here is to invest in how your product and your communications look as well as how they operate. Is it visually appealing? Is it easy to open, easy to understand, easy to click through all the way? And most important, is it enticing? Even lemons are better in lemonade form.

But great design is not enough. Employees won't use a platform if they don't know it's there or what it's for. Here are some best practices for engaging employees based on Rally's experience.

Rally's Best Practices

Provide executive support. Engagement starts with *you*. Rally's most engaged populations are with employers whose executives provide consistent support, communication, and promotion. Does your CEO like to jog? Then include an image in your communications. Better yet, have your wellness program emails come from him or her periodically.

Offer incentives. At Rally, we've found that employees who are incented to use the platform are far more likely to do so. We strongly recommend you consider offering this perk! Studies show that the investment you make in rewards can pay off with lower health care costs. Incentives are especially helpful when first launching a wellness program, or to reach those who may have fallen off the bandwagon.

Communicate by email. Communication is more effective if it's focused - specific enough that employees feel you're speaking to them personally. For example, an article on the Zika virus might be more interesting to people living in mosquito-prone areas. And communicate frequently; it works. Employees need reminders, insights, and tips on how to improve their health and take advantage of the offerings you've put in place to help them. Don't be shy. You've invested heavily in building programs for your team - make sure they get the word so all those programs get used.

Use multichannel campaigns. In their personal lives, your employees are exposed to content on mobile phones, computers, and tablets, via email, through social media, and elsewhere. Mix up your communications to catch your employees where they are. At Rally we communicate across different channels, leveraging social media and more to engage our members.

Test and measure. You can't fix it if you don't know what's broken. The Rally platform lets you collect a lot of insightful data about your population, but data is only useful if you know how to read it. Make sure to measure everything you do to understand what motivates and inspires different segments of your population. The result will be unified wellness communications that are useful, intuitive, and keep people coming back.

Hold memorable events. When's the last time you came home after a work event and said, "What an amazing day"? It's probably been a while, because many events tend to follow a template, which can get stale. When doing Health Fairs or other benefit-oriented events, give them some spark to deliver real value. If you want your message to stick, your employees need an emotional boost as well as an educational one.

Here are a couple of fun examples we've used successfully:

To encourage movement, Rally has a Mission called "Dance Anytime." To bring it to life, we set up a "silent disco,"

in which we handed out Bluetooth headphones and had a DJ who had different playlist options. Team members could dance together, while listening to their preferred style of music.

To help people learn the benefit of regular stretching, we set up a giant onsite Twister board that employees could twist on together.

The result? Lots of laughs and some great pictures that had an emotional impact while demonstrating how easy it is to take basic steps toward better health.



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SHP transitions to National Preferred Formulary Jan. 1
2017 Premium charts available
SLTD salary updates
MoneyPlus online enrollment form
Annual retirement statement review
Submitting changes before open enrollment transactions
EBS, MyBenefits capture data
Colonoscopy workshop
HSA enrollment instructions

Flu Vaccine

State Health Plan members, in**Flu**ence your health, your wallet and your world - get a flu vaccine at no cost to you.

Learn more at www.PEBAperks.com.



Bridge work: Updated contact connection directory

The **contact connection directory**, which lists the State Health Plan's third party administrators, has been updated on PEBA's website.

Special delivery

State Health Plan will transition to the Express Scripts National Preferred Formulary beginning January 1, 2017

Beginning January 1, 2017, about 80 pharmacy products will no longer be covered by the State Health Plan because of the South Carolina Public Employee Benefit Authority's (PEBA's) transition to the Express Scripts National Preferred Formulary. Express Scripts serves as the State Health Plan's pharmacy benefits manager. PEBA recently mailed informational letters to members who will be affected by the change, and Express Scripts will also send personalized, detailed information to those members this fall. **This change affects only active employees, non-Medicare retirees and Medicare retirees who opted out of the State Health Plan Medicare Prescription Drug Program.** If any of your

Delivery of the [Benefits Advantage newsletters](#) to all sites should be completed by Friday, September 30.

EBS, MyBenefits now capture data

EBS and MyBenefits can now capture dependents' phone numbers and email addresses. BlueCross will use this data to communicate with subscribers and their dependents to educate them about conditions they may have.

Take two

If you need a refresher of the [open enrollment presentations](#), there's still time to familiarize yourself with the information. The presentation is available in PowerPoint, PDF and script formats. Be sure to mark your calendars for this year's open enrollment period October 1 through October 31.

Colonoscopy educational workshop

Regular colorectal cancer screening or testing is one of the most powerful ways to prevent colorectal cancer. A one-hour colonoscopy educational workshop is scheduled for noon Wednesday, October 12, at 1301 2nd Avenue, Conway S.C. 29528. Please encourage employees in this area to [register](#).

employees received a letter from PEBA and have questions about which prescription drug plan they participate in, please refer them to Express Scripts at 855.612.3128.

2017 premium charts now available

The 2017 insurance premium charts have been added to PEBA's website. To find the appropriate premiums for your status, click [here](#), then select Monthly premiums and your status for rates.

Submit SLTD salary updates through October 31

Is your employer part of the South Carolina Enterprise Information System (SCEIS) payroll group? If not, beginning on October 1 you must begin updating salaries for all employees enrolled in Supplemental Long Term Disability (SLTD) who have had a salary change since October 1, 2015. The maximum annual salary for calculating SLTD benefits and premium calculations is \$147,684. You may begin entering the updates in Employee Benefits Services (EBS) now. **PEBA must receive this information by October 31.**

Any salary updates PEBA receives that exceed the maximum amount will be entered into the system as \$147,684.

SLTD salaries must be reported through EBS. 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.

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

MoneyPlus enrollment form online

The [2017 MoneyPlus enrollment form](#) is now available on PEBA's website. As the benefits administrator, please complete the FOR BA USE ONLY section entirely. Incomplete forms will delay processing. Please send completed and signed forms to Enrollment Processing, P.O. Box 14766, Lexington KY 40512-4766.

Bridge work: Annual retirement statement review

Please encourage employees to review their retirement statements on an annual basis. Service, contributions and interest as of June 30, 2016, are now posted to member accounts, so it's a great time for employees to review their retirement statement. Members of the South Carolina Retirement System (SCRS), the Police Officers Retirement System (PORS), the General Assembly Retirement System (GARS) and the Judges and Solicitors Retirement System (JSRS) may view or print a member statement by logging into [Member Access](#) and selecting Statement. Members can also change their mailing and email addresses through Member Access.

It's also a good idea for employees to review their retirement beneficiaries at least once every year. They can do so by selecting Beneficiaries. If an employee needs to update his beneficiary, he needs to complete an [Active Member Beneficiary Form \(Form 1102\)](#). All beneficiary changes require the signatures of the employee and a notary.

Changes to make before submitting open enrollment transactions

When using MyBenefits, a subscriber should make some changes before submitting his open enrollment transactions. For instance:

- 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 September, it becomes effective October 1.
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submitting his open enrollment transactions, January 1, 2017 will be the effective date.

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Health Savings Account enrollment instructions during Optum transition

Wells Fargo, the current Health Savings Account (HSA) provider for the South Carolina Public Employee Benefit Authority's flexible benefits program, is transitioning its HSA business to Optum Bank. The instructions you will need to follow when enrolling new employees will vary, depending on when they are hired.

Please follow the instructions below to enroll a newly hired employee in a Wells Fargo HSA for 2016 if the employee is hired from now through November 30, 2016:

1. Enroll in the State Health Plan Savings Plan.
2. Complete Box "A" of the MoneyPlus Enrollment Form, then give the form to your BA or payroll center
3. Open a Wells Fargo bank account to receive your contributions. Click [here](#), and select "Open an HSA Bank Account with Wells Fargo," and use the State of South Carolina account number 0024700000000000 (00247 followed by 10 zeroes).

Please follow these instructions to enroll a newly hired employee in an Optum HSA during open enrollment for the 2017 plan year and to enroll a newly hired employee when the employee is hired on or after December 1, 2016:

1. Enroll in the State Health Plan Savings Plan.
2. Complete Box "A" of the MoneyPlus Enrollment Form, then give the form to your BA or payroll center.
3. Open an Optum bank account to receive your contributions. Click [here](#) and select "Open HSA Bank Account with Optum," then click [the custom individual enrollment link](#) to enroll.

Wells Fargo accounts will be automatically transferred to Optum on December 31, 2016.



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