

Important Tips on New Unpaid Benefit Premium Process

1. Unpaid Benefit Premium Billing **Statement**

- Agencies are required to use the Unpaid Benefit Premium Billing Statement template. This form is a replacement of the LWOP form.
- Agencies can still use their own cover letter to mail to employees but please make sure to include Unpaid Benefit Premium Billing template which lists the benefit premiums owed along with the due date.
- A sample cover letter is provided for agencies to use.
- Please make sure to include TWO copies of this Unpaid Benefit Premium Billing template when you send to the employee. One copy will be for the employee record and the other is to submit with payment to ADOA HITF.
- Please forward a copy of ALL Unpaid Benefit Premium Billing Statement to ADOA at benefitpremium@azdoa.gov each pay period.
 - Please include the following information in the SUBJECT LINE of the Email to ADOA:

AGENCY – Unpaid Premium Billing Statements – Paycheck Date

Example: ADOA – Unpaid Benefit Premium Billing Statements –
8/17/2017

2. LWOP Forms

- LWOP forms are no longer required to be submitted with the benefit premium payment. LWOP forms are being replaced with the Unpaid Benefit Premium Statement.
- Employees must submit a copy of the Unpaid Benefit Premium Statement along with payment.
- If employee does not submit Unpaid Benefit Premium Statement, the payment **will not** be rejected if ADOA has a copy of the statement from the agency.

3. Unpaid Benefit Premium **Report**

- Agencies are required to review the Unpaid Benefit Premium report available on the HRIS Data ware House each pay period. This report is currently available under the Agency Benefit folder.
- This report can be viewed as often as necessary to determine if an employee made a payment.
- If you are aware that your employee owes benefit premium and it does not display on the report, please contact Jennifer Bowling.

4. Unpaid Benefit Premium Deductions in HRIS

- If an employee has unpaid benefit premium, information will be stored in HRIS

- Unpaid benefit premium will remain in HRIS until the employee makes payment or employee benefits have been cancelled.
- If an employee receives any pay from ADOA, the premium will be deducted from employee pay as long as there are sufficient funds to cover the entire deduction.
- As long as benefit premium deductions exist in HRIS, agencies will not be able to change the employee status code to T2, U2 or R2 until the individual makes the payment or until the due date has passed. Agencies must wait until either occur before completing the separation in HRIS.

5. Employee Payment to ADOA / HITF

- Employees should submit payment directly to HITF to avoid any delays in processing.

Arizona Department of Administration
HITF Accounting Unit
100 N. 15th Ave., Suite 202
Phoenix, Arizona 85007

- Employees must include their **EIN** on their check or money order
- Agencies can determine if employee made the payment by reviewing the Unpaid Benefit Premium Report.

6. Benefit Termination Notification

- If an employee payment is not received by the due date, Benefits Services will terminate the employee benefit plans. Benefits Services will then send the Benefit Termination letter to both the employee and agency notifying them of the benefit termination. Agencies no longer will need to notify ADOA of any benefit termination for non-payment.
- ADOA will not

7. Payment Plans for Benefit Premium

- Employee must pay benefit premium within 30 days of due date. Payment plans are not allowed. If you have made any special arrangement with your employee, they will be honored. Please contact Jennifer Bowling to discuss.

8. Consolidated Payroll Report

- It is recommended that agencies review payroll reports such as the Consolidated Payroll Report that is available in the HRIS Data warehouse to determine when an employee has not been paid 30 hours within a pay period.

9. Basic Life Premium

- Since basic life is an employer sponsored benefit, agencies should never charge the employee the basic life premium.