

<b>Process:</b>	<b>How to Submit One Time Benefit Premium Adjustment</b>		Date:	August 1st 2017
	Please use this form when an employee is required to pay the employer portion of the benefit premium. If agency has already paid the premium, then agency will be refunded once the form has been processed.		Revision:	1
<b>Frequency</b>	<b>Action</b>		<b>Action Detail / Key Points</b>	
<b>Starting Process</b>				
As Needed	1	Open the <b>GAO73B - One Time Benefit Premium Adjustment</b> form.	<b>One Time Benefit Premium Adjustment</b> form can be found on the ADOA Benefit Website at <a href="http://www.benefitoptions.az.gov">www.benefitoptions.az.gov</a>	
	2	<b>Agency completes</b> form.	Once the agency is aware the employee owes the employer portion of the benefit premium, they must submit the <b>One-Time Benefit Premium Adjustment</b> form for HRIS to reflect the correct amount owed.  For detailed instructions on how to complete the form, please open the <a href="#">form</a> and view the <b>Instructions</b> tab.	
	3	<b>Agency submits</b> form to ADOA.	Once completed, please submit the form to <a href="mailto:benefitpremium@azdoa.gov">benefitpremium@azdoa.gov</a> .  Form can be submitted at any time but must be submitted by 12:00 pm on compute Tuesday to be effective for the current pay period.	
	4	Once the form is received at ADOA, the form will be <b>processed</b> .	Once the form has been processed by ADOA, the unpaid benefit premium will appear on the report as follows:  • Medical ER Portion (Employer Portion owed by EE)  Agency will be refunded any amounts that have been paid previously. Or if this form is sent prior to ADOA collecting the employer portion of premium, agency will not be charged the amount.	
	5	Payment <b>received</b> from Employee.	Once the payment is received from the employee, the unpaid premium will no longer appear on the <b>Unpaid Benefit Premium</b> report.	
<b>Contact Benefits Services Division at 602.542.5008 if you have any questions.</b>				