Changing From Medical Subsidy Only to Having Deductions

When a member has ZERO insurance deductions from his or her pension benefit, but is in receipt of the NHRS Medical Subsidy, you will see a Y indicator in the Subsidy Only column. These instructions show how to change a member from Subsidy Only to having deductions.

1. Start by terminating the current premiums that will now require deductions. Click **Terminate**.

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Early Retirement	07/01/2009							
			■	Dental	GROUP B - 2 PER	$ 86.65	N	07/01/2009	Terminate
			■	Health	GROUP I - 1 PER	$ 863.00	Y	06/01/2016	Terminate
			■	Health	GROUP I - 1 PER	$ 863.00	Y	06/01/2016	Terminate

Note: Please be aware that ANYTIME you terminate a premium you will receive the message below. If you are not setting up a new premium there will be a gap in coverage; this message explains that the member will no longer be eligible to receive the NHRS Medical Subsidy. <u>If you are terminating one premium to replace it with another, you must make both changes in succession.</u>

Rates
- Change
- Terminate
- Reactivate
- Add Brand New

Authorizations
- Search for SSN
- Queued Items
- All Queued Items

Reports
- Ins Deduction Register
- Insurance Active Rate

Terminate Insurance Verify for ■

PLEASE NOTE:

Qualified retirees who decline the Medical Subsidy because of health insurance coverage through another employer-sponsored plan will be permitted to return to the former employer's plan in order to receive the medical subsidy when the retiree is no longer eligible for the other employer-sponsored health insurance coverage.

Qualified retirees who discontinue coverage under the plan sponsored by the former employer for any other reason will **not** be eligible for the medical subsidy if the retiree subsequently returns to coverage.

Terminate insurance: 1 Person Health Insurance GROUP I - 1 PER? Click **Yes** to terminate, **No** to cancel.

[Yes] [No]

2. a. Enter a **Termination Date.**

b. Enter a **Termination Reason.**

c. Click **Save Insurance Info.** (The date will revert back to the last business day of the previous month).

> **Note:** If you click on Back to Payee before saving you will lose what you have done so far.

d. Click **Back to Payee**.

3. Once you are back to the payee's record, click on **Add Ins.**

4. a. Specify who the **Insurance Premium** is for.

b. Enter the **Effective Date.** (The **Effective Date** is always the current, or a future, payroll date).

c. Enter the **Insurance Type**.

d. Click **Continue.**

5. Select the **Coverage Description** that matches the premium for the person you selected on the previous screen.

> **Note:** If you are unsure of the **Coverage Description** please refer back to your Insurance Active Rate report. See *Getting Started* for instructions to access this report.

6. Click **Continue**.

7. Click **Save Insurance Info**.

8. Once the insurance is added, click **Back to Payee** to see the new premiums in the Insurance Grid.

> **Note:** If the premium information you entered is incorrect, you have the option to **Delete** the premium before the 20th of the month and enter corrected information.