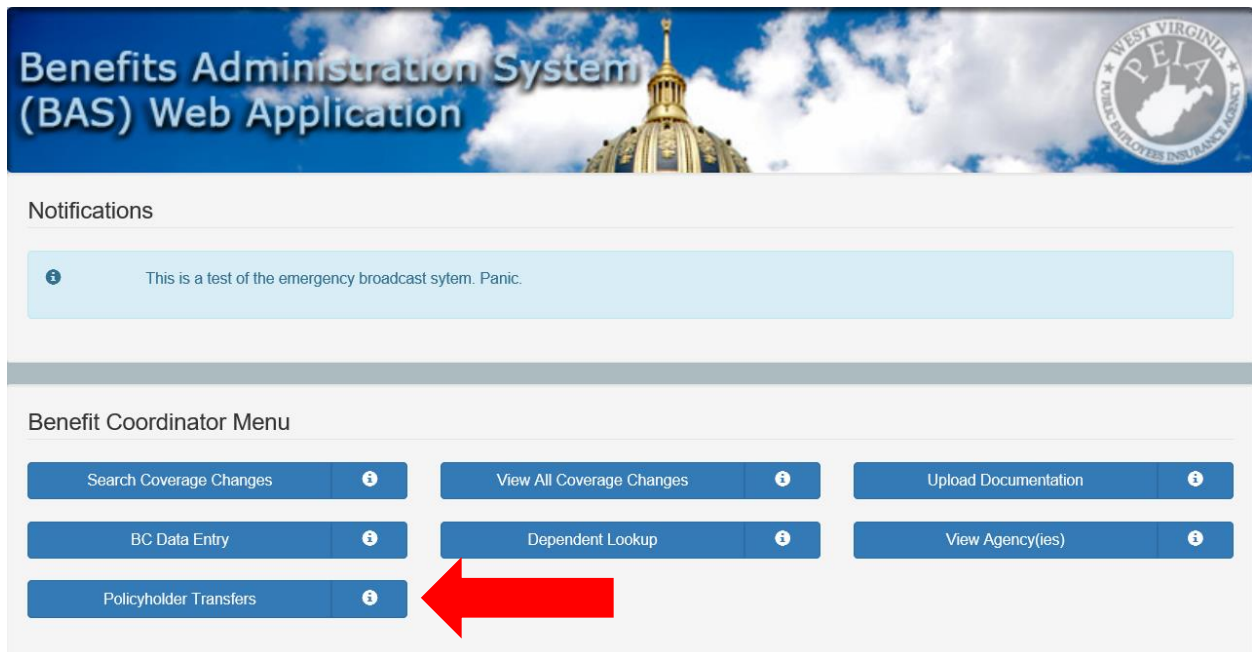


How to Transfer an Employee

From time to time, you may have an employee who transfers from one participating agency to another. There are specific rules that apply to these individuals. Such a transfer does not create an event open enrollment period. In certain circumstances employees transferring between state agencies and non-state agencies may be granted the right to change plans. Please contact your Eligibility representative or the Benefit Coordinator Liaison at PEIA.

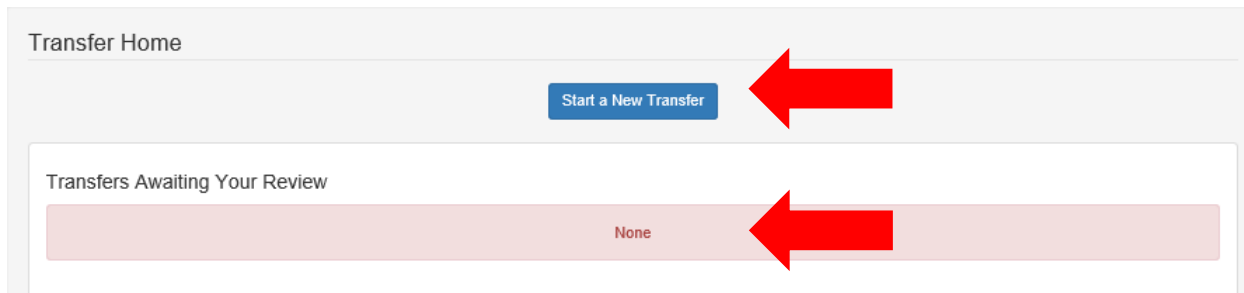
Either the Benefit Coordinator at the new agency or the previous agency can go online and initiate the transfer process. When the transfer is completed online, the employee is not required to complete any paperwork for PEIA Health and Life Insurance. . The Benefit Coordinator who initiates the transfer causes the Manage My Benefits system to send an e-mail to the other Benefit Coordinator, who must then go online and approve the transfer. The Benefit Coordinator who is receiving the transferring employee must set the Index Code unless they are a Non-State Agency.

For agencies that have Mountaineer Flexible Benefits, transferring an employee does not change their benefits. They must fill out an enrollment form at the new agency to continue benefits.

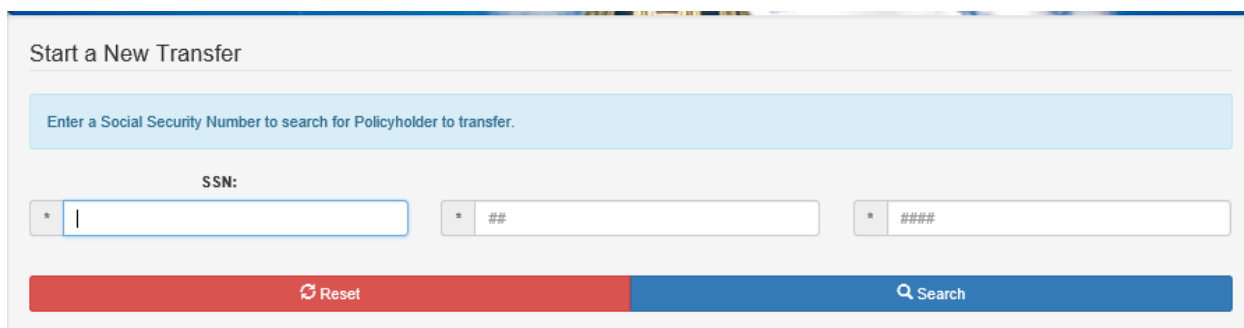


Choose the Policyholder Transfer button at the bottom.

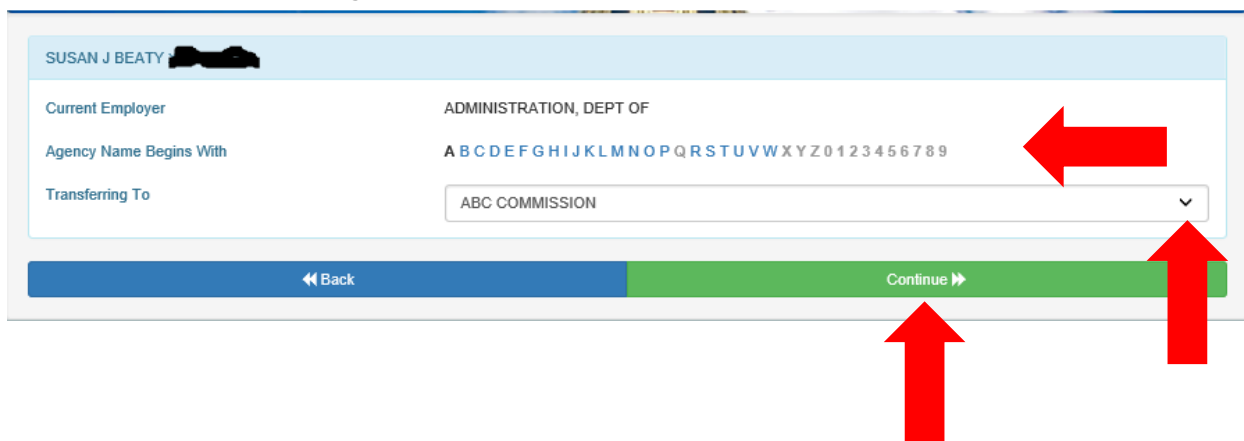
How to Transfer an Employee



From here you can start a new transfer with the button in the blue button in the middle of the screen. You can accept transfers from another agency from the middle section, and you can see the transfers at the bottom of the that have not been accepted by the other Benefit Coordinator.



Enter a Social Security for the person you are transferring or receiving and click Search.



If you are the Transferring agency, choose the agency you are transferring the Policyholder to from the drop-down menu or by using the alphabet listed and then click continue.

How to Transfer an Employee

Transfer Details

SUSAN BEATY [REDACTED]	
Current Employer	ADMINISTRATION, DEPT OF ABC COMMISSION [change]
Transferring To	Not Submitted
Transfer Status	
Effective Date	* 09/01/2018
Policyholder's Email	SUSAN.J.BEATY@WW.GOV

Before you click finalize, please note that this is where you can change the date of the transfer. It must always be on the first of the month because PEIA carries members from the first of the month until the last of the month. If you did not choose the correct agency, please click on (change) to correct the agency. It is very important for you to choose the correct agency for transfers. If you have any questions, please contact your eligibility specialist or your benefit coordinator liaison. Once the information is correct, click finalize and your portion of the transfer is completed.

If you are the transferring Benefit Coordinator, you will enter the employee's social security number and click search. The agency they are currently at will appear on the screen and in the drop down box (if there is one) choose the correct agency for them to transfer to. The drop down box will only appear if you are a BC for multiple agencies.

Current Employer	PUBLIC SERVICE COMMISSION
Transferring To	ADMINISTRATION, DEPT OF

On the next screen you can change the effective date. The date must always be on the first of the month because PEIA carries members from the first of the month until the last of the month.

At this screen, if you are a state agency, county BOE or University, you can change the Index code to represent the employee's new salary level. Then click Finalize and you are finished with your portion of the transfer. The sending BC will receive a confirmation email of the transfer and the receiving email will receive an email to let them know they need to go in and approve or deny the transfer. The member will receive an email to let them know about the transfer if PEIA has an email on file.

How to Transfer an Employee

The screenshot shows a web form for transferring an employee. The form is divided into two columns. The left column contains labels for 'Current Employer', 'Transferring To', 'Transfer Status', 'Effective Date', 'ESPS', 'Salary Index', and 'Policyholder's Email'. The right column contains the corresponding values: 'PUBLIC SERVICE COMMISSION ADMINISTRATION, DEPT OF [change]', 'Not Submitted', a date field with '09/01/2018', 'No', a dropdown menu with 'IDX - \$22,700 OR LESS', and a redacted email address ending in '@YAHOO.COM'. Below the form is a green 'Finalize' button. Three red arrows point to the 'Effective Date' field, the 'Salary Index' dropdown, and the 'Finalize' button.

When to Transfer the Employee

If the transfer is taking place in mid-month with no lapse in employment, there will be no lapse in coverage. Coverage from the previous employer will continue through the end of the month, and coverage with the new employer will begin on the first of the following month.

If the transfer is taking place at the end of the month, with the employee starting with the new employer on the first of the month with no lapse in employment, the policy varies depending on the type of transfer:

From a State agency to State agency: (including colleges, universities and county boards of education) the new employer must pay its share of premium for the month the employee is hired and maintain continuous coverage for the employee.

From a State agency to non-State agency: new employer may choose to pay its share of premium for the month the employee is hired to maintain continuous coverage for the employee. If the employer does not pay its share of the premium, the employee will be required to pick up COBRA coverage for that month or be without coverage for one month. This could affect the employee's ability to convert sick and annual leave for insurance premiums upon retirement and to receive subsidized health coverage premiums upon retirement.

From a non-State agency to State agency: new employer may choose to pay its share of premium for the month the employee is hired to maintain continuous coverage for the employee. If the employer does not pay its share of the premium, the employee will be required to pick up COBRA coverage for that month or be without coverage for one month. This could affect the employee's ability to convert sick and annual leave for insurance premiums upon retirement and to receive subsidized health coverage premiums upon retirement.

How to Transfer an Employee

From a non-State agency to a non-State agency: new employer may choose to pay its share of premium for the month the employee is hired to maintain continuous coverage for the employee. If the employer does not pay its share of the premium, the employee will be required to pick up COBRA coverage for that month or be without coverage for one month. This could affect the employee's ability to convert sick and annual leave for insurance premiums upon retirement and to receive subsidized health coverage premiums upon retirement.

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