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Hello,

We have important information regarding split agreements for this year and the upcoming year. We don't want to take too much of your time, so let's get right into it!

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## 2019-2020 Annual Enrollment Split Information

Tomorrow, June 14, 2019, **THEbenefitsHUB** will be removing the 'Split Approval' additional eligibility field from all Split Primary and Secondary employees. The reason for doing this is so we can prepare the system for the 2019-2020 plan year split employees.

What does this mean for you?

- Split elections for the 2018-2019 plan year will not be affected.
- Any Qualifying Events for split employees for the 2018-2019 plan year will have to be completed by **THEbenefitsHUB's** TRS Team until the 2019-2020 plan year has been approved and processed.

In regards to rolling data into the 2019-2020 plan year, here is what will happen:

- We will roll the Split Primary employee into the Regular Medical benefit with the same plan election and tier.
- The Split Secondary employee will not be rolled into any medical plan, but will have their declination election and tier rolled into the new year declination plans.

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## Applying for a Split Agreement for the 2019-2020 Plan Year

**Primary Split** employees need to have their request to split premiums in by August 7, 2019. You will need to complete the online form [HERE](#) to start the process.

Please note, the Primary Split employee needs to be enrolled in the Employee Spouse Coverage Tier Level or the Employee Family Coverage Tier Level within the medical benefit in **THEbenefitsHUB**.

**Secondary Split** employees need to have the primary's request signed off by August 23, 2019 in order to make the September 1, 2019 billing. Here's how to sign off on a primary's request:

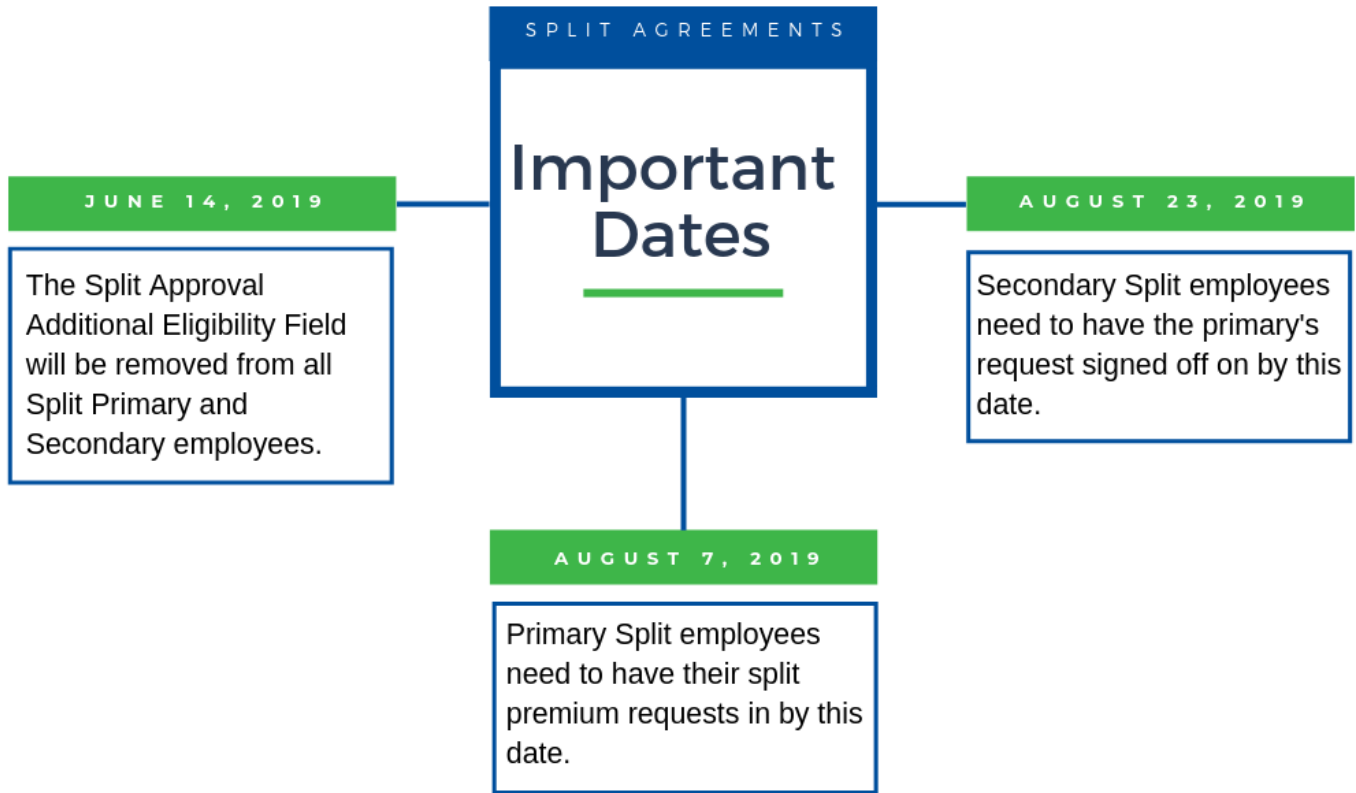
1. You will receive an email notification from bswift for a Ticket within the Ticket Tracker.
2. Once you have received this, you will log into bswift and find the employee.
3. You will then click on the ticket tracker link on the right side- not the one located at the top of the page.
4. Finally, you will click on the Split Approval ticket, scroll to the bottom of the page, and add a comment to sign off on the requested split agreement.

Please note, the Secondary Split employee needs to waive medical and enroll in the Employee Spouse Coverage Tier Level or Employee Family Coverage Tier Level declination plan within **THEbenefitsHUB**.

\*Reminder: Split agreements are effective upon approval. If the approval is completed after September 1, 2019 the split will be effective October 1, 2019.

Once both steps are complete, bswift will add the additional eligibility requirement within the bswift system. On Mondays, **THEbenefitsHUB**'s TRS Team will run a weekly report that contains this additional eligibility requirement field to apply the approvals to the employees within **THEbenefitsHUB**.

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Amy Newton, TRS Liaison

Thank you very much for using **THEbenefitsHUB**; we could not ask for better clients. Please do not hesitate to contact me or your **allsynx** Account Representative if you have any questions or concerns.

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