BOARD OF EDUCATION SUMMER TRANSFER JOB AID

Board of Education Summer Transfer Job Aid - Effective May 1, 2017 / Revised June 13, 2018

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DEFINITIONS

Add Update File (AUF) – The "AUF" file is used by Employers to transmit new hires, terminations, changes of SHBP Eligibility indicator, address, city, state, zip code, and salary to SHBP and should be submitted as often as possible.

Board of Education Coverage Start Date (BCSD) – The date the employee's SHBP coverage starts at the new Employer's Payroll Location.

Board of Education Coverage End Date (BCED) – The date the employee's SHBP coverage ends at the old Employer's Payroll Location. An employee's coverage can only terminate at the end of the month.

BOE – Board of Education.

Date of Last Deduction or Last Deduction Date – The date that an Employer takes the final payroll deduction for an employee's health coverage.

Future Dated Terminations – A termination record where the employee's Date of Last Deduction is after the current (today's) date.

New Hire – A newly eligible employee enrolling in SHBP coverage for the first time or a former member with a gap in SHBP coverage of 31 days or more.

Non-Summer Transfer – A transfer event that occurs when a current active SHBP member transfers from an old Employer's Payroll Location to a new Employer's Payroll Location (or internally from an Employer's old Payroll location to that same Employer's new Payroll Location) with a break in employment of 30 days or less.
- If Hire Date with new Employer is between 1st – 15th of the Month: coverage begins in that new Employer's Payroll Location first day of the month in which Hire Date occurs.
- If Hire Date with new Employer is between 16th – 30th/31st of the Month: coverage begins in that new Employer's Payroll Location the 1st of the following month.

Summer Transfer – A transfer event, specifically for Boards of Education and Employers treated as Boards of Education, that occurs when a current active SHBP member transfers from an old Employer's Payroll Location to a new Employer's Payroll Location (or internally from an Employer's old Payroll location to that same Employer's new Payroll Location) with a break in employment of 30 days or less, and the transferring member has a hire date that occurs between May 1st and October 31st **and** the Board of Education Coverage Start Date populated.

Termination – When an Employer ends an individual's employment in that location, therefore terminating their SHBP coverage with that Employer.

SUMMER TRANSFER EVENT

Summer Transfer Period - A period that occurs specifically for hire dates between May 1st through October 31st of each calendar year.

Summer Transfer Event - A transfer event, specifically for Boards of Education and Employers treated as Boards of Education, that have employees with a hire date which occurs between May 1st and October 31st **and** has the BCSD field populated. This event allows Board of Education employees with contracts that begin or end during the Summer Transfer Period effective time frames to move from one location to another location without a break in coverage when the BCSD and BCED fields are properly populated.

CALCULATING BREAK OF EMPLOYMENT FOR SUMMER TRANSFERS

Date of Last Deduction field (i.e., date old Employer enters for its Payroll Location) and **Hire Date field** (i.e., date new Employer enters for its Payroll Location) are used to calculate whether a break in employment of 30 days or less occurred. If old Employer and new Employer are the same, the Date of Last Deduction field would include the date the Employer took the final payroll deduction for the old Payroll Location (e.g., non-certified) and the Hire Date field would include the date employment begin in the new Payroll Location (e.g., certified).

TRANSFERRING OUT: BOARD OF EDUCATION COVERAGE END DATE (BCED)

The BCED is the date the employee's SHBP coverage ends in the old Employer's Payroll Location and can only occur at the end of the month.

When the BCED field is populated SHBP coverage will end the last date of that month. For example, if an Employer enters August 15th in the BCED field, the ADP system will populate August 31st as the last date of SHBP coverage in that Employer's Payroll Location. The BCED field is active in the ADP system throughout the year, which means the ADP system will always recognize dates in the BCED field; however, it should only be used during the Summer Transfer Period.

Note on Date of Last Deduction field (required for all Transfer/TERM records): When the Date of Last Deduction is entered, SHBP coverage will end the last day of the following month, unless the BCED field is populated. As noted in example 5 below, if a Payroll Location populates the BCED field but does not populate the required Date of Last Deduction field, the record will error out.

TRANSFERRING OUT EXAMPLES

Example #	Date of Last Deduction (old Payroll Location)	BOE Coverage End Date (old Payroll Location)	Term Date in ADP	Benefits Coverage End Date
1	02/28/2018	Blank	02/28/2018	03/31/2018
2	03/15/2018	Blank	03/15/2018	04/30/2018
3	02/28/2018	04/30/2018	02/28/2018	04/30/2018
4	05/31/2018	08/31/2018	05/31/2018	08/31/2018
5	Blank	05/30/2018	Record Errors	Record Errors

TRANSFERRING IN: BOARD OF EDUCATION COVERAGE START DATE (BCSD)

The BCSD is the date the employee's SHBP coverage starts at the new Employer's Payroll Location.

When the BCSD field is populated during the Summer Transfer Period **and** the employee has a break in employment of 30 days or less, SHBP coverage will begin on the date populated in the BCSD field. For example, if an Employer enters August 15th in the BCSD field, the ADP system will populate August 15th as the coverage start date.

In comparison, when the BCSD field is populated during the Summer Transfer Period **and** the employee has a break in employment of 31 days or more, the ADP system **will ignore** any date sent in the BCSD field and the employee's SHBP coverage effective date will be based on the "New Hire Event" (*see New Hire Event section*).

The BCSD field is ONLY active in the ADP system from May 1st – October 31st, which means the ADP system will ONLY recognize dates in the BCSD field that are between May 1st – October 31st. Therefore, if an Employer enters a date in the BCSD field that is between November 1 thru April 30 **and** the employee has a break in employment of 30 days or less, the ADP system **will ignore** any information sent in the BCSD field and the employee's SHBP coverage effective date will be based on "Non-Summer Transfer" rules.

TRANSFERRING IN EXAMPLES

Example #	Hire Date (new Payroll Location)	BOE Coverage Start Date (new Payroll Location)	Hire Date in ADP System	Coverage will start in ADP system
1	07/25/2018	10/01/2018	07/25/2018	10/01/2018
2	08/26/2018	09/01/2018	08/26/2018	09/01/2018
3	07/25/2018	Blank	07/25/2018	09/01/2018
4	08/26/2018	Blank	08/26/2018	10/01/2018
5	07/25/2018	08/15/2018	07/25/2018	08/15/2018
6	08/16/2018	09/15/2018	08/16/2018	09/15/2018

SEQUENTIAL TRANSFERRING OUT AND TRANSFERRING IN EXAMPLES

Scenario: 30 days or less break in SHBP Coverage

Example #	Event Type	Date of Last Deduction (old Payroll Location)	BOE Coverage End Date (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date (new Payroll Location)	BOE Coverage Start Date (new Payroll Location)	Hire Date in ADP System	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	08/19/2018	09/30/2018	09/30/2018	Blank	Blank	Blank	Blank
2	Transfer In	Blank	Blank	Blank	07/25/2018	10/01/2018	07/25/2018	10/01/2018

Scenario: 31 days or more break in SHBP Coverage*

Example #	Event Type	Date of Last Deduction (old Payroll Location)	BOE Coverage End Date (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date (new Payroll Location)	BOE Coverage Start Date (new Payroll Location)	Hire Date in ADP System	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	05/19/2018	07/31/2018	07/31/2018	Blank	Blank	Blank	Blank
2	Transfer In	Blank	Blank	Blank	09/05/2018	10/01/2018	09/05/2018	11/1/2018

In this example, the time period that has elapsed between the Date of Last Deduction and Hire Date is 31 days or more. Therefore, the ADP system will ignore the 10/1/2018 date in the BCSD field and the employee's SHBP coverage effective date will be based on the "New Hire Event," meaning the ADP system will not treat this as a Transfer.

FUTURE DATED TERMINATIONS OF TRANSFERRING EMPLOYEES

Transfer/Termination records are loaded into the ADP system based on the Date of Last Deduction.

However, if an old Employer's Payroll Location submits a Transfer/Termination Record for an employee and then a new Employer's Payroll Location submits a Transfer/New Hire record for the same employee with a hire date occurring prior to the old Payroll Location's Date of Last Deduction, the ADP system will not load the Transfer/Termination Record (i.e., the future termination date) from the old Employer's Payroll Location. This will prevent a transferring employee's coverage from being terminated by the old Employer's Payroll Location after they have been hired by a new Employer's Payroll Location. If in the event the old Employer's Payroll Location sends a coverage end date for the employee that results in overlapping coverage with the new Employer's Payroll Location, then the old Employer's Payroll Location will need to report the overlapping coverage as part of the Premium Billing Discrepancy Process.

Scenario: In this scenario the current date is August 3, 2018. The old Employer's Payroll Location submitted a Transfer/Termination record for an employee on July 22, 2018 with a Date of Last Deduction on August 15, 2018. Since the new Employer's Payroll Location submitted the Transfer/New Hire record for that same employee on August 1, 2018, which occurs prior to the old Employer's Payroll Location's Date of Last Deduction, the old Employer's Payroll Location's Transfer/Termination Record was NOT loaded into the ADP system.

FUTURE DATED TERMINATION OF TRANSFERRING EMPLOYEE EXAMPLE

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	7/22/2018	Term Record Not Loaded	8/5/2018	8/31/2018	8/31/2018*	Blank	Blank	Blank
2	Transfer In	8/1/2018	8/1/2018 New Hire Record Loaded	Blank	Blank	Blank	8/1/2018	9/1/2018	9/1/2018

In these situations where the TERM record is not loaded into the ADP System, the coverage end date in the old Employer's Payroll Location will be based on the date of hire from the new Employer's Payroll Location. This could result in an overlap of coverage. When this occurs, the old Employer will need to report the discrepancy through the Premium Billing Discrepancy Process.

NEW HIRE EVENT

A new hire is a newly eligible employee enrolling in SHBP coverage for the first time or a former SHBP member with a gap in SHBP coverage of 31 days or more.

A New Hire Event is triggered when 1) a newly eligible employee enrolls in SHBP coverage for the first time (i.e., never been in SHBP Enrollment Portal) or 2) a former member has a gap in SHBP coverage of 31 days or more.

BOE COVERAGE START DATE FIELD SHOULD NOT BE USED FOR NEW HIRE EVENT

The ADP system **will ignore** any information sent in the BCSD field when a New Hire Event is triggered. The employee's SHBP coverage effective date will be based on the New Hire Event eligibility rules.

NEW HIRE EXAMPLES

The examples below include New Hires who are: 1) a newly eligible employee enrolling in SHBP coverage for the first time (i.e., never been in SHBP Enrollment Portal) or 2) a former SHBP member who has a gap in SHBP coverage of 31 days or more.

As noted in examples 1 and 4 below, if an Employer populates the BCSD field for a New Hire, the ADP system will ignore the BCSD field to determine the employee's coverage start date.

Example #	Hire Date on AUF File	BOE Coverage Start Date (new Payroll Location)	Hire Date in ADP system	Coverage will start in ADP system
1	07/25/2018	10/01/2018	07/25/2018	09/01/2018
2	07/25/2018	Blank	07/25/2018	09/01/2018
3	08/26/2018	Blank	08/26/2018	10/01/2018
4	05/01/2018	07/01/2018	05/01/2018	06/01/2018

TERMINATION EVENT

A termination event occurs when an Employer terminates an employee's SHBP coverage in its Payroll Location.

DATE OF LAST DEDUCTION (required for all TERM records)

The date the employing agency takes the final deduction from the employee is required for all TERM records. When the Date of Last Deduction is entered, SHBP coverage will end the last day of the following month.

BOE COVERAGE END DATE FIELD SHOULD NOT BE USED FOR TERMINATION EVENT

Entering a BCED field overrides the Date of Last Deduction field and should only be used by Employers during the Summer Transfer Period to end coverage outside of the normal termination date that occurs when populating the Date of Last Deduction (i.e., generally when populating Date of Last Deduction, SHBP coverage will end the last day of the following month).

Because the BCED Field is active in the ADP system throughout the year, BOEs **should not use** this field outside of the Summer Transfer Period. *For more information on the BCED field, see Summer Transfer Event section.*

TERMINATION EVENT EXAMPLES

The examples below include terminated employees.

As noted in examples 3 and 4 below, if an Employer populates the BCED field for a terminated employee, the ADP system will ignore the Date of Last Deduction field to determine the employee's coverage end date.
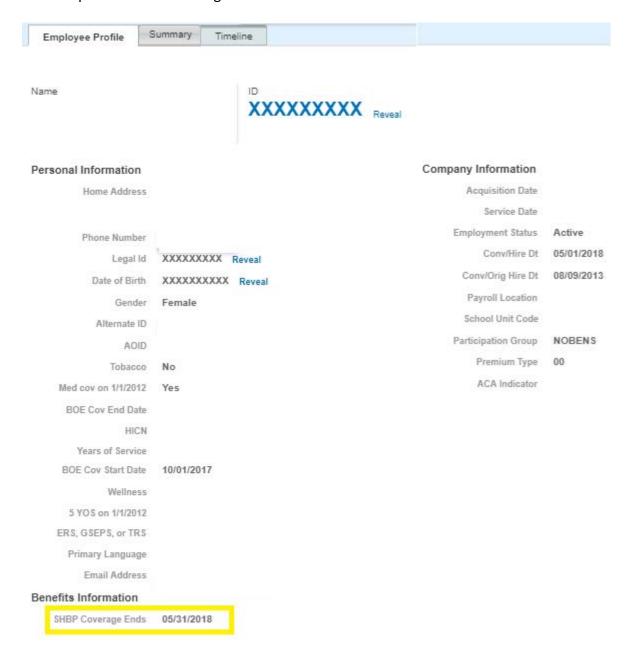
As noted in example 5 below, if an Employer populates the BCED field but does not populate the required Date of Last Deduction field, the record will error out.

Example #	Date of Last Deduction	BOE Coverage End Date	Term Date in ADP system	Coverage will end in ADP system
1	02/28/2018	Blank	02/28/2018	03/31/2018
2	03/15/2018	Blank	03/15/2018	04/30/2018
3	02/28/2018	04/30/2018	02/28/2018	04/30/2018
4	06/15/2018	06/30/2018	06/15/2018	06/30/2018
5	Blank	04/30/2018	Record Errors	Record Errors

EMPLOYEE PROFILE PAGE

A new Employer can view an existing SHBP member's profile once that member is updated in the ADP System in that Employer's Payroll Location (i.e., once the Employer transmits a NEMP record to SHBP hiring the employee in their location).

New for June 2018: The Employee Profile will include a "Benefits Information" section displayed only when 1) SHBP Coverage has ended due to termination and the employee has not been reinstated or rehired, or 2) Employee is no longer eligible for SHBP Coverage. After feedback from Employers, SHBP requested ADP make the Benefits Information section a permanent addition to all Employee Profiles so our Employers, and more importantly our members can quickly determine the exact date their SHBP Coverage ends. This update is in process and we hope to roll it out during the current Summer Transfer Period.

AUF FILE LAYOUT

The AUF File Format will generally be the same for Summer Transfers. However, the action taken by the Employer will determine the field to be utilized. Fields to be utilized for Summer Transfers are highlighted below:

Multi-Purpose Payroll Interface (AUF File Layout)
Revision Date: 05/29/18

Field Name	Position	Size	AUF - Add and Update File from Billing Location	PUF - Payroll Update File from Billing Location	Comments (all fields should be left justified)
Payroll location	001	5	Y	Y	SHBP Payroll Location Number
Record Type	006	4	Y	Y	See record type valid values (e.g. NEMP, TERM, etc.)
Employee SSN	010	9	Y	Y	
Employee ID	019	12			Optional employee ID from payroll system
Last name	031	35	Y	Y	
First name	066	25	Y	Y	
Middle name	091	25	O		
Prefix	116	10	O		
Suffix	126	10	O		
Street Address 1	136	55	Y		
Street Address 2	191	55	Y		
City	246	30	Y		
State	276	2	Y		
Postal Code	278	15	Y		
County of residence	293	15	O		001 - 159 and 160 (out of state) or county name (see attached list)
Country	308	3	O		default to USA
Phone number	311	20	O		
Date of birth	331	8	Y		CCYYMMDD
Sex	339	1	Y		F or M
Unit/School code	340	15	O	O	
County of employment	355	15	O		001 - 159 and 160 (out of state) or county name
SHBP eligible	370	1	Y		Y or N Must be provided for all members as this will drive benefits (in)eligibility.
Retirement system	371	5			14990 -ERS, 89929 or 89990 - TRS, 89409 - PSERS, 14960 - LRS, 14930 - SCRS, other

AUF FILE LAYOUT (CONTINUED)

Field Name	Position	Size	AUF - Add and Update File from Billing Location	PUF - Payroll Update File from Billing Location	Comments (all fields should be left justified)
Hire Date	376	8	Y		CCYYMMDD The 1st date for which the employee is compensated.
Deduction date	384	8		Date deduction taken	CCYYMMDD Deduction Date Example: 20060225
Board of Education COVERAGE START DATE (BCSD)	392	8			CCYYMMDD Coverage Month Example: 20060301 The date the employee's benefit coverage starts at the employing agency. This field should only be used for summer transfers from May 1 through October 31. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. This field should only be used by BOEs. State agencies should keep this field blank.
Board of Education COVERAGE END DATE (BCED)	400	8	Y		CCYYMMDD The date the employee's benefit coverage ends at the employing agency. This date should always be the last day of the month. Any dates other than the last day of the month will be rolled to the last day of the month. (Example: 8/15 will be 8/31). The date provided in this field will be used to replace the Last Deduction Date when determining the benefit end date in the ADP system. This field should only be used by BOEs. State agencies should keep this field blank.
Option	408	2		O	See Option Valid Values
Type/Tier	410	2		O	See Tier Valid Values

AUF FILE LAYOUT (CONTINUED)

Field Name	Position	Size	AUF - Add and Update File from Billing Location	PUF - Payroll Update File from Billing Location	Comments (all fields should be left justified)
Premium (Employee portion)	412	9(4)V99S			Examples: 010000 for $100.00 010000- for -$100.00 last character(position 418) is minus sign if negative, blank if positive NOTE: Amount shown in positions 419 to 425 plus amount shown in positions 426 to 432 should equal total amount billed by SHBP for the employee's portion of the premium
Deduction amount	419	9(4)V99S		Amount deducted from employees check for health insurance premium	Examples: 010000 for $100.00 010000- for -$100.00 last character(position 425) is minus sign if negative, blank if positive NOTE: Amount shown in positions 419 to 425 plus amount shown in positions 426 to 432 should equal total amount billed by SHBP for the employee's portion of the premium
Subsidized amount	426	9(4)V99S		Amount employer pays of the Employee portion of health insurance premium	Examples: 010000 for $100.00 010000- for -$100.00 last character(position 432) is minus sign if negative, blank if positive NOTE: Amount shown in positions 419 to 425 plus amount shown in positions 426 to 432 should equal total amount billed by SHBP for the employee's portion of the premium
Date of death	433	8	Y (if applicable)		CCYYMMDD, must be provided with record type DCSD.
Date of Last Deduction	441	8	Y (if applicable)		CCYYMMDD
Insufficient earnings for deduction	449	1		Y	Y or N
Employee Status	450	1	Y	Y	A = Actively working L = LWOP
SSN of retiree (if ENSD or ENSS)	451	9			For use by Retirement Systems only
Monthly Salary	460	9(5)V99	Y	O	Teachers - State Based Salary, Everybody else - amount paid for the performance of his/her duties
(Filler)	467	99V99	O	O	
Payroll Frequency	471	1	O	O	Payroll Frequency can be provided with the PUF. See Payroll Frequency Valid Values

AUF FILE LAYOUT (CONTINUED)

Field Name	Position	Size	AUF - Add and Update File from Billing Location	PUF - Payroll Update File from Billing Location	Comments (all fields should be left justified)
Email	472	X(128)	Y (if applicable)		Email Address of the employee. Email addresses will be required for Fall 2013 Open Enrollment
Ethnicity	600	X(1)		O	See Ethnicity tab for valid values
Primary Language	601	X(55)		O	ENGLISH or whatever language is the Primary Language for the employee

Total Record Length = 655

Y = Required

O = Optional

All files types should be in ASCii (.txt) format

File Naming Conventions

AUF Files

1. AUF_#####_LocationName_YYYYMMDDhhmm.txt
    a. ##### is the Payroll Location Number.
    b. Next is Pay Location Name
    c. Followed by YYYYMMDDhhmm which is the date and time the file was created.
    d. Example: AUF_12345_YourLocation_201408140218.txt

Record Types

Code	Description	Used in Which File
NEMP	Employment Record Start - New employee/ hire	AUF
DCSD	Employment Record Stop - Deceased	AUF
KLOD	Employment Record Stop - Killed in the Line of Duty	AUF
LOFF	Employment Record Stop - Laid off	AUF
RHRS	Employment Record Stop - Reduced hours	AUF
RETR	Employment Record Stop - Retired	AUF
TERM	Employment Record Stop - Terminated employment	AUF
MISC	Miscellaneous Change Record - Name, Address, City, State, Zip Code, phone #, email address, salary)	AUF
DEDI	PUF - Deduction Data Interface	PUF
SHBP	SHSHBPIN - Full file from SHBP	SHSHBPIN

FREQUENTLY ASKED QUESTIONS (FAQs)

Q1. What if I don't know whether my employee is a New Hire or Transfer and I use the BCSD field?

A1. You can use the BCSD field, but if the employee does not have a record in the SHBP Enrollment Portal or if the employee is a former SHBP member with a 31 day or more break in SHBP coverage in the SHBP Enrollment Portal then the New Hire rules will apply and override the BCSD field.

Q2. What if I don't know whether my employee is transferring to another BOE or terminating his/her employment and I use the BCED field?

A2. You can use the BCED field when sending a termination for the member. However, please note the BCED field will end coverage as of the last date of the calendar month populated, in comparison to the Date of Last Deduction field which would not end coverage until the last day of the following calendar month. When using both the BCED and the Date of Last Deduction fields, the BCED field will override the Date of Last Deduction field.

Q3. Can I submit multiple types of records (e.g., NEMP, TERM) on a single AUF File?

A3. Yes, the file will load the events in sequential order based on the events received. The event will be loaded on different days until all events are loaded in the ADP system, with the exception of future terminations.

Q4. Why doesn't an employee's coverage start date at the new Employer's Payroll Location determine the coverage end date at the old Employer's Payroll Location?

A4. ADP does not have the ability to automate the transfer process without coordination amongst the BOEs because BOEs have contracts with many of their employees and those contract periods vary across BOEs. In contrast, State agencies do not provide contracts to their employees. State Agencies also have the same pay cycles and utilize the PeopleSoft system through the State Accounting Office, and as a result coordination amongst State Agencies is not required. However, BOE's pay cycles for their employees are different and many of their HRIS/benefits/payroll systems are also different, which makes it impossible for the ADP system to accommodate an automated summer transfer process without requiring the use of the BCED and BCSD fields. State agencies and BOEs still follow the same transfer process outside of the Summer Transfer Period where coordination is not required.

2017 Known Issues – Resolved for 2018

SHBP and ADP were made aware of the following issue(s) with 2017 Summer Transfers. For these known issues, SHBP and ADP have created a permanent solution to improve the 2018 Summer Transfer experience for our Boards of Education.

1. TRANSFER / NEW HIRE RECORD SENT BY NEW LOCATION NOT PROCESSING CORRECTLY IF THE OLD LOCATION HAD SENT A TERMINATION RECORD THAT HAD ALREADY BEEN LOADED IN THE SYSTEM

Scenario: in this scenario the current date is May 24, 2017. The old Employer's Payroll Location submitted a Termination record for an employee on May 11, 2017 with a Date of Last Deduction on May 11, 2017. Since the new Employer's Payroll Location submitted a Transfer/New Hire record for that same employee on May 23, 2017, which occurs after the old Employer has loaded the employee's termination record in the ADP system, the Member's coverage was not reinstated but he/she did appear as an ineligible active employee in the New Employer's Payroll Location.

In 2018, this scenario results in the ADP system automatically reinstating the Member into the New Employer's Payroll Location on July 1, 2018.

2017 Original Outcome

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	5/11/2017	5/11/2017	5/11/2017	Blank	6/30/2017	Blank	Blank	Blank
2	Transfer In	5/23/2017	New Hire Record Loaded 5/23/2017	Blank	Blank	Blank	5/7/2017	7/1/2017	N/A Member's coverage is not Reinstated but shows as an ineligible active employee in New Employer's Payroll Location

2018 New Outcome

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	5/11/2018	5/11/2018	5/11/2018	Blank	6/30/2018	Blank	Blank	Blank

2	Transfer In	5/23/2018	New Hire Record Loaded 5/23/2018	Blank	Blank	Blank	5/7/2018	7/1/2018	7/1/2018

2. Transfer / New Hire Record Sent By New Location Not Processing Correctly If The Transfer New Hire Date Is The Same Date As The Old Location's Termination Date That Had Already Been Loaded In The System

Scenario: In this scenario the current date is July 6, 2017. The old Employer's Payroll Location submitted a Termination record for an employee on June 22, 2017 with a Date of Last Deduction on June 22, 2017. The new Employer's Payroll Location submitted a Transfer/New Hire record for that same employee with a Hire date of June 22, 2017 on July 5, 2017, which occurs after the old Employer has loaded the employee's termination transaction in the ADP system. The Member's coverage was not reinstated but he/she did appear as an ineligible active employee in the New Employer's Payroll Location.

In 2018, this scenario results in the ADP system automatically reinstating the Member into the New Employer's Payroll Location on August 1, 2018.

2017 Original Outcome

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	6/22/2017	6/22/2017	6/22/2017	Blank	7/31/2017	Blank	Blank	Blank
2	Transfer In	7/5/2017	New Hire Record Loaded 7/5/2017	Blank	Blank	Blank	6/22/2017	8/1/2017	N/A Member's coverage is not Reinstated but shows as an ineligible active employee in New Employer's Payroll Location

2018 New Outcome

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer Out	6/22/2018	6/22/2018	6/22/2018	Blank	7/31/2018	Blank	Blank	Blank
2	Transfer In	7/5/2018	New Hire Record Loaded 7/5/2018	Blank	Blank	Blank	6/22/2018	8/1/2018	8/1/2018

2017 KNOWN ISSUES – RESOLVED FOR 2018

3. BOE COVERAGE START DATE DISAPPEARING WHEN SUBSEQUENT RECORDS ARE SENT FOR A MEMBER THAT DO NOT INCLUDE THE BOE COVERAGE START DATE

Scenario: in this scenario the current date is May 24, 2017. The new Employer's Payroll Location submitted a Transfer/New Hire record for the employee on May 23, 2017, with a BOE Coverage Start Date of August 1, 2017. On December 3, 2017, the new Employer submitted a miscellaneous (MISC) record for the Employee to update his/her home address, but the Employer did not repopulate the BOE Coverage Start Date of August 1, 2017. This resulted in the employee's coverage effective date changing, which could impact prior claims during that time period and/or cause Employer to be inaccurately charged for coverage.

In 2018, only a NEMP record can update an employee's BOE Coverage Start Date. If any other non-NEMP record (e.g., MISC, TERM, etc.) is transmitted by an Employer for an employee and the BOE Coverage Start Date is not populated, the ADP system will automatically populate the BOE Coverage Start Date on the record with the date that was previously in the system.

2017 Original Outcome

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer In	5/23/2017	New Hire Record Loaded 5/23/2017	Blank	Blank	Blank	5/7/2017	8/1/2017	8/1/2017
2	MISC update	12/3/2017	MISC Record Loaded 12/3/2017	Blank	Blank	Blank	5/7/2017	Blank	7/1/2017 Coverage effective date changed based on New Hire Event rules since BCSD was not repopulated

2018 New Outcome

Example #	Event Type	Date AUF File Submitted	Date record loaded into ADP System	Date of Last Deduction (old Payroll Location)	BCED (old Payroll Location)	Coverage will end in ADP system (old Payroll Location)	Hire Date in ADP System	BCSD (new Payroll Location)	Coverage will start in ADP system (new Payroll Location)
1	Transfer In	5/23/2018	New Hire Record Loaded 5/23/2018	Blank	Blank	Blank	5/7/2018	8/1/2018	8/1/2018
2	MISC update	12/3/2018	MISC Record Loaded 12/3/2018	Blank	Blank	Blank	5/7/2018	Blank	8/1/2018

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