

Benefits

PERSONA DESCRIPTION



- The change impacts described here are most applicable to HR/Benefits Teams, HR Techs, Payroll Specialists, HR Partners, HR Professionals, Employees, and Third-party vendors.
- This information is not inclusive of all changes, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- Retirement systems, pension plans, and Benefit Programs/Groups changes can only be made by HR Techs and HR Professionals if there are changes in employees' positions (e.g., employment types, pay rate types, and/or scheduled weekly hours).
- Coverage end dates will be automatically determined and assigned within GA@WORK based on loss of eligibility (such as terminations or job changes), reducing manual intervention by HR Techs.
- Deduction begin dates for retirement savings plans (e.g., 401(k) and 457 plans) will be determined by GA@WORK, based on the coverage begin date file from the third-party vendor.
- GA@WORK will automatically begin deductions in the pay period that contains the coverage begin date for pension plans and Georgia Defined Contribution Plan (GDCP), eliminating the need for direct vendor feeds for these deductions. For all other benefits, deduction begin dates for payroll deductions will be based on the deduction begin dates received from the third-party vendor.
- The vendor will determine coverage effective dates for 401(k) and 457 plans; GA@WORK will accept enrollments based on the effective date supplied by the vendor.
- Benefit Programs/Groups will be automatically assigned by GA@WORK based on position-indicative data, rather than manual assignment by HR Techs.
- When an employee transfers, GA@WORK will automatically initiate a change in benefits if the transfer results in a change to the employee's eligibility status.
- Affordable Care Act (ACA) eligibility for employees paid in GA@WORK will be automatically evaluated based on hours paid and the ACA Measurement Period. New hires will be evaluated during their first 90 days of employment, and ongoing employees will be evaluated annually during open enrollment for the upcoming plan year.

BENEFIT ELIGIBILITY

- Eligibility for benefits will be dynamically evaluated within GA@WORK, automating what was previously a manual process for most benefits (except pension plans).
- Pension plans will continue to be manually selected. Elections will be shared with Employees' Retirement System (ERS) for review.

TERMINATIONS

- HR will initiate terminations in GA@WORK, and benefit eligibility will be automatically terminated, with reason codes sent to external vendors.

What are the benefits of **Benefits** in GA@WORK?

- Reduces manual data entry and edits by HR Techs and HR Professionals
- Automates eligibility evaluation and benefit code assignment
- Ensures timely and accurate deduction and coverage dates
- Improves integration and communication with third-party vendors
- Increases auditability and reduces the risk of errors

What challenges could there be to adopting **Benefits** in GA@WORK?

- Requires users to adjust to new automated processes and vendor integrations
- HR staff must learn new system roles and terminology
- GA@WORK relies on accurate data flow between GA@WORK and vendors so accuracy is very important
- Potential nervousness or resistance from users accustomed to using a manual process instead of an automatic process

What is not changing?

- Pension plan selection will continue to be a manual process