

MEMORANDUM

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo, University Human Resources Director

DATE: February 25, 2013

SUBJECT: **Retroactive Insurance Termination Policy Change**

Beginning January 1, 2013, PEBA (Public Employee Benefit Authority) Insurance Benefits will process terminations of insurance coverage up to 31 days retroactively. **Terminations will no longer be processed 90 days retroactively.** Since MUSC received final notification of the change this week, we request that you forward this memo to the appropriate departmental managers for their immediate attention.

Please review your departmental IWR report "MUSC 01A Employee Roster University" to identify any employees who have separated employment or had a status change that requires termination of insurance coverage. Please notify Human Resources of any outstanding separations or status changes that occurred prior to January 1, 2013.

In addition, if a termination is received more than 31 days from the date of loss of eligibility (defined as the date insurance coverage would have ended), PEBA Insurance Benefits will cancel coverage the first of the month after the date notification is received at the PEBA office in Columbia.

How does this affect MUSC? PEBA Insurance Benefits will only refund MUSC for one month of retro premiums beginning January 1, 2013. PEBA Insurance Benefits will also bill MUSC for any additional months of premiums if a termination is not received within 31 days from the date of loss of eligibility. **As in the past, if a department fails to provide timely notification of a separation or status change to Human Resources, the department will be charged for the employee and employer premiums that MUSC has been billed by PEBA Insurance Benefits.** It is imperative that this information be shared with the appropriate departmental managers responsible for processing separations and other actions impacting employment status.

Please contact Dee Crawford at 792-4674 if you have any outstanding separations or status changes that occurred prior to January 1, 2013.

SHC/jo