

INFORMATIONAL CIRCULAR NO.: 21-P-007

DATE: October 15, 2020

SUBJECT: New Benefit Plans/Deduction Codes for Voluntary Supplemental Insurance for Plan Year 2021

EFFECTIVE DATE: December 13, 2020

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APPROVAL:

SUMMARY: New Benefit Plans/Deduction Codes for The Hartford Voluntary Supplemental Insurance for Plan Year 2021

The Health Care Commission has approved a new vendor, The Hartford, for the administration of Voluntary Supplemental Insurance (VSP) beginning 1/1/2021.

VSP will continue to be a payroll deduction for the State of Kansas employees. Therefore, new benefit plans and deduction codes will be added to SHARP. The new VSP payroll deductions will be processed in SHARP effective for the payroll period beginning December 13, 2020, ending December 26, 2020, paid January 8, 2021.

The VSP benefit plan type, new benefit plans and deduction codes are:

| PLAN TYPE | DEDUCTION CODE | DESCRIPTION | SHORT DESCRIPTION | BENEFIT PLAN | BENEFIT PLAN DESCRIPTION |
|------------------|-----------------------|-------------------------------|--------------------------|---------------------|---------------------------------|
| 29 | HVAIAT | Hartford Supp Accident Ins AT | VolSuppIns | HVAIAT | Hartford Supp Accident Ins AT |
| 29 | HVCIP1 | Hartford Critical Ill P1 AT | VolSuppIns | HVCIP1 | Hartford Critical Ill P1 AT |
| 29 | HVCIP2 | Hartford Critical Ill P2 AT | VolSuppIns | HVCIP2 | Hartford Critical Ill P2 AT |
| 29 | HVHIP1 | Hartford Hosp Ind P1 AT | VolSuppIns | HVHIP1 | Hartford Hosp Ind P1 AT |
| 29 | HVHIP2 | Hartford Hosp Ind P2 AT | VolSuppIns | HVHIP2 | Hartford Hosp Ind P2 AT |

The VSP will be included on the State Employee Health Plan BERF file provided to SHARP and to each Regent payroll system to implement the new deduction codes via the existing payroll process. The first and second BERF file of the month will include the VSP deductions. **Please note that VSP payroll deductions will continue to be offered on an after-tax basis.** In addition, it is possible that various refunds/adjustments for 2020 MetLife VSP deduction corrections could also be included on some of the 2021 BERF files. However, other than these refunds/adjustments for 2020 MetLife deductions, employees **cannot** maintain payroll deductions for MetLife supplemental insurance plans after 12/31/2020.

The Office of Accounts and Reports, Payroll Systems Team is responsible for making the necessary updates to the SHARP payroll system. Regents' institutions are responsible for ensuring that these changes are reflected in their individual systems. In addition, Regent's institutions should be prepared to test their payroll files for the new deduction/benefit plans by November 13, 2020.

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