

May 2, 2025, HBR Alert!



Salary-Based Premium Information Update

Salary Fields Required for Non-payroll Groups

In preparation for 2026 Salary-Based Premiums, salary and salary effective date are now required fields for employees in eBenefits. All new hires will need to be entered with a salary and salary effective date using the instructions below.

Although you can enter salary and salary effective dates for all employees, the State Health Plan advises against populating this information for existing members right now. Instead, please enter these details for all employees in August. This approach minimizes the number of updates needed by the HBR before Open Enrollment.

Directions

How to manually enter salary information into eBenefits

New employee with salary information.

When entering a new employee, the date of hire will be used as the salary effective date.

Add Employee

Personal Information

First name* Middle name Last name* Suffix -- SSN* Date of birth* Gender*

Physical Address *

Address Line 1* Address Line 2 City* County State

Assignments, salaries and benefits by the end of Address Line 1

Mailing Address

☒ Same as Physical Address

Contact Information


Home Phone* Cell Phone* Work Phone*

Work Information

Hire date* Earnings (Include base salary only) Earnings frequency Pay frequency Employment design*

To add a salary and salary effective date to an existing employee navigate to the Work section and enter the information.

Select Edit on Employee profile

Employee profile [Edit](#) 

First Name: First
Last Name: Last
Date of Birth: 01/01/1980
SSN: 000-00-0000
UPID: AAAAAAAAAA
Gender: Male



Contact

Home phone: 123-456-7890
Physical Address : 123 Main Street, Test City, AA 12345

Work

Hire Date: 04/08/2020
Salary: Not Available
Retired: No
Non-Working: No

Select edit on work information.

Work Information			 Edit
Hire date	Adjusted service date	Earnings (include base salary only)	
04/08/2020	—	—	
Earnings Frequency	Earnings Effective Date	Pay frequency	
—	—	—	
Employer assigned ID	EEOC	Occupation	
—	—	—	
Employee is non-working	Payroll Company Code	SSO ID	
—	—	—	

Enter earnings, earnings frequency, earnings effective date and pay frequency.

Edit employee

Edit work information

*Required field

Effective date of change*

04/08/2025

Hire date*

04/08/2020

Adjusted service date

What's this?

Earnings (include base salary only)

Earnings Frequency

Earnings Effective Date

Pay frequency

Employer assigned ID

EEOC

Occupation

What's this?

Retired employee

☐ Employee is retired

Employee is non-working

No

Payroll Company Code

SSO ID