

# May 2025 HBR Update



## All Employees Must Be Loaded into Benefitfocus

The State Health Plan has been made aware that many groups still do not enter all their employees' demographic and employment status information into eBenefits upon hire. As a reminder, all employees must be loaded into eBenefits on a timely basis. Federal [ACA guidelines](#) require that employers report what coverage is offered to employees. To successfully do that, their data must be entered into eBenefits, the Plan's enrollment system.

There are two categories of employees in particular that are not being loaded and should be:

- Permanent part time employees should be loaded with that employment status. As a reminder, they are eligible to elect Plan coverage.
- Employees that are not eligible for benefits should be loaded with that employment status. These employees may not be eligible to elect Plan coverage, but should they move to an eligible position they'll be in Benefitfocus already.

Please see the [Employment Status training](#) on the Plan's website for additional details.

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## Salary-Based Premium: Upload Option Update

Groups with more than 200 enrolled employees that do **NOT** currently have payroll integration with Benefitfocus will have the option to submit a file to the Plan that can be uploaded into eBenefits to update the salary. The format for this upload is finalized, the details on how to upload the salary information will be available soon.

The format for the salary upload option will contain 3 columns, below are the column names along with 2 examples:

SSN	Salary	Earnings Effective Date
123-45-6789	\$50,000.00	09/24/2003
999-99-9998	\$65,000.00	03/16/2017

Please note:

- Social Security Numbers must contain dashes
- Salary file must contain 2 decimal places and must not contain the dollar sign

- Earnings effective date must be MM/DD/YYYY
  - File will be in a .csv format and will be named GroupName.csv, *example CountySchools.csv or University.csv*
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## Salary-Based Premium Information Action Required

As communicated in the [February 27, 2025 HBR Alert](#) all groups needed to provide salary-based premium contacts by 4/1/25. We still have 89 groups that have not provided a contact.

Click [here](#) to complete this request for the information form so the Plan understands who the designated person within your group is responsible for implementing salary banded rates. This form will also serve as your group's acknowledgement and agreement of this effort.

### ***The following groups have not provided a contact as of 5/15/2025***

- Angier ABC Board
- Appalachian Regional Library
- Arts Based School
- Asheville Peak Academy
- Avery County Schools
- Black Mountain ABC Board
- Brevard Academy
- Cape Fear Center for Inquiry
- Caswell County Schools
- Center Pigeon Fire Department
- Central Park School
- Charlotte Secondary School
- Chatham County ABC Board
- Children's Village Academy
- City of Lincoln ABC
- City of Lowell
- City of Mount Airy ABC Board
- Clinton ABC Board
- Cornerstone Charter Academy
- Cumberland County Schools
- Dillard Academy Charter School
- Durham Public Schools
- Elizabeth City State University
- Fayetteville State University
- Fernleaf Community Charter
- Francine Delany New School
- Global Scholars Academy
- Greene County Schools
- Haliwa-Saponi Tribal School
- Jackson Day School
- KIPP Durham
- KIPP Gaston College Preparatory
- KIPP Halifax
- Mitchell County
- Montgomery County
- Nash County Public Schools
- NC A & T State University
- NC Central University
- NC School of the Arts

- NC State University
  - Northeast Academy
  - Northeast Regional School
  - Pamlico County
  - Perquimans County
  - Person County ABC Board
  - Reaching All Minds Academy
  - Rocky Mount-Wilson Reg Airport
  - Roxboro Community School
  - Sallie B Howard
  - Siler City ABC Board
  - Southern Wake Academy
  - Stars Charter School
  - Success Institute
  - The Franklin Academy
  - The Hawbridge School
  - Toe River Health District
  - Town of Black Creek
  - Town of Broadway
  - Town of Brunswick
  - Town of Caswell Beach
  - Town of Clayton
  - Town of Forest City
  - Town of Holly Ridge
  - Town of Indian Beach
  - Town of Kure Beach
  - Town of Laurel Park
  - Town of Lilesville
  - Town of Mars Hill
  - Town of Marshall
  - Town of Maysville
  - Town of Pilot Mountain
  - Town of Princeville
  - Town of Robersonville
  - Town of Rutherfordton
  - Town of Taylortown
  - Two Rivers Community School
  - UNC Asheville
  - UNC Pembroke
  - UNC System Office
  - United Community School
  - Upper Coastal Plain Council
  - Uwharrie Charter Academy
  - Veritas Community School
  - Washington County
  - Washington County Schools
  - Western Carolina University
  - Wilmington Preparatory Academy
  - Winston-Salem State University
  - ZECA INC
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## Did you miss last week's HBR Alert for ACA Reporting Solutions?

Last Friday's HBR Alert on ACA 1094/1095 Reporting Solutions can be viewed on the Plan's website by [clicking here](#).

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## 'Understanding Your Medical Plan Options When You Become Medicare-Eligible' Webinar Series

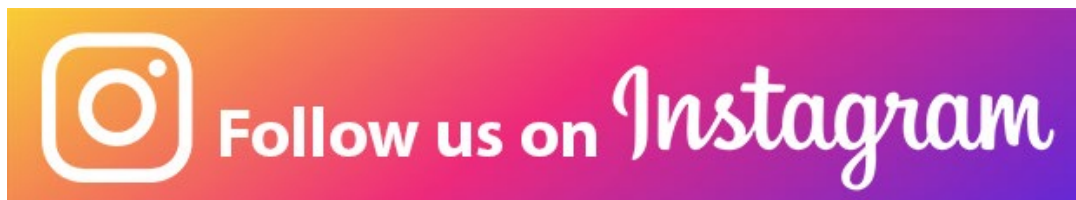
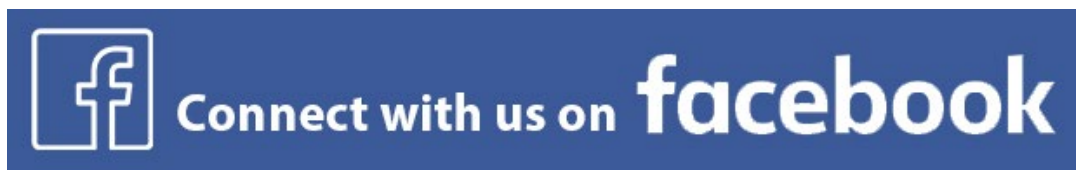
HBRs are urged to share this information with employees nearing retirement. The 2025 **"Understanding Your Medical Plan Options When You Become Medicare-Eligible"** series continues and is offered a couple of times each month throughout the year!

These popular, free webinars are designed for employees who will soon be 65, are already 65 or older, and retirees getting ready to turn 65. Each event lasts approximately 2 hours and will explain important information regarding Medicare, retirement health benefit options and offer the opportunity to ask questions.



Upcoming webinars are **May 29, June 10, and June 26**. Webinars are also scheduled through August. Employees who wish to attend are encouraged to [Register Soon](#) as these events fill quickly!

[Click here to register →](#)







## THIS MONTH'S HEALTHY RECIPE



## THIS MONTH'S WELLNESS TIP



Spinach, Broccoli &  
Mushroom Quiche



Signs of  
a Stroke

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Eligibility and Enrollment Questions: 855-859-0966

For questions on this newsletter, e-mail: [shpmemberinquiries@nctreasurer.com](mailto:shpmemberinquiries@nctreasurer.com)



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