

October 6, 2025, HBR Alert!



Open Enrollment Countdown is ON!

The Open Enrollment (OE) begins Oct. 13! Now is the time to start communicating with your employees if you haven't already.

Here are a few tips to help you get started:

- Print or email [this flyer](#) to help promote OE to your employees.
- Send an email blast to your employees this week to make them aware that OE starts next week.
- Decision Guides have been dropped in the mail to the employee's address in eBenefits. If employees have not received one or have misplaced it, no worries, the Plan has [posted them to the website](#) for easy access. The active Decision Guide has also been [translated in Spanish](#) and is available on our website.
- [The Plan's website](#) has a variety of resources to help support you and your employees prior to and during OE.

There are still plenty of OE Webinars left for employees to attend. These are brief webinars that give employees an overview of OE and changes for 2026.

Date	Times
October 7	Noon , 4 p.m. and 7 p.m.
October 14	Noon and 3 p.m.

There is also one more opportunity to participate in a Telephone Town Hall, Thu, Oct 9, 2025, 7 - 7:45pm! Telephone Town Hall meetings are a lot like listening to a radio show over the phone. Participating is easy and **registration is not required**.

If employees have a valid phone number in the State Health Plan's enrollment system, eBenefits, they will receive a call at the start of this event, which will prompt them to join. They can also call [800-303-1480](tel:800-303-1480) to join.

As a reminder, the Plan's Eligibility and Enrollment Support Center has extended hours during Open Enrollment. Monday-Friday 8am-10pm and on Saturdays 8am-5pm.

Salary-Based Premiums: Action Required for Non-Payroll Groups

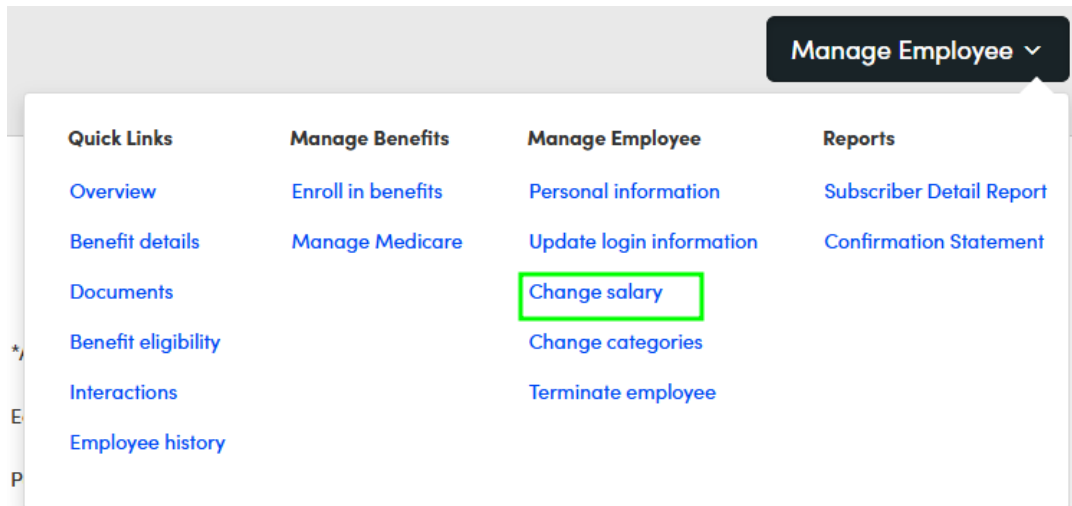
With Open Enrollment days away, it is imperative that all active employees have accurate salary data loaded into eBenefits.

To verify salary data:

- Run the **Basic Work Report** from the **Census** tab in eBenefits.

To correct inaccurate salary information:

Go to **Manage Employee** and update the salary details.



Update Earnings / Salary

A screenshot of the 'Update Earnings / Salary' form. The form is divided into two main sections: 'Current' and 'New'. The 'Current' section has a label 'Amount: Not Available' and a 'Pay Frequency' dropdown. The 'New' section has a label '*Amount:' followed by a text input field and a 'per year' dropdown menu. A green arrow points to this dropdown. Below the amount field is a label 'Earnings Effective Date:' followed by a date picker. Below the date picker is a label 'Pay Frequency:' followed by a dropdown menu with the text '---Please Select---'. At the bottom of the form, there are two buttons: 'Cancel without saving' and 'Next'.

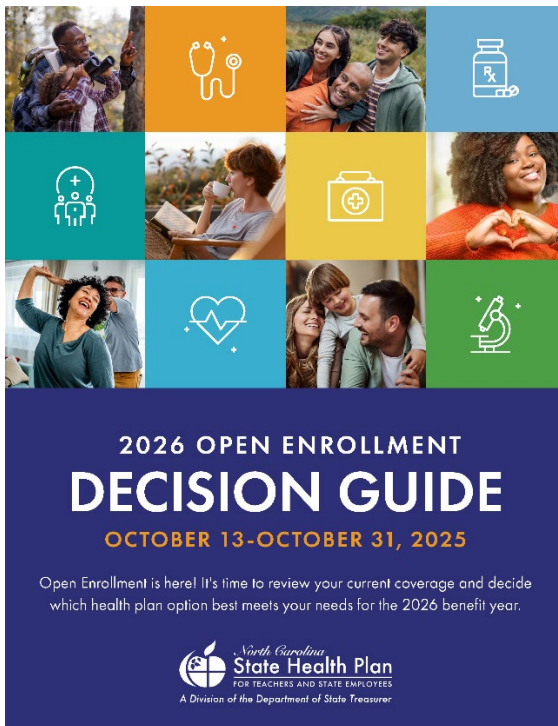
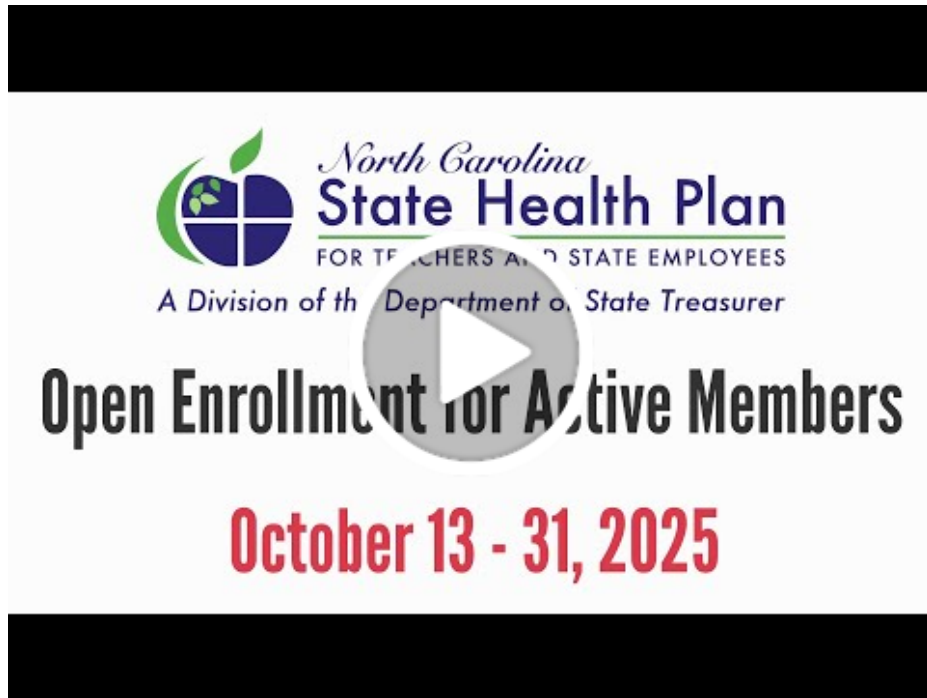
The most common errors the Plan has seen:

- **Earnings Class** must be **annual** for all employees.
- **Earnings Amount** must be loaded for every employee and reflect the **annual salary**, not hourly or monthly amounts.
- **Timely Termination** is a must. All members that appear on the basic work report without a termination date are considered active. Any members that should be terminated will need to be manually updated in eBenefits.

Please note that employees who may dispute the salary that was loaded into the system, which dictates the salary band will be directed back to the HR department or Best Shared Services (Fiori groups).

Please see the [Plan's website](#) for further information.

OE Resources



[Actives Decision Guide →](#)

[Actives Decision Guide \(Spanish\) →](#)

[2026 Plan Comparison →](#)

[State Health Plan Website →](#)