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.

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: AAAAAAAAAAAA
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.

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