Aug 3, 2026, HBR Alert!

Salary Data Due by September 1st

Fiori Employing Units: Best Shared Services handles this, so you can disregard this message.

To ensure a smooth and timely start to Open Enrollment, all groups must load their salary information by September 1st. This deadline is critical for accuracy. This is a one-time load and occurs only once a year.

Any employees that do not have a salary loaded by September 1st, 2026, 5:00 PM will be defaulted into the second highest band; $65,001-$90,000 for their 2027 premiums.

For groups of **100** or more employees that do NOT currently have payroll integration and would like to utilize the upload option, please ensure that you are following the format as provided on the Salary-based Premium Information page of the Plan's website. ***Please note we reduced this number down to 100, it was previously communicated that this option was available to groups of 200 or more.**

As a reminder, the salary includes EVERYTHING EXCEPT: bonuses, overtime and longevity.

The following guidelines must be followed when submitting files:

- Social Security Numbers must contain dashes (e.g., 001-00-1234).
- Salary values must contain 2 decimal places and must not include the dollar sign (e.g., 35065.75).
- Earnings effective dates must be in MM/DD/YYYY format (e.g., 03/15/2025). This date must be the date that the salary was applied to the employee.
- The file must be in a .csv format and should be named with your group's name (e.g., NCStateTreasurer.csv).
- Each employee must already exist in eBenefits and should only have one line of salary data; multiple lines for the same person will cause an error.

- Salary values must not be zero or blank.
- Blank lines of data should be removed from the file.
- Base salaries must be annualized.

The salary loaded by Sept. 1, will determine the band and monthly premium amount for your employees for the entire 2027 benefit year regardless of salary adjustments. Remember that January premiums are deducted in December paychecks.

North Carolina State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer