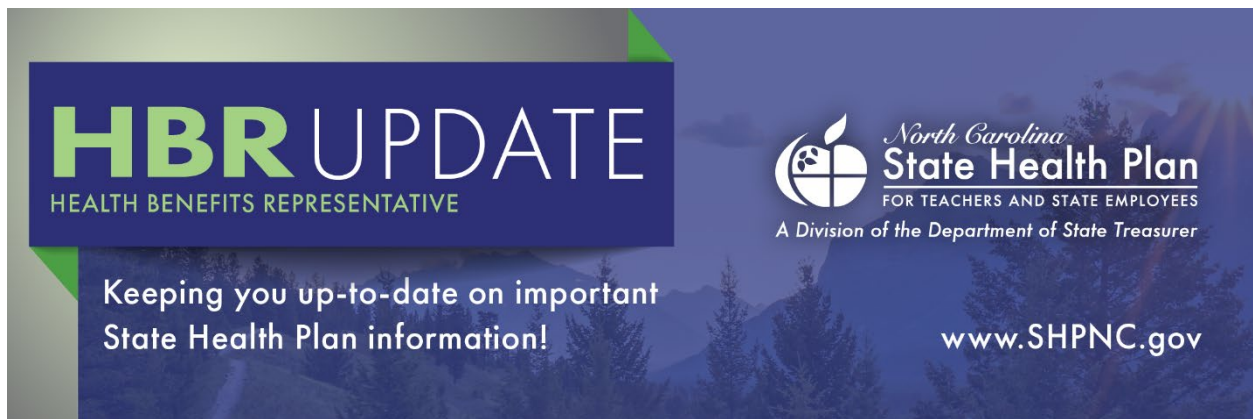




Salary Data Due by September 1st

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 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.

For groups with less than 100 employees, salaries will need to be manually updated in eBenefits.

Updating Employee Salaries in eBenefits

The screenshot displays the eBenefits interface for an employee named John Doe (JOHNDOE789). The top navigation bar includes a 'Manage Employee' dropdown menu, which is highlighted with a red box and a yellow arrow. Below this, the 'Benefits Snapshot' section shows the employee's current medical plan and a monthly premium of \$35.00. A secondary dropdown menu is shown below the snapshot, listing various management options. The 'Change salary' option is highlighted with a red box and a yellow arrow.

Quick Links	Manage Benefits	Manage Employee	Reports
Overview	Edit/cancel benefits	Personal information	Subscriber Detail Report
Benefit details	ACA information	Update login information	Confirmation Statement
Documents	Manage Medicare	Change salary	
Benefit eligibility	Extend enrollment	Change categories	
Interactions	Assign/edit carrier numbers	Terminate employee	
Employee history	View critical dates	Send targeted message	
		Copy employee	

Updating Employee Salaries in eBenefits

Update Earnings / Salary

Current	New
Amount: \$50,000.00 per year	*Amount: 75,000.00 per year
Pay Frequency:	Earnings Effective Date: 09/29/2025
	Pay Frequency: Monthly

Cancel without saving **Next**

Update Earnings / Salary

NOTE: Changes to earnings have affected the following benefits. Please review and make any desired changes before continuing.

2026 SHP Medical : Medical - Open Enrollment

Current	New
Earnings	Earnings
Plan	Plan
Coverage Amount	Coverage Level
Benefit Effective Date	Benefit Effective Date
\$50,000.00 per year	\$75,000.00 per year
Standard PPO Plan (Employee Only)	Standard PPO Plan (Employee Only)
01/01/2026	01/01/2026

Cancel without saving

Save

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Annual Compensation for Premium Tier Determination

To ensure consistency across all employing units, the **Annual Salary** report for salary band determination should reflect the employees' **annual compensation**, including all components of their salary.

The following **should not** be included when determining annual salary:

- Bonuses
- Overtime
- Longevity pay

Because compensation structures vary among employing units, employers should report the employee's regular annual compensation in accordance with their payroll practices, including recurring salary supplements when applicable.

If your group is scheduled for an increase after the upload salary deadline date, please note the group should still load current salaries as of September 1, 2026. Once increase is applied, you may still update salaries but please note premiums will remain locked.

2027 Open Enrollment is October 12-30, 2026

The State Health Plan hosted several Open Enrollment training webinars in July for HBRs to better prepare for the upcoming changes in 2027. If you missed them, you can view the presentation and listen to the recorded version of the webinar by visiting the Plan's [HBR Training and Development page](#).

The Plan's [website](#) has been updated with 2027 Open Enrollment information. More resources will be added in the coming weeks, so check back regularly.

Open Enrollment Resources

[Open Enrollment Flyer](#)

- Download and display the Open Enrollment poster at high-traffic areas like break rooms, bulletin boards, or common spaces.
- Share digital versions through email or your internal channels.

[Upcoming Events](#)

- The Plan is hosting numerous webinars for members prior to and during Open Enrollment.

2027 OPEN ENROLLMENT

October 12-30, 2026



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

Eat Smart, Move More, Prevent Diabetes classes begin the week of September 13th

Eat Smart, Move More, Prevent Diabetes is a Centers for Disease Control and Prevention (CDC) recognized, 12-month online diabetes prevention program based on strategies proven to prevent or delay type 2 diabetes. **If members have been diagnosed with prediabetes or are at risk of developing type 2 diabetes, this program is for them! They CAN prevent type 2 diabetes.**



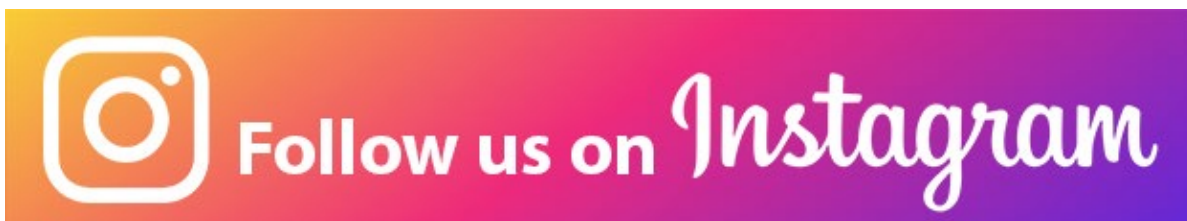
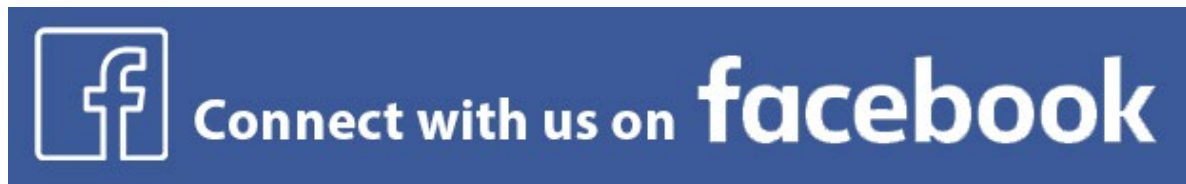
Members who have prediabetes or those who are at risk of developing type 2 diabetes can now participate in the CDC-recognized ***Eat Smart, Move More, Prevent Diabetes*** program for only \$30! Who can enroll? All active employees, non-Medicare retirees or dependents over the age of 18 who are *currently enrolled* in the NC State Health Plan. The Plan recognizes the importance of prevention and will cover the rest of the \$430 fee to help members participate in this program.

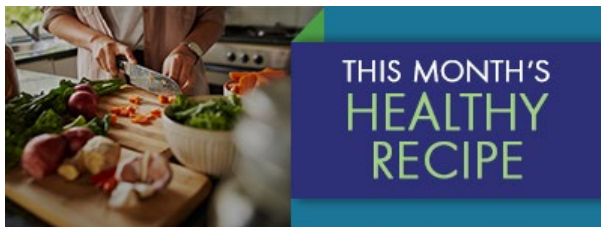
Eligible members will use coupon/voucher code* - SHP2026

**Medicare-eligible retirees are not eligible for the discounted rate.*

Direct members [here](#) to see if they qualify for the program.

For questions, please contact esmmpreventdiabetes@ncsu.edu





Zucchini, Corn, Tomato
and Chicken Bake



Tips for
Healthy Aging

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STATE TREASURER OF NORTH CAROLINA



Eligibility and Enrollment Questions: 855-859-0966

For questions on this newsletter, e-mail: shpmemberinquiries@nctreasurer.gov

