

December 11, 2025, HBR Alert!



State Health Plan Rule on Employing Unit Payroll Integrations Notice

As part of implementing salary-based premiums, the Plan contracted with Plan's Eligibility and Enrollment Services (EES) to create a standard process for implementing payroll file integration with individual employing units.

Payroll file integration removes the manual work required at the individual employing unit to manage employee eligibility and enrollment information for the purpose of payroll deductions. The Plan adopted a Rule on Employing Unit Payroll Integrations that became effective January 1, 2025. The Rule outlines the requirements an employing unit must meet to be eligible for payroll integration with the Plan's EES vendor.

Since the adoption of that rule in January, the Plan and its EES vendor modified the contract requirements an employing unit must meet to prevent extensions, delays, and reworks. The rule adopted in January needs to be amended to reflect these additional requirements.

The two additional requirements are:

- The employing unit must agree to a 120-day standard implementation timeline.
- The employing unit must be live on their payroll system for a minimum of 60 days to give it time to work out any issues or requirement changes for their payroll system before beginning the payroll integration project.

[To review the entire rule click here](#). All Plan rules, along with other policies and procedures, are available on the Plan's [Policies and Procedures page](#).

The State Health Plan is authorized to adopt rules in accordance with the authority granted in N.C. General Statute § 135-48.25. The State Health Plan is exempt from the rulemaking procedures of the Administrative Procedure Act per N.C. General Statute § 150B-1(d)(7). The emergency rule amendment is immediately adopted in accordance with State Health Plan Rulemaking Policy and Procedure, SHP-POL-1004-SHP.

Any questions about the rule should be emailed to shprulefeedback@nctreasurer.com.

