2025

Employment Status

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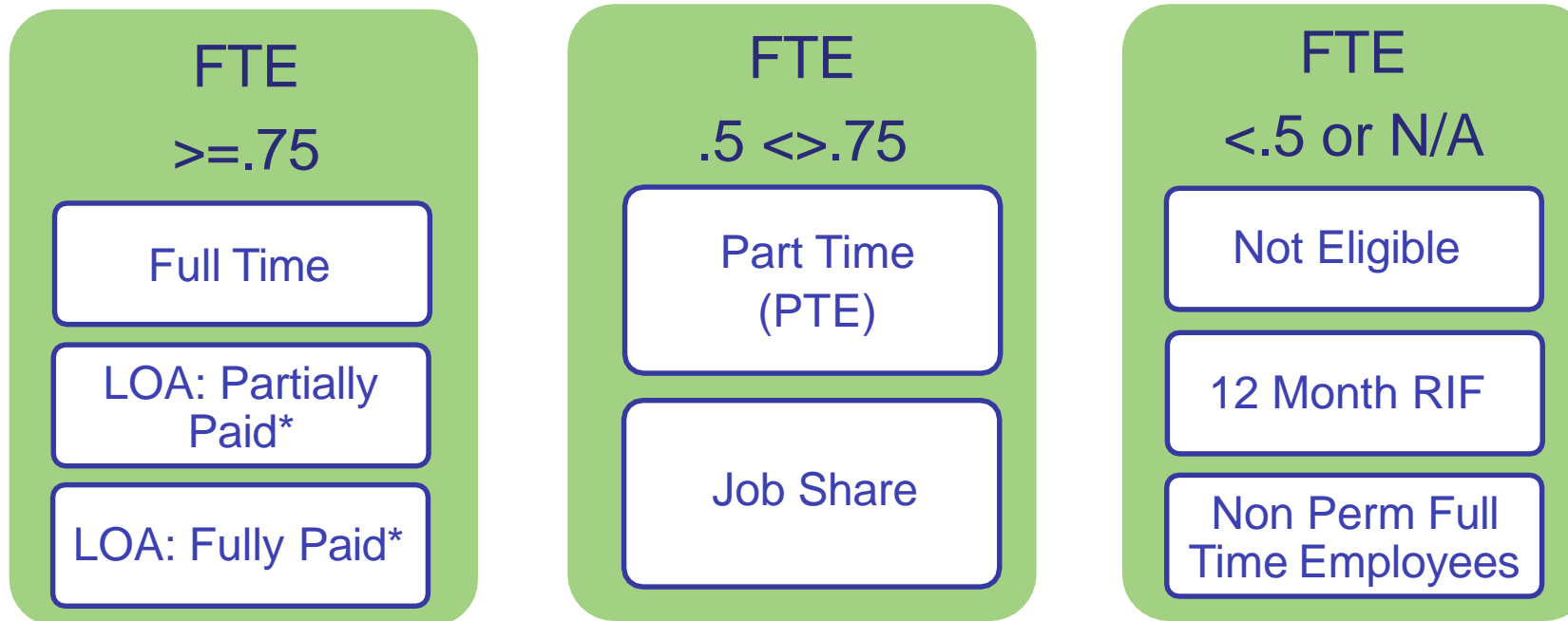*A Division of the Department of State Treasurer*

Employment Status Maintenance

Each group will need to ensure the employment statuses are updated timely in eBenefits for the correct enablement functionality and best member experience.

	Description	Group Pays Employer Amount	Group Collects Employee Amount
Payroll Deduct	Full Time (Default)	Yes	Yes
	Part Time (working less than 30 hours a week)	No	Yes
	Part Time ER ACA (working more than 30 hours a week)	50%	50% + EE Cost
	Job Share	50%	50% + EE Cost
Direct Bill	Unemployed (RIF) Non Perm Full Time Non Perm Full Time Retiree Leave of Absence (Partially Paid)	Yes	No
	Leave of Absence (Fully Paid)	No	No

Employee Categorization

Each group is responsible for determining the employment status of their members.
This is typically how employees map to Employment Statuses:

FTE >=.75	FTE .5 <>.75	FTE <.5 or N/A
Full Time	Part Time (PTE)	Not Eligible
LOA: Partially Paid*	Job Share	12 Month RIF
LOA: Fully Paid*		Non Perm Full Time Employees

*Does not refer to research/scholarly leave.

Updating Employment Statuses for Payroll

Payroll groups should send employment statuses on their demographic files to Benefitfocus per the group's specific requirements.

Position	Data Element Name	Required/ Optional/ Situationally Required	Maximum Length	Type	Description of Field	Custom Requirements
					the ability to default to the system date when a change is identified by the Benefitfocus processor. User should not default all records on every file.	If multiple category changes have occurred on different dates between file transmissions, the date of the Employment Status Category change s/b used as the Category Effective Date for all the changes on next applicable file
52 (AZ)	Custom Category Type 1	Required	50	Alphanumeric	Reference the CRD for these values. Note: This value will be consistent for every record. It is case sensitive and must appear exactly as it is defined in the enrollment system.	Send "Employment Status Category"
53 (BA)	Custom Category Value 1	Required	50	Alphanumeric	Reference the CRD for these values. Note: This value will be a unique identifier for each record, defining the value for the previous field. It is case sensitive and must appear exactly as it is defined in the enrollment system.	See Categories for values Will default to "Payroll Deduct: Full Time" if no value is sent

(table title: Payroll Demographic Member Detail Record)

Employment Status Category
Direct Bill: LOA - Fully Paid
Direct Bill: LOA - Partially Paid
Direct Bill: Non-Perm Full Time
Direct Bill: Non-Perm Full Time (Retirees)
Direct Bill: Reduction in Force (RIF)
Not Eligible
Payroll Deduct: Full Time
Payroll Deduct: Job Share
Payroll Deduct: Part Time
Payroll Deduct: Part Time ER ACA

*Please note that your group's data element name and specific position within the payroll file may vary.

Updating Employment Status

Any benefits not enabled for the new employment status will be canceled as of the day before the effective date and the new benefits will display:

Change Categories

Effective Date of Category Change   02/09/2024

New Categories
- **Classification** Full-Time
- **Employment Status Category** Direct Bill: Non-Perm Full Time *(changed from: Payroll Deduct: Full Time)*

Benefits to be Cancelled

2024 SHP Medical

Medical : Base PPO Plan (70/30)   02/29/2024

New Plans Available For
- 2024 SHP Medical

Cancel without Saving   Save

Now Eligible For
- 2024 NCFlex Flexible Spending Accounts
- 2024 NCFlex Accident Plan
- 2024 NCFlex Cancer
- 2024 NCFlex Critical Illness
- 2024 NCFlex Dental
- 2024 NCFlex Vision
- 2024 NCFlex Group Term Life
- 2024 NCFlex Accidental Death and Dismen
- 2024 Voluntary Disability
- 2024 NCFlex Tricare Supplement

New Plans Available For
- 2024 SHP Medical

Updating Employment Status

Members will then be able to elect the coverage they would like based on what their status entitles them to be eligible for.

2024 SHP Medical

Wait Period: 01/11/2024 - 02/01/2024

Initial Enrollment: 02/09/2024 - 02/10/2024

HBR View

Start

Decline this benefit

Important Messages for You

⚠ You have new benefits being offered to you:

You have 30 days to elect your Current Enrollment benefits.

Get started >

Member View

If no eligibility changes, this message will appear, and no further action is needed:

The Category Change did not affect the employee's benefit enrollment. Therefore, you do not need to re-enroll this employee in new benefits.

Movement Rules

Changes that are not allowed:

- Temp Full Time to RIF
- Temp Full Time to LOA
- Not Eligible to RIF
- Not Eligible to LOA
- RIF to LOA
- Temp Full Time to Temp Full Time Retiree
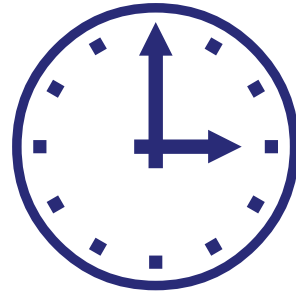
Changes that open a new eligibility window:

- LOA to Full Time
- RIF to Full Time
- Temp to Full Time
- Not Eligible to Temp
- Not Eligible to Full Time

Changes that use the following life events will generate a COBRA offer:

- Reduction in Hours
- Leave of Absence*
- Did Not Meet Medical Eligibility Requirements

*if any coverage cancels

Movement Grid

Before \ After	Full Time	Temp FT	Temp FT Retiree	RIF	LOA	Part Time	Job Share	Not Eligible
Full Time		COBRA Notice	Opens Eligibility Window	Allowed but Manual	COBRA Notice*	Opens Eligibility Window	Opens Eligibility Window	COBRA Notice
Temp FT	Opens Eligibility Window		Not Allowed	Not Allowed	Allowed but Manual	Opens Eligibility Window	Opens Eligibility Window	COBRA Notice
Temp FT Retiree	Opens Eligibility Window	Not Allowed		Not Allowed	Allowed but Manual	Opens Eligibility Window	Opens Eligibility Window	COBRA Notice
RIF	Allowed but Manual	Allowed but Manual	Allowed but Manual		Not Allowed	Allowed but Manual	Allowed but Manual	COBRA Notice
LOA	Opens Eligibility Window	COBRA Notice	COBRA Notice	Allowed but Manual		Opens Eligibility Window	Opens Eligibility Window	COBRA Notice
Part Time	Opens Eligibility Window	COBRA Notice	COBRA Notice	Not Allowed	Allowed but Manual		Opens Eligibility Window	COBRA Notice
Job Share	Opens Eligibility Window	COBRA Notice	COBRA Notice	Not Allowed	Allowed but Manual	Opens Eligibility Window		COBRA Notice
Not Eligible	Opens Eligibility Window	Opens Eligibility Window	Opens Eligibility Window	Not Allowed	Not Allowed	Opens Eligibility Window	Opens Eligibility Window	

⃠ - Not Allowed
📄 - COBRA Notice
✔ - Allowed but Manual
🕐 - Opens Eligibility Window

*Any termination while in a LOA status will generate a COBRA offer

Employment Status Maintenance

- Members can pay online at http://www.mydirectbill.info
  Login: account number (without CG)
  Password: last 4 digits of their SSN

- If full payment is not received by the Grace Period End Date, the member will be terminated for nonpayment back to the last day coverage was fully paid for. Any partial payments will be refunded.

- Members should mail payments to:
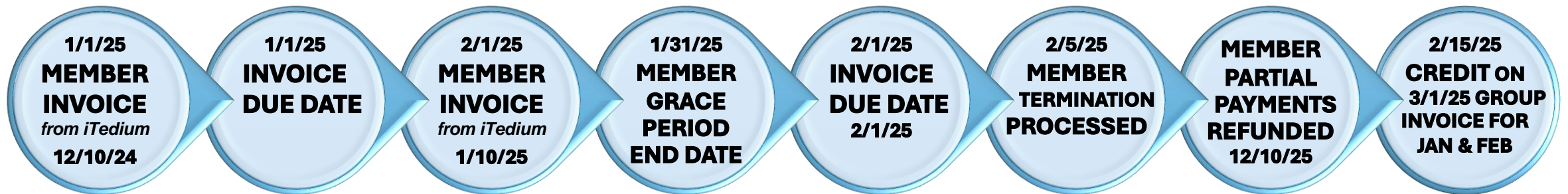 North Carolina State Health Plan
  Attention: Direct Bill Premium Payments
  PO Box 505211
  St. Louis, Missouri 63150

Member Nonpayment Timeline

Members claims will continue to pay if the group is paying 100% of the invoice.
If the member doesn't pay and is retroactively terminated, they will be responsible
for any claims paid during that time.

1/1/25 MEMBER INVOICE *from iTedium* 12/10/24 → 1/1/25 INVOICE DUE DATE → 2/1/25 MEMBER INVOICE *from iTedium* 1/10/25 → 1/31/25 MEMBER GRACE PERIOD END DATE → 2/1/25 INVOICE DUE DATE 2/1/25 → 2/5/25 MEMBER TERMINATION PROCESSED → MEMBER PARTIAL PAYMENTS REFUNDED 12/10/25 → 2/15/25 CREDIT ON 3/1/25 GROUP INVOICE FOR JAN & FEB

Group Invoice Changes Timeline
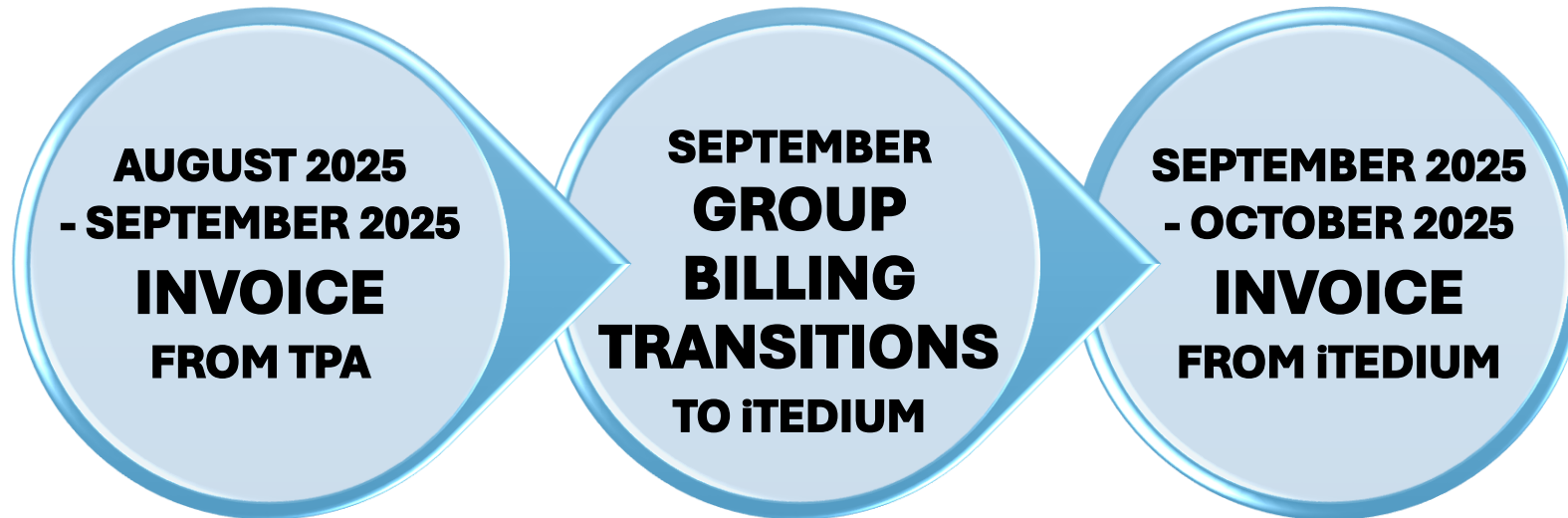
AUGUST 2025 - SEPTEMBER 2025 INVOICE FROM TPA

SEPTEMBER GROUP BILLING TRANSITIONS TO iTEDIUM

SEPTEMBER 2025 - OCTOBER 2025 INVOICE FROM iTEDIUM

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Example Scenarios

Example #1

I am an active employee that:

- Started a permanent position a week ago
- Works 40 hours a week

What could my employment status be?

- Payroll Deduct: Full Time

Example #2

I am a retired employee that:

- Came back to work temporarily
- Works between 30 – 36 hours a week

What could my employment status be?

- Direct Bill: Non Perm Full Time (Retiree)

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Example #3

I am an employee that:

- Is currently on leave awaiting a disability determination
- Have exhausted paid leave

What could my employment status be?

- Direct Bill: LOA - Fully Paid

Example #4

I am a permanent employee that:

- Voluntarily reduced my hours;
  I now work 25 hours a week.

What could my employment status be?

- Payroll Deduct: Part Time

Example #5

I am an employee that:

- Is currently on extended maternity leave with pay

What could my employment status be?

- Direct Bill: LOA – Partially Paid

Example #6

I am an employee that:

- Lost my permanent job due to lack of funding

- Previously worked 40 hours a week

- Accepted a full-time temporary job at the same employing unit until funding is received

What could my employment status be?

- Direct Bill: Reduction in Force (RIF)

- Direct Bill: Non-Perm Full Time

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Example #7

I am an employee that:

- Lost my permanent job due to lack of funding
- Previously worked 40 hours a week

What could my employment status be?

- Direct Bill: Reduction in Force (RIF)

Example #8

I am an employee that:

- Is temporary and working one day a month

What could my employment status be?

- Not Eligible

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