



Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

Health Insurance Eligibility and Insurance Premium Reporting Applications Added to Online Network for Employers

Action Required

In preparation for the implementation of the Enrollment, Validation and Payment Project, the Department of Employee Trust Funds (ETF) requests completion of the enclosed *Online Network for Employers Security Agreement* (ET-8928).

Two new options have been added to the Online Network for Employers (ONE) that are required for the administration of ETF's Group Health Insurance programs:

- Health Insurance Eligibility – Provides employers quick and easy access to health insurance eligibility data for verification through the Health Insurance Inquiry Application. Health contract data from the ETF database can be **viewed** or **downloaded into Excel** to be reconciled with employers' internal payroll systems. In addition, there will be access to the Department's Health Insurance Coverage System, allowing each employer the ability to view individual participant records within their group as well as terminate and reinstate contracts.

A future addition to this option will provide electronic health insurance enrollment and change application, allowing participants direct entry into a web-based system to apply for coverage and make changes to existing coverage. Employer approval of the enrollment or change will be required before the data is electronically submitted to ETF. In addition, an electronic student status verification process will be implemented during this phase.

- Insurance Premium Reporting – Health Insurance premiums due will be based on eligibility and provided through a web-based system, allowing for reconciliation of membership to premium prior to payment. In addition, employers will be able to submit premium payments via Automated Clearing House (ACH). Additional information for the ACH process will be provided to you as it becomes available.

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* Authorization for Both Applications are Required for Continued Administration of ETF-Administered Health Insurance Programs

Authorization for Both Applications are Required for Continued Administration of ETF-Administered Health Insurance Programs

Please complete the enclosed *Online Network for Employers Security Agreement* (ET-8928) and fax it to (608) 266-5801 or mail to ETF. The form can also be obtained online at: <http://etf.wi.gov/publications/et8928.pdf>.

The approval process may take two to three weeks, so please submit remittances and reports in the current manner until you receive authorization from ETF. If you have questions regarding access to ONE Applications or ACH, please contact Jim Krawczyk at (608) 266-3309 or e-mail james.krawczyk@etf.state.wi.us.

Please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900, with any additional questions.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services, or employment. If you are speech, hearing or visually impaired and need assistance, call the Wisconsin Relay Service at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the Bulletin, or to the Division of Retirement Services (DRS). Call Jean Gilding, DRS Administrator, at (608) 266-1210. Employer agents may copy this Bulletin for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent Employer Bulletins are available on our Internet site at the following URL: <http://etf.wi.gov/employers.htm>

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