

**Diocese of Yakima**  
**Employee Benefits Information - January 1 to December 31 2016**

**Eligibility:**

1. **1 – 19** hours per week are not eligible for benefits – turn in Personal Data Form
2. **20 – 29** hours per week are eligible for all benefits – turn in Group Enrollment Form
  - A. These employees must enroll in the life insurance portion of the medical insurance plan
  - B. Medical insurance is partial pay for employee and work location.
  - C. Formula for partial pay: hours worked per week divided by full time (30) = location portion to pay
3. **30 – or More** hours per week are eligible for all benefits – turn in Group Enrollment Form
  - A. These employees have the option to enroll in the medical insurance. They may enroll spouse and/or children. They have the option to waive coverage if they provide proof of coverage with another medical insurance plan that meet qualifying limits.
  - B. Diocese of Yakima medical insurance is primary if on diocese coverage, spouse or other insurance will be secondary
4. Employees may now have the option to pick just medical, just dental or medical and dental for both themselves or for their dependents.

**Voluntary Benefits:**

1. **vChoice** (formerly Benefits Buffet) all employees must select or decline benefits online
  - A. Employees are locked into selections from January to December to each year
  - B. **New employees** locked into their selection from time of hire to the end of the year unless a qualifying event occurs
  - C. Employees must go online at the end of each year to terminate coverage or change coverages
  - D. Employees need to make sure they sign at the bottom of the last page in order to complete the selection process
  - E. Employees need to make a copy of their selections give to their bookkeepers
2. **FSA (Flexible Spending Account)** Employees must re-enroll each Open Enrollment period. Employees may carry over \$500 if they have not used all their money in the current year even if they do not re-enroll in the following year. The location will still be charged the administration fee as long as the employee has money in their Flex account, even if they are no longer employed.
  - A. Employees are locked into their selection from January to December of each year
  - B. **New employees** locked into their selection from time of hire to the end of the year

**Bookkeepers:**

1. You have 30 days from the first day of active employment to add a new employee
2. You have 30 days from the last day of active employment to terminate an employee
3. You must turn in changes to the medical insurance company by the 20<sup>th</sup> of the month in order for the changes to be on the current month's invoice. If changes are entered after the 20<sup>th</sup>, they will be on the following month's invoice.
4. If there is a teacher who will not be returning the next school year you must turn in that termination by June 20<sup>th</sup> so you will not be charged for the life insurance portion of the medical insurance for July and August.
5. Please make sure all boxes are filled in with the correct information before sending in benefit changes

**Billing Changes:**

1. **Medical Insurance (CBEBT)** – you will be sent an email around the end of the month (29<sup>th</sup> – 31<sup>st</sup>) with a link to access a copy of your monthly invoice (You can use the drop down box and print out prior months also). Funds will be withdrawn around the tenth of the next month. Example: Get an email with the link on August 30<sup>th</sup> for the September invoice. September 10<sup>th</sup> the funds are withdrawn from your bank account for September.
2. **vChoice Voluntary Benefits (GBS)** - you will be sent an email around the 20<sup>th</sup> of the month with a link to access a copy of your monthly invoice (You will look for your tab at the bottom of the page after opening the email) Funds will be withdrawn around the 1<sup>st</sup> or 2<sup>nd</sup> of the next month. Example: Get an email with the link on August 20<sup>th</sup> for the September invoice. September 1<sup>st</sup> the funds are withdrawn from your bank account for September.
3. **Flexible Spending (FSA)** – you will be sent an email with a link
  - A. Employer Fee Funding Notification – Administration Fees about the 18<sup>th</sup> of the month. Send a check to Allegiance
  - B. Employer Funding Notification - Several days per week showing employee claim activity – even if it is zero
  - C. Payroll Deduction Report – Employees monthly deduction amount from their payroll which you keep in a separate GL account. You will deduct employee FSA claims from this account. (2015 claims: Send an invoice to the diocese to be reimbursed). This report will come about the 4<sup>th</sup> of each month.
  - D. Employees are locked into selections from January to December to each year
  - E. New employees locked into their selection from time of hire to the end of the year
4. **Retirement (Lay Employees Plan)** – Bookkeepers need to upload their employees monthly contributions by going to mutualofamerical.com – Hotline Plus by the 15<sup>th</sup> of the month after the end of the month payroll. Example: August 31<sup>st</sup> you do payroll for August. No later than September 15<sup>th</sup>, you must upload employee contributions.
5. **Catholic Mutual Group – (Fire & Peril, Liability & Auto)** – They will send you a monthly invoice. You can pay monthly or quarterly or pay in full. It does say on their invoice – Amount Due in Full. But you have the end of the fiscal year to pay the balance.

**Contact Numbers for Questions:**

1. **Christian Brothers Employee Benefit Trust (CBEET or CB)**- Medical Insurance - Mwikali Munyao – [mwikali.munyao@cbservices.org](mailto:mwikali.munyao@cbservices.org) 1-800-807-0100 Ext 3035 or Jennifer Cooley – [jennifer.cooley@cbservices.org](mailto:jennifer.cooley@cbservices.org) - 800-807-0100 Ext 3032 Website: [www.cbservices.org](http://www.cbservices.org).
2. **Gallagher (GBS) vChoice Voluntary Benefits** – GBS Billing Department – [seattle.gbs.fax.singlebilling@ajg.com](mailto:seattle.gbs.fax.singlebilling@ajg.com) – 425-996-3036 – Billing
3. **Mutual of America - Retirement Employees** – [seattle@mutualofamerica.com](mailto:seattle@mutualofamerica.com) – Website: [www.mutualofamerica.com](http://www.mutualofamerica.com) – 800-468-3785 ask for Seattle Office
4. **Catholic Mutual Group** – Billing Questions – Troy Taylor – [ttaylor@catholicmutual.org](mailto:ttaylor@catholicmutual.org) – 800-228-6108 – Ext 2328 – Website: [www.catholicmutual.org](http://www.catholicmutual.org)
5. **Allegiance – Flexible Spending (FSA)** – Tammy Miller – 877-424-3570 Ext 4569 – [tammy.miller@askallegiance.com](mailto:tammy.miller@askallegiance.com) - Website: [www.allegianceflexadvantage.com](http://www.allegianceflexadvantage.com)