HEALTH INSURANCE OPT-OUT CORRECTION

P-1 Type 839
Requires Approvals by: PA BENE PAYL

P1 DESCRIPTION

- Use this P1 to correct any overpayment or underpayment of the $125 health insurance opt-out. An adjustment may be needed if an employee received the incentive payment in error, or if a payment was missed due to an eligible employee transferring into or out of central payroll from either Community Based Corrections, Department of Transportation, or the Fair Board.

OPT-OUT ELIGIBILITY

- All employees who are eligible for the State's Health Insurance, but choose not to be covered by any state-sponsored insurance plan, are eligible for the $125 monthly health insurance incentive referred to as “Opt-Out”.
- Any employees covered by their spouse’s state group policy are NOT eligible for the $125 monthly payment.
- Employees must be eligible for state shares for the month they are being paid the $125. The opt-out incentive payment continues while employees are using:
  
  **Paid leave:**
  - Sick hours
  - Vacation hours
  - Paid Family Medical Leave Act (FMLA)
  - Supplementing Workers’ Compensation benefits
  
  **Unpaid leave:**
  - Unpaid FMLA until FMLA is exhausted
  - No longer supplementing Workers’ Compensation benefits (may be eligible for up to 4 months)

- If an employee has exhausted their paid leave and/or is on leave without pay for 30 days or more, the opt-out incentive payment will stop at the end of the month of their last day in paid status. Upon the employee’s return to work, the opt-out incentive payment will resume the first of the month after they return to work.
- In order to change the employee health code to or from X125X, this change will need to be done in IowaBenefits, which will in turn pass a P1 type 294 Health/Dental Benefit Change to HRIS. If there is not enough time in the pay period for the P1 to pass from the IowaBenefits system, the change must be made in IowaBenefits and a manual P1 type 294 Health/Dental Benefit Change must be written in HRIS.

COMPLETING THE P1

All employees (except SPOC PORS covered)

- Corrections should be entered on page 1 in the “Inc No Subj Ret” field. The amount should be in multiples of $125 and can be a positive or negative amount.

SPOC PORS Covered

- Corrections for a SPOC employee covered under the Peace Officer Retirement System (PORS) should be entered on page 2 in the “Bck Pay Subjpor” field. The amount should be in multiples of $125 and can be a positive or negative amount.