



Frozen Annual Benefit Salary Smart Form

This form should be used when a correction is needed to the Frozen Annual Benefit Salary and benefits need to be recalculated. This may be necessary for a new hire after the agency user has already processed the New Hire Smart Form and determines the Annual Benefit Salary was incorrect. This may also be necessary during annual enrollment once pay has been frozen for the next plan year. If the agency discovers the pay that was used for annual enrollment was incorrect, they can correct it with this smart form.

Annual Benefit Salary Updates

The Annual Benefit Salary is updated each year prior to annual enrollment. Smaller agencies may want to update the salary directly on the Employer Website using the Change Employee Data Smart Form. Larger agencies upload this report to the Employer web site rather than enter the salary updates employee by employee.

Agencies that use SAO's PeopleSoft system for HR will not need to use this file. Likewise, large BOEs using an automated HR file will not need to use this file.

- The Annual Benefit Salary is used to calculate Flex benefits. Changes to Annual Benefit Salary in this smart form during the year will not impact an employee's benefits for the current year. It will impact benefits for the next plan year if the change is made before the October cutoff date for annual enrollment. The GaBreeze system tracks two salary fields. One is the Annual Benefit Salary (which users enter) and the second is the "Frozen" Annual Benefits Salary (which the system sets). Here is how the two fields work:
 - o When agencies enter the Annual Benefit Salary into the New Hire Smart Form, the system will copy the salary into the Frozen Annual Benefit Salary once the agency clicks on submit.
 - o The Frozen Annual Benefit Salary is used to calculate benefits for new hires. Changes to Annual Salary during the year will not impact benefits.
 - o Every October the GaBreeze system will refreeze the Annual Benefit Salary for the next plan year. The deadline date for the refreeze will be communicated in advance. As long as agencies get the Annual Benefits Salary updated by that deadline, when the GaBreeze system processes the refreeze, it will automatically update the Frozen Annual Benefit Salary field for the next plan year.
 - o If agencies ever need to correct the Frozen Annual Benefit Salary and have it update benefits for a new hire or for annual enrollment, there is a Frozen Annual Benefit Salary Smart Form that can be used for this purpose. Please see the Frozen Annual Benefit Salary Smart Form Related Information for more details.



Date Rules

The following rules apply when the system assigns a date for this smart form:

- If the system date is on or between 1/1 and 9/30, then the smart form will use the system date to pull in the current Annual Benefit Salary amount and reset the Frozen Annual Benefit Salary.
- If the system date is on or between 10/1 and 12/31, the smart form will use the current Annual Benefit Salary amount and reset the Frozen Annual Benefit Salary that is effective 1/1 of the next plan year (i.e., it will not change the Frozen Annual Benefit Salary that is effective through 12/31 of the current year. Therefore, it will have no impact on the current year benefits between 10/1 and 12/31).
- Users have no control over the effective date of the correction. The system will assign an effective date to the new Frozen Annual Benefit Salary based on the system date when the smart form was run.
- If an agency user really feels it is necessary to correct the current year Annual Benefit Salary between 10/1 and 12/31, the user can contact the SPA for assistance.

Salary Change Update

The Coverage Change event is used to recalculate the Flex benefits and trigger new deductions as necessary. This is an auto enrollment that recalculates the coverages and then closes without needing employee elections (i.e., it uses the current elections on file).

Coverage Effective Date Rule

Coverages will be effective first of the month following a full calendar month from the change effective date.

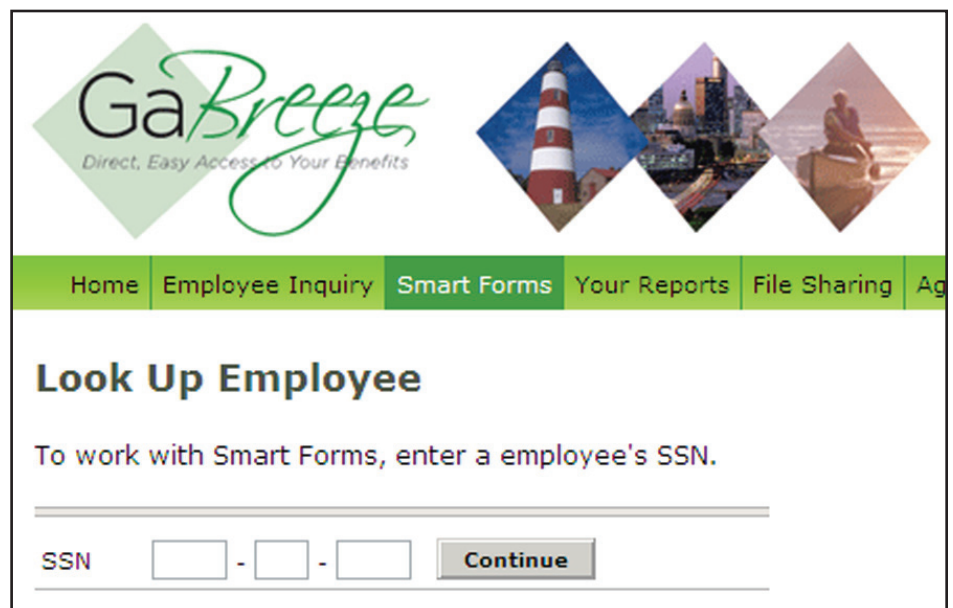
Deduction Effective Date Rule

Payroll deductions will be effective first of the month following the change effective date.

Example:

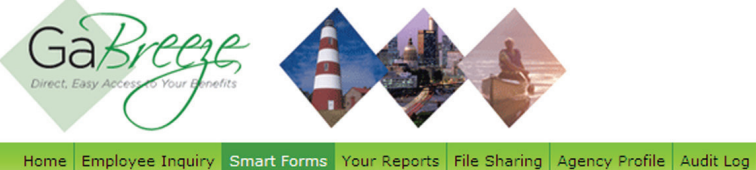
- Change effective date is 9/14
- Coverages Effective on 11/1
- Deductions Effective on 10/1

Step 1: Identify employee



The screenshot shows the GaBreeze web application interface. At the top left is the GaBreeze logo with the tagline "Direct, Easy Access to Your Benefits". To the right of the logo are three diamond-shaped images: a lighthouse, a city skyline, and a person sitting on a beach. Below these is a green navigation bar with the following menu items: Home, Employee Inquiry, Smart Forms, Your Reports, File Sharing, and Ag. The main content area is titled "Look Up Employee" and contains the instruction "To work with Smart Forms, enter a employee's SSN." Below this is a form field for the SSN, which is a horizontal line with a vertical line indicating the start of the input area. Underneath the input area, the label "SSN" is followed by three input boxes separated by dashes, and a "Continue" button.

Step 2: Employee Information



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

Smart Forms

Jack Sample (xxx-xx-9999)

Employee Information

Name	Jack Sample Sr.
SSN	xxx-xx-9999
Employee ID	EMP000000275200
Date of Birth	04-19-1966
Address	1234 Main Street Atlanta, GA 30334

Smart Forms

Frozen Annual Benefit Salary Correction ▾

Continue

Recent Smart Form Activity

- 06-24-2004: Leave Completion
- 05-19-2004: Employee Change of Information
- 04-05-2004: Leave Commencement
- 03-21-2004: Enroll

Step 3: Salary Correction



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

Jack Sample

Frozen Annual Benefit Salary Correction

Frozen Annual Benefit Salary (####.##)

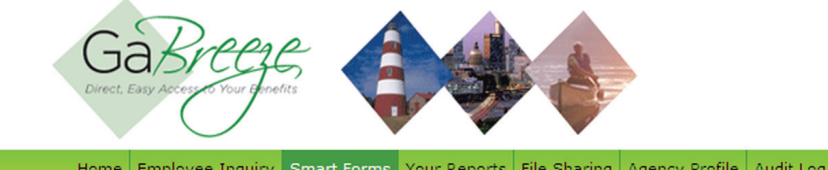
- Processing this form prior to 10/1 will result in current year benefits being recalculated.
- Processing this form on or after 10/1 will result in the next plan year benefits being recalculated.
- You can not recalculate benefits for the current year once todays date is greater than or equal to 10/1.

Submit **Cancel**

Related Information
[How to complete the Frozen Annual Benefit Salary Correction](#)

Print Page

Step 4: Completed successfully



Home | Employee Inquiry | **Smart Forms** | Your Reports | File Sharing | Agency Profile | Audit Log

Jack Sample

Frozen Annual Benefit Salary Correction

Completed Successfully

Your request to submit a **Frozen Annual Benefit Salary Correction** is complete.

Return to [Smart Forms](#).

Transaction Recap

Frozen Annual Benefit Salary	\$9,999.99
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If upon review, you need to make a change to the information reported, please contact a State Personnel Administration Client Service Representative at clientservices@spa.ga.gov or 416-369-9212/toll-free 1-888-333-3659. Please do not re-submit a completed form.

Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the SPA Team 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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