



The Importance of Timely Submissions

Making employee changes in the AR portal in a timely matter is necessary to keep employees up to date on their coverage and to avoid unwanted costs to the employee and/or their agency.

Event	Timeframe
Retiree Enrollment	Within 60 days from the initial day of retirement
Address/phone changes	Within 30 days
Adding/deleting dependents	Within 60 days
New Hire	Within 15 days
Rehire	Within 15 days
Reinstatement	Within 15 days
Termination of employment	Within 15 days
Death of employee*	Within 15 days
Workers' compensation leave (unpaid status)	Within 15 days
FMLA (unpaid status)	Within 15 days
LWOP	Within 15 days
Military Leave	Within 15 days
Return from leave	Within 15 days
Transfer from agency	Within 15 days
Transfer to agency	Within 15 days

In the event of a late submission:

- The employee is potentially missing out on their offered coverage.
- PEBP may have to initiate a Special Event in which the employee has 2 weeks to enroll or decline coverage if their enrollment period has already ended.
- An employee may be required to pay back premiums to cover the previous months for their coverage.
- The employee's agency is still responsible for the employer portion of the monthly premiums.
- An employee may or may not be able to make claims under their plan for their retroactive start date for a variety of reasons including out-of-network providers and the provider's policies.

*Late Notification of Death - Adjustments in premiums resulting from the death of a covered participant or dependent will be refunded if notification of death is received within 60 days of the participant's or dependent's date of death. Premiums will not be refunded if notification of death and required documents are received beyond the 60 day period.