

# SEBB Program Payroll Reporting Webinar



The School Employees Benefits Board (SEBB) Program will offer a Medical Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) to all Washington State school districts, eligible educational service districts (ESDs), and charter schools in the state as part of their benefits package. SEBB Program benefits are effective **on a Calendar Year schedule - January 1, 2020 through December 31, 2020**. These benefits will replace all existing Medical FSA plans currently offered to this population.

## Who is Navia Benefit Solutions?

The Health Care Authority contracts with Navia to manage the Medical FSA and DCAP. Navia will process enrollments, payroll contribution files, claims, and provide customer service for SEBB members who enroll in the Medical FSA or DCAP.

## Medical FSA

- A pre-funded benefit that allows you to set aside money on a pre-tax basis to pay for eligible out-of-pocket health care costs.
- Enrollment is voluntary. Elections are made during the SEBB Program annual open enrollment every year. Open Enrollment for the 2020 plan year are October 1 through November 15, 2019. Employees have access to their full annual election amounts at the beginning of the plan year.
- Some eligible expenses include: Office visit and prescription copays, deductible expenses, dental and orthodontia expenses, prescription glasses, contact lenses, acupuncture, chiropractic, and massage.

## Dependent Care Assistance Program (DCAP)

- Allows qualifying families to set aside up to \$5,000 pre-tax per year to pay for qualifying day care or elder care expenses.
- Enrollment is voluntary. Elections are made during the SEBB Program annual open enrollment every year. The DCAP is not pre-funded; claim reimbursements are paid based on the employee's account balance.
- Some eligible expenses include: Au pair, babysitter, before- and after-school care, day camps, pre-school, nanny fees.

Note: deduction amounts should be calculated based on the number of pay checks the employee is guaranteed to receive during the Calendar Year timeframe.














## WA State SEBB Payroll File Spec

For both the Medical FSA and DCAP benefits, employees' election amounts must be deducted from their paychecks evenly over the course of the plan year. Those payroll deductions (employee-requested deduction amounts) must be reported to Navia via a file feed, each pay period.

**ACTION NEEDED:** Please email your SEBB Organization's Payroll Schedule to Mike Schmitz at [mike.schmitz@hca.wa.gov](mailto:mike.schmitz@hca.wa.gov) no later than 7/26/2019. In your email, please include the name, email address, and phone number for the person(s) who will work with Navia on setup and testing.

Each SEBB Organization will be responsible for providing a payroll file through SEBB My Account. The file must be:

- In the exact "WA State SEBB Payroll File" format.
- Posted to SEBB My Account 5 business days before the pay date.

 <p><b>Manage Subscribers</b> Search, View, Add, Update</p>	 <p><b>Manage Access</b></p>
 <p><b>Organization Profile</b></p>	 <p><b>You have 0 Verification Request(s)</b></p>
 <p><b>You have 0 Special Open Enrollment Request(s)</b></p>	 <p><b>Eligibility File</b> Last eligibility file uploaded <b>N/A</b> The file contained <b>N/A</b> errors or warnings</p>
 <p><b>Billing File</b> Last Billing file: <b>N/A</b></p>	 <p><b>SmartHealth File</b> Last SmartHealth file: <b>N/A</b></p>
 <p><b>Reports</b></p>	 <p><b>0 Enrollment Doc(s) Awaiting Review</b></p>
 <p><b>FSA / DCAP</b></p>	

## BRINNON SCHOOL DISTRICT 046

### FSA / DCAP File Upload

Select files...



SWB.600A01.06212019.xlsx  
24.87 KB



Allowed file types: csv, xls, xlsx

Submit

### FSA / DCAP File Download

## Naming Convention

It is important that the naming convention of the payroll files loaded to SEBB My Account are accurate. The naming convention of the payroll files must denote the WA State SEBB three-character company code (SWB), the district-specific six-character Agency Code, and the pay date (in a specific MMDDYYYY format).

Example: If the district-specific Agency Code is 600A01 and the pay date is 6/30/19, the file name should be **SWB.600A01.06302019**

## Submission Timeline

SEBB My Account will need to receive the files 5 business days before the pay date to ensure timely processing. Deduction files sent after this deadline will still be accepted; however, employees may experience a delay in contributions appearing in their accounts.

## **Payroll file not labeled correctly when placed on SEBB My Account**

If a file is placed on SEBB My Account and is not labeled using the proper format of SWB.XXXXXX.MMDDYYYY (where XXXXXX represents the Agency Code and MMDDYYYY is the date stamp for the scheduled pay date), the file automation will not recognize the file and it will not be transferred to Navia for processing.

In this scenario, the file would not be picked up by Navia and it would not be processed. Navia will reach out to the SEBB Organization to notify them that the file requires relabeling. Employees will experience a delay with contributions appearing in their Navia accounts.

## **Payroll file labeled correctly, but formatted incorrectly**

If a file is placed on SEBB My Account with the correct file name and is picked up by Navia, but the file contents are not formatted correctly, the file cannot be processed.

In this scenario, Navia will reach out to the SEBB Organization to inform them the file could not be processed and that a new file must be placed on SEBB My Account with the correct formatting. Employees will experience a delay with contributions appearing in their Navia accounts.



## **Duplicate or replacement payroll file is placed on SEBB My Account**

If a file is placed on SEBB My Account, and then a replacement or corrected file is loaded, the replacement file will not automatically be processed. The system will see the new file as a duplicate and it will be disregarded.

In this scenario, the SEBB Organization must notify Navia directly of the newly posted file so it can be manually pulled and processed.

## **Payroll file is not placed on SEBB My Account site prior to the deadline**

The payroll file should be posted to SEBB My Account 5 business days prior to the scheduled payroll date. If the payroll file is posted to the site after the deadline employees will experience a delay with contributions appearing in their Navia accounts.

- 1. Email your SEBB Organization's Payroll Schedule to Mike Schmitz at [mike.schmitz@hca.wa.gov](mailto:mike.schmitz@hca.wa.gov) no later than 7/26/2019. In your email, please include the name, email address, and phone number for the person(s) who will work with Navia on setup and testing.**
  
- 2. Share the File Specifications reviewed in this webinar with your Technical Team, as appropriate. Email Mike Schmitz with any questions.**

Questions?

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