

COBRA ADMINISTRATION

CONEXIS currently administers the COBRA process for the University of California (UC). The following is a list of qualifying events and the required actions for each. If you need assistance regarding any of these qualifying events, please contact Campus Shared Services at (510)664-9000, option 3, or hrapscshelp@berkeley.edu.

Type of Qualifying Event	Department Role	Employee Role	CSS Benefits Unit Process	How Qualifying Event is reported to CONEXIS
Separation	Enter separation information into HCM in a timely way	Notify CSS Benefits if COBRA packet is not received within 45 days of separation	Problem resolution	Automatically collected from data entered in HCM
Retirements, except faculty	Enter separation information into HCM in a timely way	Notify CSS Benefits if COBRA packet is not received within 45 days of separation	Complete Retiree Vision Application Form for eligible retirees; Regarding COBRA, problem resolution	Automatically collected from data entered in HCM
Faculty “separation” through Emeritus WOS appointment	Enter separation information into HCM in a timely way	Notify CSS Benefits if COBRA packet is not received within 45 days of separation	Complete Retiree Vision Application Form for eligible emeriti; Research need to ensure data is automatically being forwarded to CONEXIS; CSS Benefits may need to generate HCM or PPS reports and send information to CONEXIS;	Uncertain pending research – it may be collected automatically from data entered in HCM, it may need to be sent by CSS Benefits
Separation due to Layoff	Enter separation information into HCM in a timely way	Notify CSS Benefits if COBRA packet is not received within 45 days of separation	Problem resolution only	Automatically collected from data entered in HCM
Separation due to Intercampus Transfer	Enter separation information into HCM in a timely way	Notify CSS Benefits if COBRA packet is not received within 45 days of separation	Problem resolution only	Automatically collected from data entered in HCM

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Separation due to “Gross Misconduct” – DO NOT USE EXCEPT WITH LEGAL ADVICE	Contact the Health Care Facilitator (664-9000) if you believe an employee is not eligible for COBRA because he/she is being dismissed due to “gross misconduct.” Enter separation information into HCM in a timely way	Notify CSS Benefits if COBRA packet is not received within 45 days of separation	Counsel and guide department on whether or not COBRA should be offered; follow up with legal counsel to determine if COBRA should be offered “gross misconduct”	Separation data will be automatically sent to CONEXIS from data entered in HCM; CSS Benefits will notify CONEXIS if employee is NOT to receive a COBRA packet
Death of employee	Enter separation information into HCM in a timely way	Employee’s eligible survivors should notify CSS Benefits if COBRA packet is not received within 45 days of separation (will be part of condolence letter)	Problem resolution only	Automatically collected from data entered in HCM
Reduction in hours	Notify CSS Benefits by completing the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form; give employee a copy of the completed form Ensure employee completes UPAY 850 to de-enroll from coverage for which he/she is no longer eligible	Complete UPAY 850 to de-enroll from coverage for which you are no longer eligible Notify CSS Benefits if COBRA packet is not received within 45 days of loss of eligibility	Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS Benefits (01/14) form is received from department.	CSS Benefits enters qualifying event information on the CONEXIS website
BELI change resulting in loss of eligibility for coverage	Notify CSS Benefits by completing the COBRA Qualifying Event: Notification to CSS	Complete UPAY 850 to de-enroll from coverage for which you are no longer eligible	Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS	CSS Benefits enters qualifying event information on the CONEXIS website

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	<p>Benefits (01/14) form; give employee a copy of the completed form</p> <p>Ensure employee completes UPAY 850 to de-enroll from coverage for which he/she is no longer eligible</p>	<p>Notify CSS Benefits if COBRA packet is not received within 45 days of loss of eligibility</p>	<p>Benefits (01/14) form is received from department.</p>	
<p>Approved leave without pay (non-FMLA)</p>	<p>Enter and maintain leave information in HCM in a timely way</p> <p>Assist employee with completion of UPAY 850</p>	<p>Complete UPAY 850 to de-enroll from coverage you no longer want to maintain during leave. (Note: you must reenroll when you return from leave).</p> <p>Notify CSS Benefits if COBRA packet is not received within 45 days of loss of eligibility</p>	<p>CSS Benefits will generate reports of leaves and work with the Payroll Direct Pay program to notify CONEXIS of the approved leave without pay qualifying event</p>	<p>CSS Benefits enters qualifying event information on the CONEXIS website</p>
<p>Divorce, Legal Separation, Annulment</p>	<p>If department is aware of employee's qualifying event or if employee tells department about the qualifying event, refer employee to either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form and tell the employee that it must be sent to CSS Benefits within 60 days of the qualifying event</p>	<p>Complete UPAY 850 to de-enroll ineligible dependent from coverage</p> <p>Notify CSS Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form to CSS Benefits within 60 days of the date of the</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS Benefits (01/14) form or UBEN 109 is received from employee.</p>	<p>CSS Benefits enters qualifying event information on the CONEXIS website</p>

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	Ensure employee completes UPAY 850 to de-enroll ineligible dependent	qualifying event.		
Termination of domestic partner relationship	<p>If department is aware of employee's qualifying event or if employee tells department about the qualifying event, refer employee to either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form and tell the employee that it must be sent to CSS Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to de-enroll ineligible dependent</p>	<p>Complete UPAY 850 to de-enroll ineligible dependent from coverage</p> <p>Notify CSS Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form to CSS Benefits within 60 days of the date of the qualifying event.</p>	Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS Benefits (01/14) form or UBEN 109 is received from employee.	CSS Benefits enters qualifying event information on the CONEXIS website
Child's or grandchild's loss of eligibility	<p>If department is aware of employee's qualifying event or if employee tells department about the qualifying event, refer employee to either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form and tell the employee that it must be sent to CSS</p>	<p>Complete UPAY 850 to de-enroll ineligible dependent from coverage (except if child is aging out at 23)</p> <p>Notify CSS Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form to</p>	Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS Benefits (01/14) form or UBEN 109 is received from employee.	CSS Benefits enters qualifying event information on the CONEXIS website

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	<p>Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to de-enroll ineligible dependent</p>	<p>CSS Benefits within 60 days of the date of the qualifying event.</p>		
<p>Adult dependent relative's loss of eligibility</p>	<p>If department is aware of employee's qualifying event or if employee tells department about the qualifying event, refer employee to either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form and tell the employee that it must be sent to CSS Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to de-enroll ineligible dependent</p>	<p>Complete UPAY 850 to de-enroll ineligible dependent from coverage</p> <p>Notify CSS Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form to CSS Benefits within 60 days of the date of the qualifying event.</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS Benefits (01/14) form or UBEN 109 is received from employee.</p>	<p>CSS Benefits enters qualifying event information on the CONEXIS website</p>
<p>Domestic partner's child's/grandchild's loss of eligibility</p>	<p>If department is aware of employee's qualifying event or if employee tells department about the qualifying event, refer employee to either the UBEN 109 or the COBRA Qualifying Event: Notification to CSS Benefits (01/14) form and</p>	<p>Complete UPAY 850 to de-enroll ineligible dependent from coverage (except if child is aging out at 23)</p> <p>Notify CSS Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event:</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to CSS Benefits (01/14) form or UBEN 109 is received from employee.</p>	<p>CSS Benefits enters qualifying event information on the CONEXIS website</p>

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	<p>tell the employee that it must be sent to CSS Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to de-enroll ineligible dependent</p>	<p>Notification to CSS Benefits (01/14) form to CSS Benefits within 60 days of the date of the qualifying event.</p>		

COBRA Qualifying Event: Notification to CSS Benefits (01/14) form: <http://hrweb.berkeley.edu/forms/formlist.htm>

UBEN 109: http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/uben109.pdf