

What's new with COBRA?

As of May 1, 2009, **the employee's role in the COBRA process changed**. The University of California (UC) has hired CONEXIS to administer all aspects of COBRA processing. This not only includes handling the premium payments, it also includes sending out the COBRA packets for all Qualifying Events. There are many Qualifying Events, some of which UC is responsible for reporting directly to CONEXIS and some of which employees are responsible for reporting to UC, who in turn, reports the Qualifying Event information to CONEXIS. After reading through the materials, if you have any questions, please contact Sharon Johnson (sdjohnson@berkeley.edu or 643-7547) or Shirley Silveira (sas@berkeley.edu or 642-1623) in the Human Resources Benefits Unit.

How will the various Qualifying Events be handled and what are the employee's and department's roles?

Type of Qualifying Event	Employee Role	Department Role	HR Benefits Unit Process	How Qualifying Event is reported to CONEXIS
Separation	Notify HR Benefits if COBRA packet is not received within 45 days of separation	Enter separation information into HCM in a timely way	Problem resolution	Automatically collected from data entered in HCM
Retirements, except faculty	Notify HR Benefits if COBRA packet is not received within 45 days of separation	Enter separation information into HCM in a timely way	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	Notify HR Benefits if COBRA packet is not received within 45 days of separation	Enter separation information into HCM in a timely way	Complete Retiree Vision Application Form for eligible emeriti; Research need to ensure data is automatically being forwarded to CONEXIS; HR 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 HR Benefits
Separation due to Layoff	Notify HR Benefits if COBRA packet is not received within 45 days of separation	Enter separation information into HCM in a timely way	Problem resolution only	Automatically collected from data entered in HCM

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Separation due to Intercampus Transfer	Notify HR Benefits if COBRA packet is not received within 45 days of separation	Enter separation information into HCM in a timely way	Problem resolution only	Automatically collected from data entered in HCM
Separation due to "Gross Misconduct" – DO NOT USE EXCEPT WITH LEGAL ADVICE	Notify HR Benefits if COBRA packet is not received within 45 days of separation	<p>Contact the Health Care Facilitator (643-7547) if you believe an employee is not eligible for COBRA because he/she is being dismissed due to "gross misconduct."</p> <p>Enter separation information into HCM in a timely way</p>	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; HR Benefits will notify CONEXIS if employee is NOT to receive a COBRA packet
Death of employee	Employee's eligible survivors should notify HR Benefits if COBRA packet is not received within 45 days of separation (will be part of condolence letter)	Enter separation information into HCM in a timely way	Problem resolution only	Automatically collected from data entered in HCM
Reduction in hours	<p>Complete UPAY 850 to deenroll from coverage for which you are no longer eligible</p> <p>Notify HR Benefits if COBRA packet is not received within 45 days of loss of eligibility</p>	<p>Notify HR Benefits by completing the COBRA Qualifying Event: Notification to HR Benefits (5/09) form; give employee a copy of the completed form</p> <p>Ensure employee completes UPAY 850 to deenroll from coverage for which he/she is no longer eligible</p>	Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form is received from department.	HR Benefits enters qualifying event information on the CONEXIS website

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BELI change resulting in loss of eligibility for coverage	<p>Complete UPAY 850 to deenroll from coverage for which you are no longer eligible</p> <p>Notify HR Benefits if COBRA packet is not received within 45 days of loss of eligibility</p>	<p>Notify HR Benefits by completing the COBRA Qualifying Event: Notification to HR Benefits (5/09) form; give employee a copy of the completed form</p> <p>Ensure employee completes UPAY 850 to deenroll from coverage for which he/she is no longer eligible</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form is received from department.</p>	<p>HR Benefits enters qualifying event information on the CONEXIS website</p>
Approved leave without pay (non-FMLA)	<p>Complete UPAY 850 to deenroll from coverage you no longer want to maintain during leave. (Note: you must reenroll when you return from leave).</p> <p>Notify HR Benefits if COBRA packet is not received within 45 days of loss of eligibility</p>	<p>Enter and maintain leave information in HCM in a timely way</p> <p>Assist employee with completion of UPAY 850</p>	<p>HR 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>HR Benefits enters qualifying event information on the CONEXIS website</p>
Divorce, Legal Separation, Annulment	<p>Complete UPAY 850 to deenroll ineligible dependent from coverage</p> <p>Notify HR Benefits of qualifying event by completing and sending either the UBEN 109 or the</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 HR Benefits</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form or UBEN 109 is received from employee.</p>	<p>HR Benefits enters qualifying event information on the CONEXIS website</p>

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	<p>COBRA Qualifying Event: Notification to HR Benefits (5/09) form to HR Benefits within 60 days of the date of the qualifying event.</p>	<p>(5/09) form and tell the employee that it must be sent to HR Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to deenroll ineligible dependent</p>		
<p>Termination of domestic partner relationship</p>	<p>Complete UPAY 850 to deenroll ineligible dependent from coverage</p> <p>Notify HR Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to HR Benefits (5/09) form to HR Benefits within 60 days of the date of the qualifying event.</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 HR Benefits (5/09) form and tell the employee that it must be sent to HR Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to deenroll ineligible dependent</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form or UBEN 109 is received from employee.</p>	<p>HR Benefits enters qualifying event information on the CONEXIS website</p>
<p>Child's or grandchild's loss of eligibility</p>	<p>Complete UPAY 850 to deenroll ineligible dependent from coverage (except if child is aging out at 23)</p>	<p>If department is aware of employee's qualifying event or if employee tells department about the qualifying event, refer</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form or UBEN 109 is</p>	<p>HR Benefits enters qualifying event information on the CONEXIS website</p>

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	<p>Notify HR Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to HR Benefits (5/09) form to HR Benefits within 60 days of the date of the qualifying event.</p>	<p>employee to either the UBEN 109 or the COBRA Qualifying Event: Notification to HR Benefits (5/09) form and tell the employee that it must be sent to HR Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to deenroll ineligible dependent</p>	<p>received from employee.</p>	
<p>Adult dependent relative's loss of eligibility</p>	<p>Complete UPAY 850 to deenroll ineligible dependent from coverage</p> <p>Notify HR Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to HR Benefits (5/09) form to HR Benefits within 60 days of the date of the qualifying event.</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 HR Benefits (5/09) form and tell the employee that it must be sent to HR Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to deenroll ineligible dependent</p>	<p>Notify CONEXIS of qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form or UBEN 109 is received from employee.</p>	<p>HR Benefits enters qualifying event information on the CONEXIS website</p>
<p>Domestic partner's</p>	<p>Complete UPAY 850 to</p>	<p>If department is aware of</p>	<p>Notify CONEXIS of</p>	<p>HR Benefits enters</p>

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child's/grandchild's loss of eligibility	<p>deenroll ineligible dependent from coverage (except if child is aging out at 23)</p> <p>Notify HR Benefits of qualifying event by completing and sending either the UBEN 109 or the COBRA Qualifying Event: Notification to HR Benefits (5/09) form to HR Benefits within 60 days of the date of the qualifying event.</p>	<p>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 HR Benefits (5/09) form and tell the employee that it must be sent to HR Benefits within 60 days of the qualifying event</p> <p>Ensure employee completes UPAY 850 to deenroll ineligible dependent</p>	<p>qualifying event when COBRA Qualifying Event: Notification to HR Benefits (5/09) form or UBEN 109 is received from employee.</p>	<p>qualifying event information on the CONEXIS website</p>

COBRA Qualifying Event: Notification to HR Benefits (5/09) form: <http://hrweb.berkeley.edu/forms/formlist.htm>

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

ENROLLMENT, CHANGE, CANCELLATION, OR OPT OUT—EMPLOYEES ONLY

Health and Welfare plans (UPAY 850): http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/upay850.pdf