Summer Employment & Benefits

HR Generalists

Division of Human Resources and Organizational Effectiveness

April 2023
Benefit Tips

Benefit eligibility is determined by the primary job

Benefits are only bridged for 9-, 10-, or 11-month appointments, 4.5-month appointments do not qualify

Summer changes may impact which Open Enrollment event triggers
Summer Payment Options

12-MONTH APPOINTMENT

12 OVER 9 PROGRAM

SUMMER PREMIUM PROCESS
12 Over 9 Program

Collects 12 months of insurance premiums over a 9-month period

Designed for full SGIP eligible employees in a 9-, 10-, or 11-month appointment

Reports are sent from Workday Services each June for new adds & enrollment begins 9/1 the Fall semester – enrollment continues until the employee becomes ineligible or terminates

Employees can be identified by the “Eligible for 12 over 9” custom ID
Employees not in the 12 over 9 program pay premiums through the Summer Premium process

Payment Options:
• Paying all on June 1st (default)
• Summer Appointment (entire 3 months)
• Terminating in May (stops June 1st payment)
• Placed on Summer Billing
Summer Premium Process

A report is run in April to identify those who will be charged for summer premiums.

Benefits sends lists to HUBs asking if the employees listed will be terminated or have a summer appointment.

Once the HUB returns the list, Benefits add the appropriate custom ID in Workday.
**Summer Premium Custom ID**

Effective dates should be 6/1/20XX to 8/31/20XX

<table>
<thead>
<tr>
<th>Situation</th>
<th>Custom ID Identification</th>
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<tbody>
<tr>
<td>Paying all June 1\textsuperscript{st}</td>
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<tr>
<td>Summer Appointment</td>
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<td>Terminating in May</td>
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<td>Summer Billing</td>
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Employer Contribution

TAMU continues to contribute to benefits throughout the summer

Premiums are collected once a month on the employee’s pay

The employer always pays monthly and does not participate in any additional programs
Resources

- **Summer Insurance Premium Process** on HROE Website
- **Staffing Changes and Impacts to Benefits** in Workday Help
- **Open Enrollment – Staffing Changes** in Workday Help
Benefit Services
979.862.1718
benefits@tamu.edu
employees.tamu.edu

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