Summer Premium
Informational

Division of Human Resources and Organizational Effectiveness
April 2022
Topics

Summer Premium Process

- What is it?
- Process
  - 12-Over-9
  - Summer Premiums
- What information is due to HR?

Next Steps
Summer Premium Process

Employees not in the 12 over 9 program pay their insurance premiums for the summer months
Summer Premium Process

Payment Options:

Employee records in Workday must be coded appropriately for deduction of premiums or billing setup

• Paying all on June 1st (default)
• Summer Appointment (entire 3 months)
• Terminating in May (stops June 1st payment)
• Placed on Summer Billing
Workday Setup - 12-Over-9

Full-time employees with less than 12-month appointments enrolled in Benefits on or before 9/1/21 are most likely enrolled in the 12-over-9 program.

12-over-9 means 12 months of premium deductions are paid/deducted over 9 months (summer insurance premium process does not impact them because they have already paid).
What Information Does HR Need?

By April 15, Benefit Services needs your lists of employees who:

– are terminating or retiring May 31
– will have an added job for the summer in Workday for 3 months and want deductions to come out of summer compensation
What Happens If…

The department doesn’t know the plans, and the code isn’t changed by April 15?

– The employee will get an email on April 18 alerting about the letter in HRConnect
– The letter will provide the estimated deduction from May compensation
– Final deadline for corrections to HROE is April 28 for bi-weekly employees and May 11 for Monthly employees
What Happens If…

The employee says they are terminating on May 31, but they don’t alert the department until well after May 1?

The coverage terminates at the end of the month and a refund will have to be processed if 3 months of deductions were already paid. Notify Benefit Services.

The department is uncertain whether the employee will return in the fall, and isn’t sure what to do?

Do not retroactively terminate someone to 5/31. Allow summer premiums deduct in May/June to cover summer, understanding that their coverage can still end and they will be owed a partial refund if the decision to not return is made in June, July or August.
Next Steps

**Review**
Review list of employees sent by HROE

**Submit**
Submit your completed spreadsheets by April 15 notifying HROE if they are terminating or will have a full summer position

**Complete**
Job Changes for those who will be moving to a less than 11.5 month appointment BEFORE May 11
Web Resources

Summer Insurance Premium Process Timeline

The summer insurance premium process impacts many benefits-eligible employees who have academic work periods in Workday of less than 12 months (e.g., administrative staff, faculty, graduate students etc.).

Webinars

Staffing

- Staffing Changes and Impacts to Benefits
  - This webinar reviews best practices when employees' appointments change for the summer or fall semester and how those can impact their insurance coverage. Topics include extending appointments of Faculty and Graduate Assistants into the summer semester, adding an additional job, changing the pay frequency, increasing or decreasing scheduled hours, or changing from 12-month to 9-month terms. Guidance will be given on staffing and compensation actions and the collaboration needed between HR, Benefits, and Payroll offices.

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