

FINANCE PROCEDURE MANUAL	TITLE: Insurance Processing –Active Employees	
	NUMBER: FIN-ACG-004	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: N/A

➤ **Purpose:**

To account for the notification and collection of insurance premiums for active employees.

➤ **Definitions:**

Open Enrollment: Period of time each year for existing employees to make changes to their insurance coverage.

➤ **Responsibility:**

Human Resources: Administers the enrollment process.

Payroll: Administers the receipt of the premium.

Active Employee: Completes enrollment form and/or enrollment change form during open enrollment time frame.

➤ **Procedure Details:**

1. Human Resource Department advises active employees of the open enrollment period.
2. Active employee reviews choices of insurance and completes member status change form with changes from existing coverage.
3. At the end of the open enrollment period, Human Resource Department processes member status change forms with appropriate insurance company and forwards forms to Accounting Associate in Payroll.

4. Payroll Supervisor sets up proper payroll deductions to cover employee portion of insurance expense, where applicable.

➤ **References:**

College Board Policy: 6Hx-18-5.14

<http://intranet.pbcc.edu/boardpolicies/policies/section5/5.14.pdf>