BEN-09 Continuation of Benefits During Leave of Absence

Purpose

The purpose of this Business Process Procedure is to explain how to notify employees on leave of absence of continuation options for benefits.

Trigger

Agency Benefits Specialist needs to notify employees on Leave of Absence of continuation options for benefits.

Business Process Procedure Overview

Employee is placed on a leave of absence (Z3 action) by the HR Data Maintainer. Agency Health Benefit Representative notifies employee of right to continue benefits while on leave by generating the ZBNS008 - Leave of Absence Notice Letter to send to the employee. The Continuation of Benefits During Leave of Absence Notice Letter will list the plans and addresses for remitting payment to continue coverage.

Letters are only available to print during the period the employee is on leave. If the employee has returned from leave or has separated from employment, the letter will not be generated.

If agency wants to send the letter after employee has returned from leave, they can use the template on the Office of the State Controller website. Use the search field to search for the Continuation of Benefits During Leave of Absence (ZBNS008).

Access Transaction

Via Menu Path: This is a custom transaction created for the State of North Carolina. It is not in the SAP menu path. Type the transaction code in the Command field. (See Via Transaction Code below.)

Via Transaction Code: ZBNS008

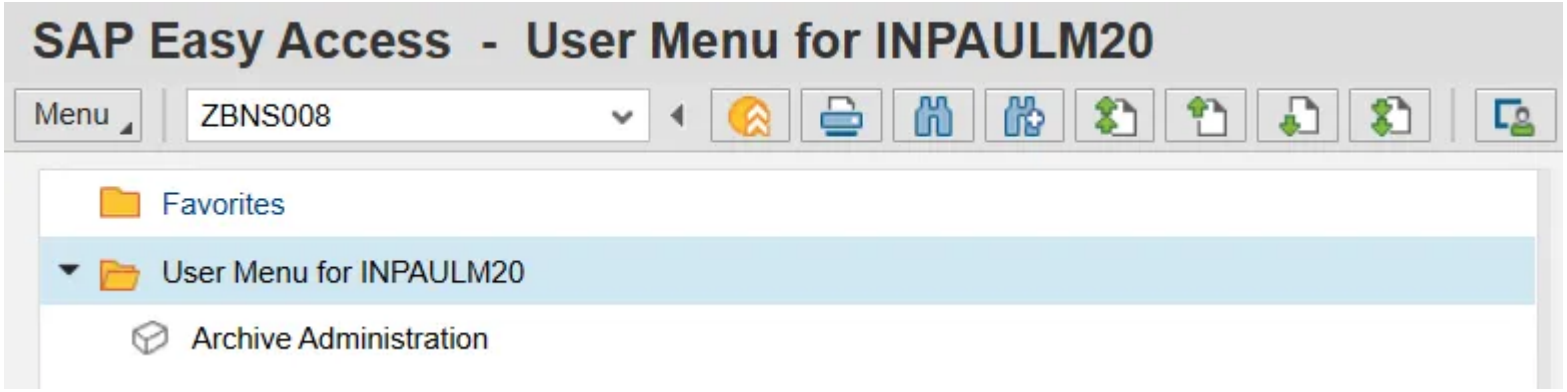
Procedure

There are 14 steps to complete this process.

Step 1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command Example: ZBNS008

Image



Step 2. Click the **Enter** button.

Note: You may want to enter this transaction code in your favorites folder.

From the menu at the top of the screen:

- Choose Favorites > Insert Transaction
- Type in ZBNS008
- Click Enter

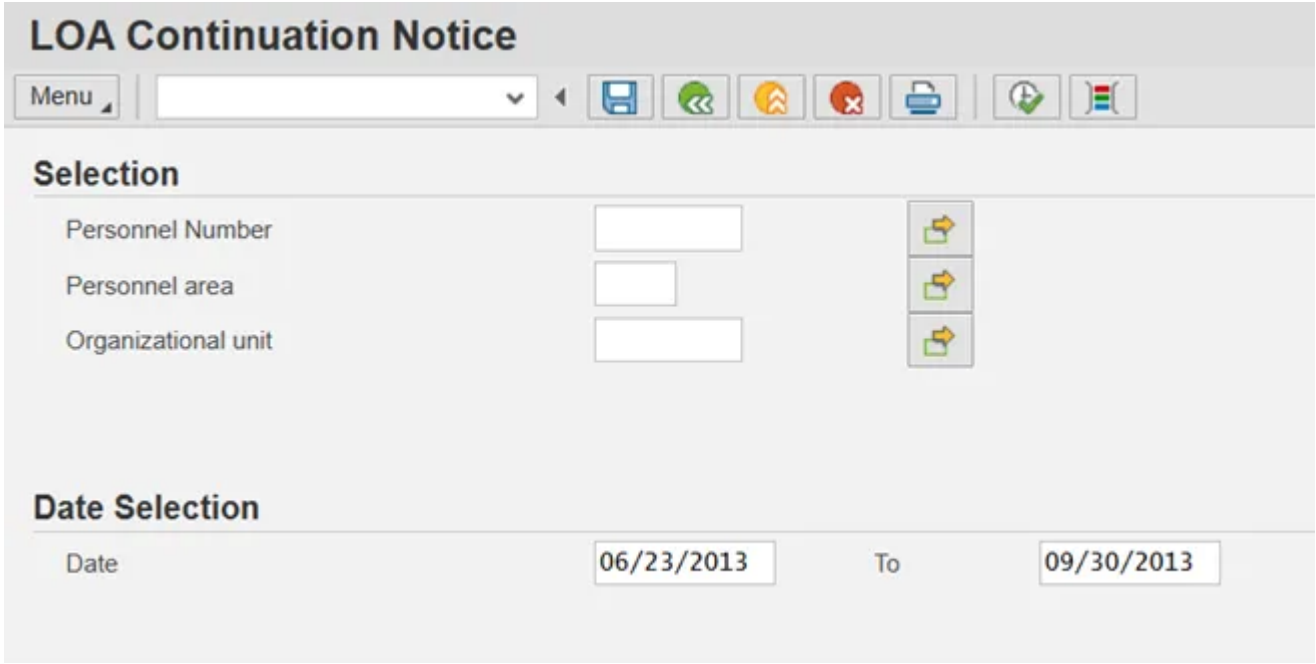
To see the transaction code displayed in front of the link in your favorites from the menu at the top of the screen:

- Choose Extras > Settings
- Place a check next to Display Technical Names
- Click Enter

Step 3. Update the following fields.

Field Name	Description	Values
Date	Beginning date of the specified date range	Enter value in Date Example: 6/23/13
To	Ending date of the specified date range	Enter value in To Example: 9/30/13

Image



Step 4. Click the **Execute (F8)** button.

Step 5. A list of employees will display in a pop-up box for printing selection.

Image

LOA Continuation Notice

Menu

LOA Notice Letter

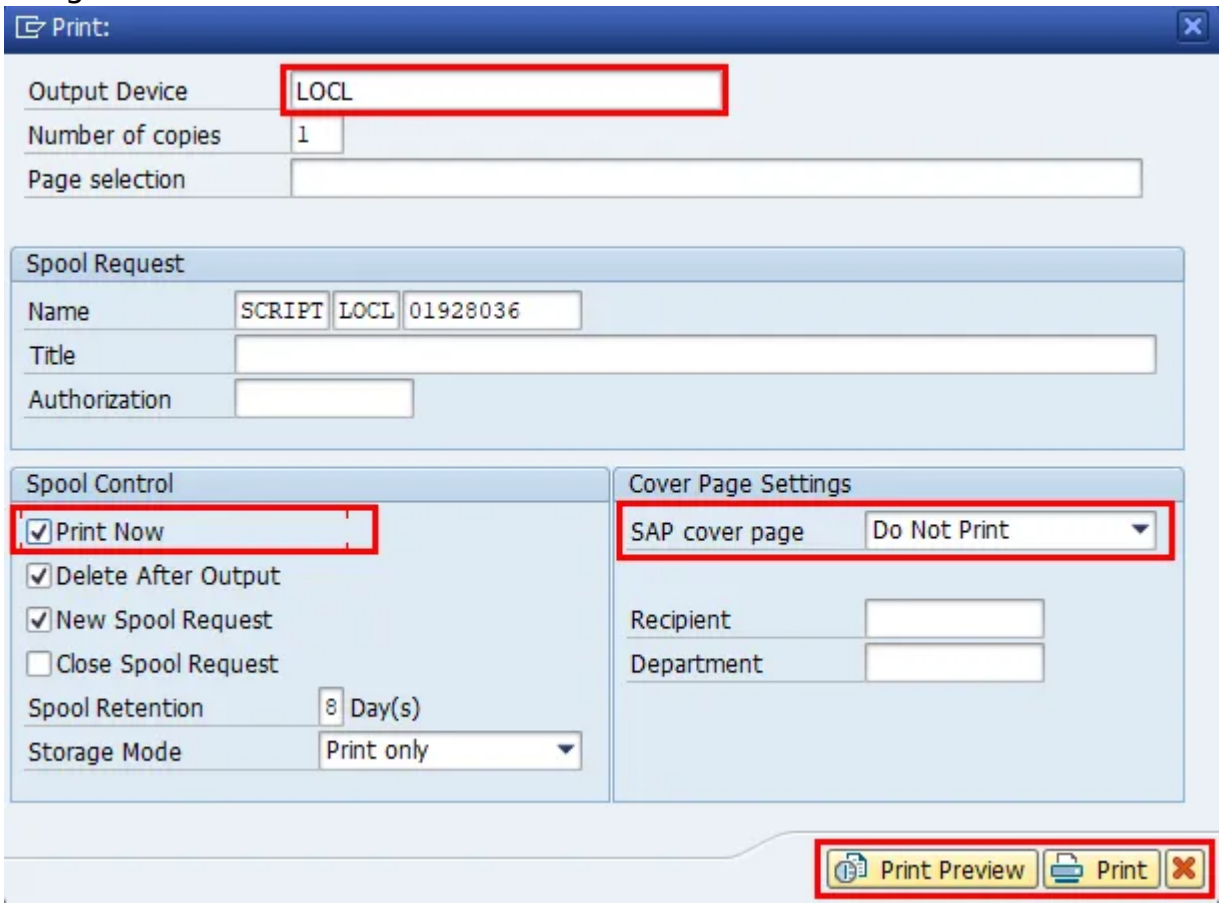
- 80000110 Maureen Ahmed
- 80000122 Lynette Rosamond
- 80000955 Anthony Ramirez01
- 80000956 Anthony Ramirez02
- 80000957 Anthony Ramirez03
- 80000958 Anthony Ramirez04
- 80000959 Anthony Ramirez05
- 80000960 Anthony Ramirez06
- 80000961 Anthony Ramirez07
- 80000962 Anthony Ramirez08
- 80000963 Anthony Ramirez09
- 80000964 Anthony Ramirez10
- 80000965 Anthony Ramirez11
- 80000966 Anthony Ramirez12
- 80000967 Anthony Ramirez13
- 80000968 Anthony Ramirez14
- 80000969 Anthony Ramirez15
- 80000970 Anthony Ramirez16
- 80000971 Anthony Ramirez17
- 80000972 Anthony Ramirez18
- 80000973 Anthony Ramirez19
- 80000974 Anthony Ramirez20

Step 6. Click the **Select All (F7)** button.

Note: You may also click the checkbox to print an individual LOA Notice Letter.

Step 7. Click **letter (Ctrl+F1)** button.

Image



Step 8. Update the following field.

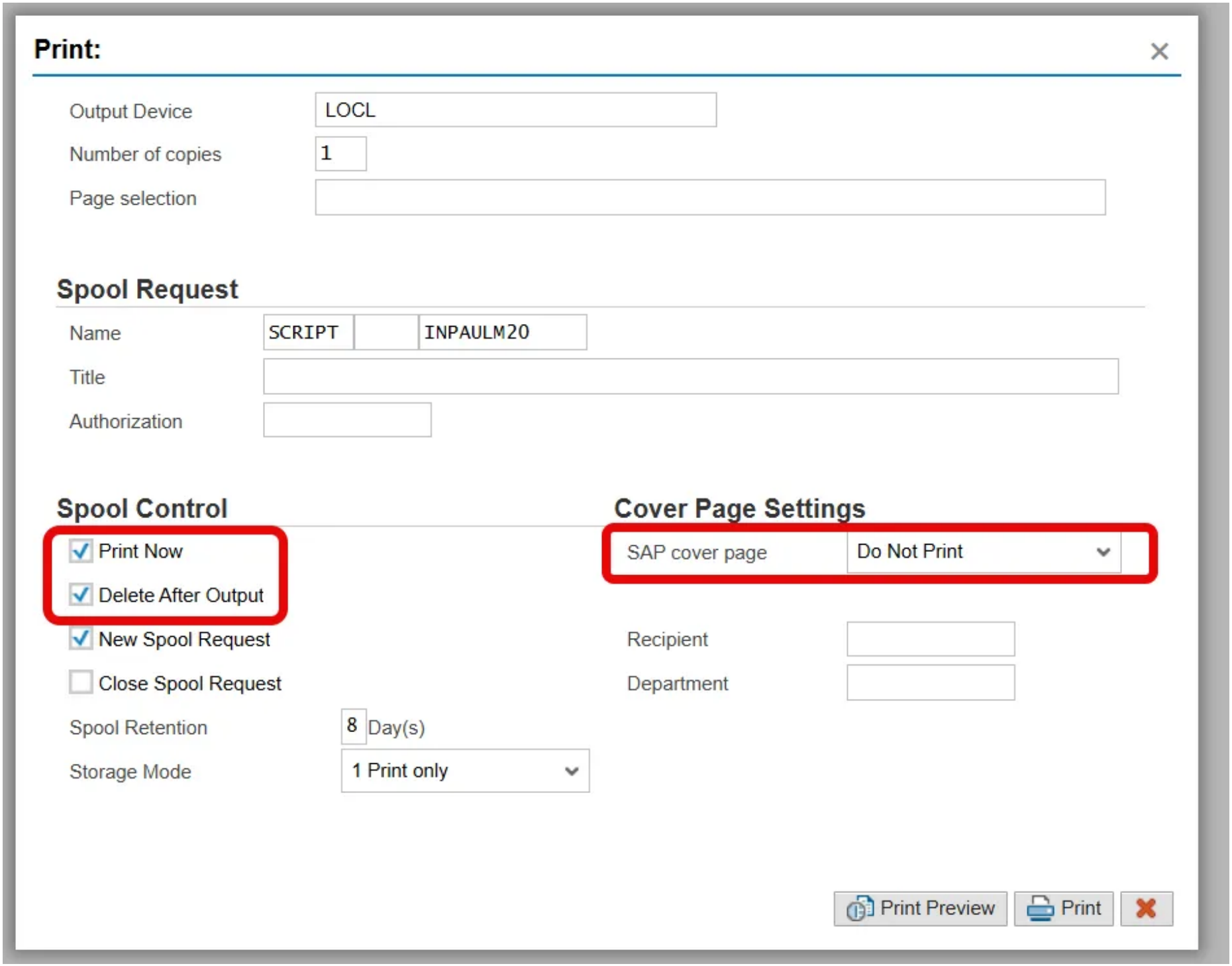
Field Name	Description	Values
Output Device	Code identifying a printer or fax machine to which a document or report can be sent	Enter value in Output Device Example: LOCL

Note: Option, selecting ZLOCL as the output device will allow the header and footer information to print as designed.

Step 9. Click the **Print Now** checkbox. To expedite printing, use the Print Now option.

Step 10. Make sure that **Do Not Print** is the displayed selection for the **SAP cover page** field. The Do Not Print option under the SAP cover page list saves paper.

Image


Print:
Output Device
LOCL
Number of copies
1
Page selection
Spool Request
Name
SCRIPT
INPAULM20
Title
Authorization
Spool Control
Print Now
Delete After Output
New Spool Request
Close Spool Request
Spool Retention
8
Day(s)
Storage Mode
1 Print only
Cover Page Settings
SAP cover page
Do Not Print
Recipient
Department
Print Preview
Print

Step 11. Click the **Print** button.

Step 12. You can also select **Print Preview** to view the form prior to printing.

Image

STATE OF NORTH CAROLINA
1425 MAIL SERVICE CENTER
RALEIGH, NC 27699-1425

Continuation of Benefits during Leave of Absence Notice

This notice has been sent to you by your Agency.
Please contact your Health Benefits Representative (HBR) with any questions.

Lynette Rosamond
4845 Florence Street
Oakwood, NC 27609

Personnel No. 80000122
Personnel Area Natural and Cultural Reso
Payroll Area NC Monthly

Date: 06/21/2021

You have the option to continue your State Health Plan and your NCFlex Insurance Plans during your Leave of Absence (LOA). This notice provides continuation instructions.

If, during your LOA, you are **using approved/accrued leave and your pay continues in full**, your benefits will continue without interruption and you do not need to do anything.

If, during your LOA, you are **not using approved/accrued leave and are without pay (LOA/LWOP)**, *see below.*
This includes, but is not limited to, LOAs for **Family Medical Leave (FMLA), Family Illness Leave, Extended Illness, and Military**.

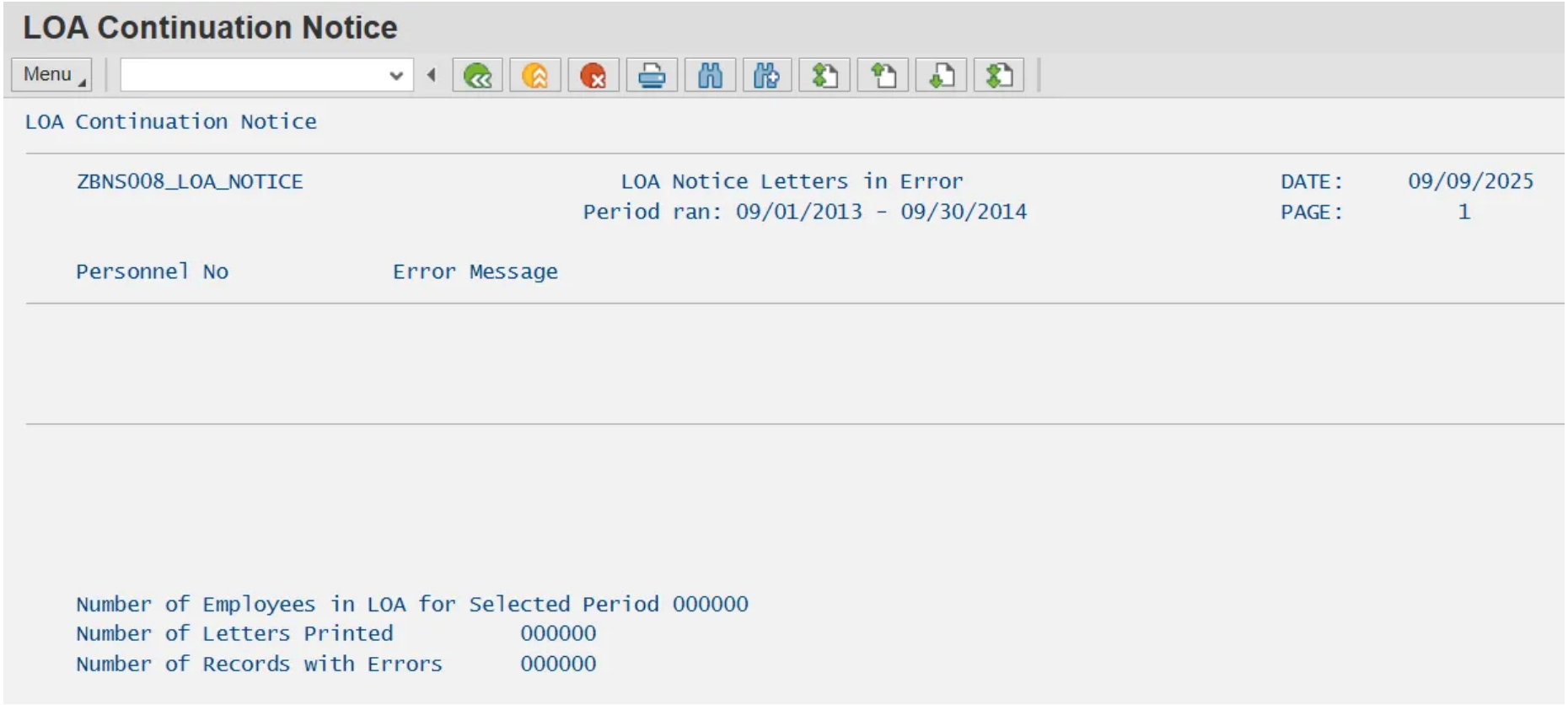
IMPORTANT: Employees on LOA receiving **Short Term Disability** benefits or **Workers' Compensation** benefits, are considered to be on LOA without pay (LOA/LWOP) for benefits continuation. This includes LOA-Workers' Compensation with supplement.

CONTINUATION OF BENEFITS FOR EMPLOYEES ON LOA WITHOUT PAY (LOA/LWOP)

1. AGENCY AFTER-TAX SPECIFIC BENEFITS

These insurance plans are contracted through the Agency Insurance Committee and are administered by private insurance agencies/brokers and are not part of NC State Government benefits (State Health Plan and NCFlex plans). You must contact your local agency benefits or payroll representative to receive information on maintaining or cancelling these benefit plans while on LOA without Pay.

Image



Step 13. If the system is unable to generate a letter, an error report will pop up with employee's name and the corresponding error:

- No LOA found - Employee is not currently on a Leave of Absence. Check IT0000 for last action on file.
- No Benefit Plans found - Employee is not enrolled in benefits.

Step 14. The system task is complete.

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