

EaseCentral Updates

Employer Training Webinars Available:

Have you attended an EaseCentral webinar as an employer administrator? Ease Central runs weekly webinar specifically for employer's to view a demonstration of the employee experience, the company administrator experience, and a walkthrough of the setup and management of reports.

This essential "EaseCentral Employer Overview" webinar runs every Thursday from 1:00pm to 2:00pm Pacific Time.

Click the button below to go to the registration page:

[Get the Link](#)

Eligibility Configuration:

If a plan eligibility requires a specific Division, Location, Department, or Job Class, an employee must also have that specific Location, Division, Department, or Job Class assigned to them in order to view this plan option. Previously, if an employee's Location, Division, Department, or Job Class was unassigned, he/she would still see all plan options including plans with Division, Location, Department, or Job Class requirements. Now, if employees are not assigned to a Division, Location, Department, or Job Class, they will not see plan options that require one or more of these organization types.

To ensure employees are seeing the appropriate plans please make sure you choose the correct eligibility for them. It is not recommended to select all Locations, Divisions, Job Classes or Departments on an Eligibility for simplification purposes.

You can generate the Eligibility Report on the Benefits > Reports page to determine which employees are ineligible for each plan and the reasons for ineligibility.

Short / Extended Plan Years:

Plans now have a Plan End Date and that will determine how long a plan is offered and displayed to employees. This should allow for better management of short or long plan years, especially those plans with rate guarantees. Plans will default to having a one year life span but this can be adjusted via the Plan End Date.

Open Enrollment Customization:

The new Customize Plans option allows specific plans to be selected for open enrollment. If employees are not allowed to make a change on a plan during open enrollment such as Voluntary Life or VSP Vision plans, the system will show how they are currently enrolled but will not permit changes.

Open Enrollment Updates:

Newly hired employees will also be able to complete their new hire elections for the current plan year during the open enrollment period. Previously, all new hire elections had to be completed prior to the open enrollment start date. Going forward, employees hired during open enrollment will make their new hire elections first and then will be prompted to complete their open enrollment plan elections. The appropriate effective dates will be calculated based on the employee's hire date, waiting period, and open enrollment effective date.

Signature Requirements:

EaseCentral is now enforcing stricter rules for employee signatures. Previously, employees could enter their signature as a small dot to complete the enrollment. Now, any signatures entered by employees on the Sign Forms page will need to be a certain length to be recognized as complete.

Form W-2 Reporting of Employer-Sponsored Health Coverage:

The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan. EaseCentral now includes the W2 Report on the ACA > Dashboard > Actions page. This report gives the employee cost, employer cost, and total cost for the year of each of the four ACA Medical plan types (Medical, Medical Supplemental, Medical Buy Up, Medical Limited) as well as Hospital Confinement.

The grand total cost for employer-sponsored health coverage for all of the plan types listed above is displayed in the Total Medical Cost column on the W2 report in EaseCentral. The total premium for each month is also included for verification purposes. This amount can be used to report the total cost of employer-sponsored health coverage on Box 12 of the employee's Form W-2 using the code DD.