



Kentucky Personnel Cabinet
501 High Street
Frankfort, KY



IC Memorandum 13-04

TO: KEHP/KGLI Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance – Kentucky Employees’ Health Plan
 Kentucky Group Life Insurance

SUBJECT: Restriction to Retroactive KHRIS Entry

DATE: February 8, 2013

Beginning February 7th, a new retroactive date cap will be implemented which will prevent all changes that are effective more than 6 months in the past. This means changes that go back farther than October 1, 2012 will kick out with an error message. This date cap will begin to bring us in line with current enrollment and billing retroactivity rules as well as ensuring that COBRA and rescission regulations are followed. In the future this cap will be further narrowed to 90 days as this process is refined.

If you have any changes to data in KHRIS that are effective earlier than October 1, 2012, you will receive an error warning in KHRIS and you will not be able to process. An example is below. Please note the error message at the bottom of the screen.

Create 0021 Family Member/Dependents

Menu Save Back Exit Cancel System Previous record Next record Overview

Personnel No: [] Name: []

EE group: L External - BN Personnel area: 0004 Benefits Only Status: Active

EE subgroup: 41 24 Non-Paid Pers. subarea: 2004 Quasi

Start: 01/01/2012 To: 12/31/9999

Member: Child Child no: 01

Personal data

Last name: []

First name: Baby Initials: []

Title: []

Gender: Female Male

Birth date: 01/01/2012

SSN: 999-99-9999

Disability

Change too far in payroll past (01/16/2012)

If you need to make a change that exceeds the 6 month limit, the change must be submitted on the *Retro Cap Override Form*, posted on the DEI forms website below, to a Super User.

<http://personnel.ky.gov/dei/2013+Plan+Year/KEHP2013Forms.htm>

Additionally, as we tighten the date cap each month, gradually reducing from 6 months down to 90 days, you will be notified.

The Super User for KGLI will be Kim Quinn with Joe Hughes as backup. The Super User for DEI will be Stephanie May with Paula Chisholm serving as backup.

We realize this new endeavor may cause some confusion at the onset but will work with you to resolve these retro-effective changes in a timely, efficient manner.

Thank you for your patience and support during this change.