

SEIB Insurance Supplemental Billings and Employer/Employee Premium Refunds

In order to receive a refund of employer and/or employee premiums paid to the State Employees' Insurance Board (SEIB) in error, the agency must complete SEIB form IB10 and forward to SEIB. (A copy of the Refund Request form can be found on SEIB's website at <http://www.alseib.org/Healthinsurance/sehip/forms.aspx>.)

Effective September 1, 2013, SEIB *employer* supplemental billings, that include the employer's premium refunds as credits, for agency employees will be transmitted electronically directly to the State Comptroller's Office for upload and processing in payroll cycles. A billing statement will be available for download via the SEIB website to the agency's AUTHORIZED payroll/personnel officers. The state share will be charged to the payroll fund designated in GHRIS for the employee based on accounting codes in GHRIS (GHRIS AGYS/LDPR tables). The charge will be reflected on the agency's fringe benefit payroll journal voucher in CAS each payroll cycle. The charges will also be reflected on the GHRIS HAR020G General Ledger Detail Report available on the Comptroller's website to AUTHORIZED departmental personnel each pay cycle.

Effective October 1, 2013, **ALL** *employee* premium refunds will be credited back to the employee in their pay check through the GHRIS payroll system. A refund of pretax premiums will be subject to Federal, State, FICA and/or Medicare taxes. **CURRENT** calendar year refunds require NO ACTION. **ONLY PRIOR CALENDAR YEAR** insurance refunds require action by the agency. GHRIS will notify the agency, for this type transaction only, with necessary information for making required AFNS entries.

If you have questions regarding the changes to the SEIB supplemental billings or refunds please contact SEIB staff at <http://www.alseib.org> and/or (334) 263-8374 or toll free (866) 836-9737. For questions regarding the payroll charge out please contact the GHRIS Hotline at (334) 242-2188.

Note: This process pertains to any SEIB Health Insurance deductions (employee) or fringes (state share supplemental billings) whether refunding or deducting.