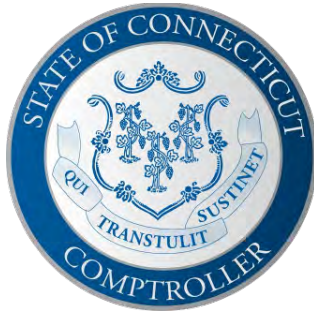


OFFICE OF THE STATE
COMPTROLLER

HEALTHCARE COST
CONTAINMENT COMMITTEE



HEALTHCARE POLICY & BENEFIT
SERVICES DIVISION
165 CAPITOL AVENUE
HARTFORD, CT 06106-1775

PHONE: (860) 702-3480 • FAX: (860) 702-3556

**Healthcare Policy & Benefit Services Division
Division Memorandum 2022-01**

ATTENTION: Personnel and Payroll Officers, Chief Administrative and Fiscal Officers,
Business Managers

SUBJECT: Core-CT eBenefits Module

The Office of the State Comptroller, Healthcare Policy & Benefit Services Division is pleased to announce the roll out of the Core-CT e-Benefits Module. This self service option gives employees the ability to make benefit elections online, rather than filling out the traditional Core-CT generated enrollment form. e-Benefits can be used by employees for new hire events, life status events, and open enrollment changes and will provide many benefits including the following:

- Employees can save time by entering their health benefit and group life insurance elections as soon as their Job Data information is entered in Core-CT by their employing agency.
- When adding dependents to coverage, employees can enter the dependent information in Core-CT, which will ensure the data is entered correctly.
- Employees will be able to enter in their elections at a time that is convenient for them during the hours that Core-CT is operational.
- Employees who utilize the e-Benefits module will reduce reliance on paper enrollment forms and allow the agency to access enrollments online.

The Core-CT e-Benefits Module is available to employees who currently have access to Core-CT Self Service. The e-Benefits enrollment process will allow employees to enter in their own elections as a new hire within 31 days of the event date. They can enroll or remove a dependent(s) with a qualifying life event such as marriage, birth or adoption of a child, divorce, or loss of coverage within 31 days of the event date.

E-benefits will also be available during the annual open enrollment period for employees to change plans, add or remove a dependent or waive coverage. Documentation is required to add dependents and is also required to remove dependents during a life event.

The employee will receive a Confirmation Statement after the Agency Benefit Specialist has approved the e-Benefits transaction.

The Division's Central Benefits Unit has recently completed training for those who handle benefit processing within the agency. There will be additional information forthcoming to prepare agency staff and employees to use e-Benefits for the 2022-2023 open enrollment which will take place in May 2022.

Please direct any questions you may have to the OSC, Central Benefits Unit at 860-702-3535 or osc.benefitcorrections@ct.gov.

Very truly yours,

A handwritten signature in cursive script that reads "Thomas C. Woodruff". The signature is written in black ink and includes a horizontal line extending to the right from the end of the name.

Thomas C. Woodruff, Director