



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0124

MEMORANDUM
HR#38-14

June 9, 2014

TO: Department Directors
Division Administrators
Agency Personnel Representatives
Agency Personnel Liaisons
Agency Payroll Clerks

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: AEGIS Assessment and Benefit Deduction Personnel Action Code

The Public Employees' Benefit Program (PEBP) Active Employee Group Insurance Subsidy (AEGIS) will increase to \$695.35 per month for Fiscal Year 2015. Agencies paid through Central Payroll will first see this new rate reflected on the July 3rd payroll for all employees assigned to benefit policy code DP01 (Central agencies), DP02 (NDOT), or DP03 (Elected). Agencies with employees who decline health insurance coverage should not be assessed AEGIS for those employees. To do so, the declining employee's benefit policy code must reflect DP21 (Central agencies), DP22 (NDOT), or DP23 (Elected) on their ESMT-A.

Use the Personnel Action Code, BFCHG, for any changes during an enrollment period or throughout the year. Benefit policy code changes may also be necessary for employees who previously declined coverage and have now elected coverage.

For PEBP's plan year 2015, Central Records will provide a list to the agencies reflecting those employees who have declined health insurance coverage by mid-June, or sooner, if available. If an agency has an employee moving to decline status, an ESMT-A reflecting a deduction policy change to DP21 or DP22 effective June 09, 2014 will need to be prepared and **signed by the employee**. If an agency has an elected official moving to decline status, an ESMT-A reflecting a deduction policy change to DP23 effective June 21, 2014 will need to be prepared and **signed by the employee**. **These ESMT-A's must be submitted to Central Records no later than June 19, 2014.** Given the tight timeline, agencies may want to approach their employees before receiving the list in order to begin preparing any ESMT's for submittal.

If you have any questions, please contact Cynthia Willden, Central Records Manager at (775) 687-9088 or cwillden@admin.nv.gov.