

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Insurance Processing – Retirees	
	<b>NUMBER:</b> FIN-ACG-001	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/8/2009	<b>REVISION DATE:</b> 2/8/2013

➤ **Purpose:**

To account for the notification and collection of insurance premiums from Retirees.

➤ **Definitions:**

**30 Day Grace Period:** 30 days from the first (1<sup>st</sup>) of the month.

➤ **Responsibility:**

**Human Resources:** Administers the enrollment process.

**Payroll:** Administers the receipt of the insurance premium.

➤ **Procedure Details:**

1. Human Resources will inform Retirees of their option to retain health, dental, and life insurance by paying premiums directly to the college.
2. Retiree will complete enrollment form and turn into Human Resources.
3. Human Resources will forward the enrollment form to Accounting Associate in Payroll.
4. Accounting Associate in Payroll processes premium payment at the applicable rate for the insurance coverage chosen.
5. Retiree is notified that premiums are due on the first (1<sup>st</sup>) of each month.
6. Late payments will be accepted within a thirty (30) day grace period.

7. If payment is not received by the fifteenth (15th) of the current month, the Accounting Associate in Payroll will contact the delinquent person in writing that premiums were due on the first (1<sup>st</sup>) of each month and it is the College's policy to cancel coverage if not paid within the thirty (30) day grace period.

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)