

—SPS ALERT—

Special Alert 156: for ABCs and ABC Liaisons:

Employee: Mid-Year Election Change (COVID) Deadline - JULY 31st AT 3:00PM

Release date: 7/7/2020

On May 28, 2020, the State of Maryland announced mid-year election changes eligible under IRS Notice 2020-29. **The deadline for submitting this benefit event is FRIDAY, JULY 31, 2020 AT 3:00PM.**

Mid-Year Election Change events will not be accepted after this deadline, including events that were started but not completed by the deadline.

ABCs should run the **SPS Benefit Open Election Events - Employees** report and contact employees with unsubmitted or incomplete benefit events. Remember to click on the ***Notify Me Later*** option, so large reports will not slow down the system for all users.

For your convenience, the report includes the employee's email address to make contacting employees easy.

Additional instructions/tips for using this report:

- After running the report and exporting to Excel, filter on the **Benefit Event** column to identify "**Employee: Mid-Year Election Change (COVID)**"
 - For these events, if the **Assigned To** column displays the employee name that means this event is sitting with the employee. If the event was returned to the employee by EBD you will see the reason reflected in the **Comments**
 - If the **Assigned To** column displays EBD employee names that means the event is sitting with EBD for review.
 - In some cases, the employee may have initiated the event and immediately selected Save for Later before getting to Change Elections; these events will not display the "Employee: Mid-Year Election Change (COVID)" name. These events are not as easily identifiable, but will appear at the end of the report with a **Benefit Event**= "Benefit Event:" and no further identification. You may need to open these events in SPS Worker History
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to see if they are an *Employee: Mid-Year Election Change (COVID)*. To limit the number of events you need to review, these events will never display with an ABC or EBD in the **Assigned To** column; they will only display the employee name.

Employees should direct questions to ABCs; ABCs can direct questions or concerns to ebd.mail@maryland.gov
