



---

# PrestigePEO

---

September 16, 2020



---

# Open Enrollment

## 2020

---

# Today's Presenters



Jason Flinn

Today's Host,  
Director of Client  
Services  
PrestigePEO



Kathleen Sullivan

Associate Director  
Employee Benefits  
PrestigePEO



Carol Sawyer

Tax Manager  
PrestigePEO



Ryan Yannalfo

Director of Process  
Improvement  
PrestigePEO

# Today's Topics



## What to Expect during Open Enrollment

- Employer and employee tasks
- Plans and new products
- New helpful resources
- How to view task progress and plan selections
- Summary of plans and timing for plan changes

## PPP Loan Forgiveness

- Review of the application and Prestige supporting documents

### ❖ Webinar Forum

- All participants are muted.
- Please type questions in the side navigation panel and we will try to address most questions.
- Today's presentation will be posted [prestigepeo.com/covid-19](https://prestigepeo.com/covid-19).

## Open Enrollment


### Presented by Kathleen Sullivan

- **Open Enrollment What it is and what you and your employees can expect.**
- **The process, how it works, what the employer needs to do, and what the employees need to do.**
- **Plans offered through Prestige, both employer funded and voluntary, including, Oxford, Emblem, UHC, Metlife Dental, Assurant Dental, Metlife Accident, Hospital and Critical Illness, etc.**
- **New products, including FinFit, Lifelock, and Mass Mutual Whole Life**
- **New resources that are available to the employer and the employee to get information that will help in making Open Enrollment decisions.**
- **FSA and HSA timing and elections.**
- **How to track and see which employees have completed enrollment and what plans have been selected.**
- **Summary of plans and timing for plan changes.**

# 2020 Open Enrollment - Employers and Brokers



- Employers and Brokers will receive an e-mail from each group's benefit specialist. Included in that e-mail will be an Open Enrollment letter, an interactive renewal grid, and full rate menus for Medical, Dental, and Vision.
- The letter will summarize changes and updates.
- The renewal grid has been upgraded this year.

 <b>PrestigePEO™</b>	<b>2020 Employer Renewal Rates</b>									
SAMPLE CLIENT										
Class:ALL EMPLOYEES										
	Current Rates 2019	Current Contribution Percentage	Current Employer Contribution	Employee Count	Total Cost	Rates Effective 11/1/2020	Please Select Plans for Renewal	New Contribution Amount	Employer Contribution 2020	Total Cost
Plan 01 Oxford Liberty Direct NY							[Contribution Methods]			
Single	\$837.94	58%	\$486.79	9	\$4,381.11	\$893.35				
Couple	\$1,718.22	50%	\$855.35	0	\$0.00	\$1,831.83				
Single Parent	\$1,446.29	50%	\$720.17	1	\$720.17	\$1,541.93				
Family	\$2,527.23	41%	\$1,048.67	0	\$0.00	\$2,694.33				

- This grid is specific to Prestige employers and allows the employer to test contribution strategies.
- When decisions are final, the populated grid can be sent into the benefit specialist for the group.
- Upon receipt Prestige will update the system to reflect the new offerings and e-mails will be sent to the employees of the group.

# 2020 Open Enrollment - Employees



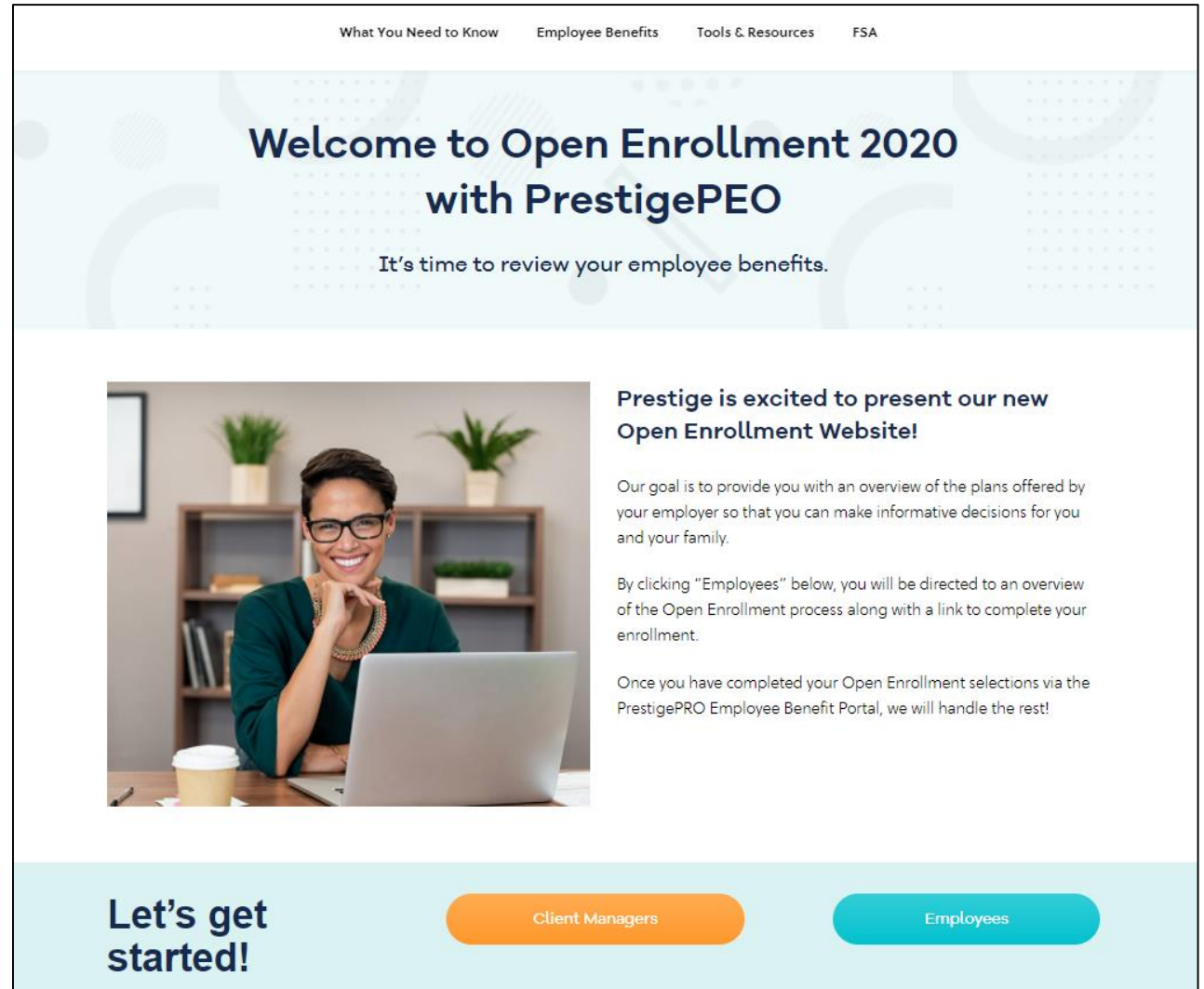
- Employees will receive a system generated email from *PrestigePRO-noreply@prestigepeo.com* alerting them that their open enrollment period has begun.
- Employees will need their PrestigePro Employee Self-Service (ESS) username and password to complete open enrollment on the portal. Call 1-833-PEOBEN1 for assistance.
- The benefit portal will take the employee through each plan one by one and the employee will need to elect or waive each coverage.
- The top corner of the portal page will show a running tally of the cost to the employee.
- They will see a confirmation page at the end before they complete their selection and sign off.



# 2020 Open Enrollment - Portal



- **NEW**- Our new Open Enrollment digital guide is now available.
- Visit [PrestigePEO.com/OpenEnrollment](https://PrestigePEO.com/OpenEnrollment) for everything you need to know.
- We look forward to your visit!!



The screenshot shows the PrestigePEO 2020 Open Enrollment Portal. At the top, there is a navigation bar with links: "What You Need to Know", "Employee Benefits", "Tools & Resources", and "FSA". The main heading reads "Welcome to Open Enrollment 2020 with PrestigePEO". Below this, a subheading says "It's time to review your employee benefits." The central part of the page features a photograph of a smiling woman with glasses sitting at a desk with a laptop. To the right of the photo, the text states: "Prestige is excited to present our new Open Enrollment Website! Our goal is to provide you with an overview of the plans offered by your employer so that you can make informative decisions for you and your family. By clicking 'Employees' below, you will be directed to an overview of the Open Enrollment process along with a link to complete your enrollment. Once you have completed your Open Enrollment selections via the PrestigePRO Employee Benefit Portal, we will handle the rest!" At the bottom, there is a light blue footer area with the text "Let's get started!" on the left, and two buttons on the right: "Client Managers" (orange) and "Employees" (teal).

What You Need to Know Employee Benefits Tools & Resources FSA

## Welcome to Open Enrollment 2020 with PrestigePEO

It's time to review your employee benefits.

**Prestige is excited to present our new Open Enrollment Website!**

Our goal is to provide you with an overview of the plans offered by your employer so that you can make informative decisions for you and your family.

By clicking "Employees" below, you will be directed to an overview of the Open Enrollment process along with a link to complete your enrollment.

Once you have completed your Open Enrollment selections via the PrestigePRO Employee Benefit Portal, we will handle the rest!

**Let's get started!**

Client Managers Employees



# Oxford Enhancements 2020

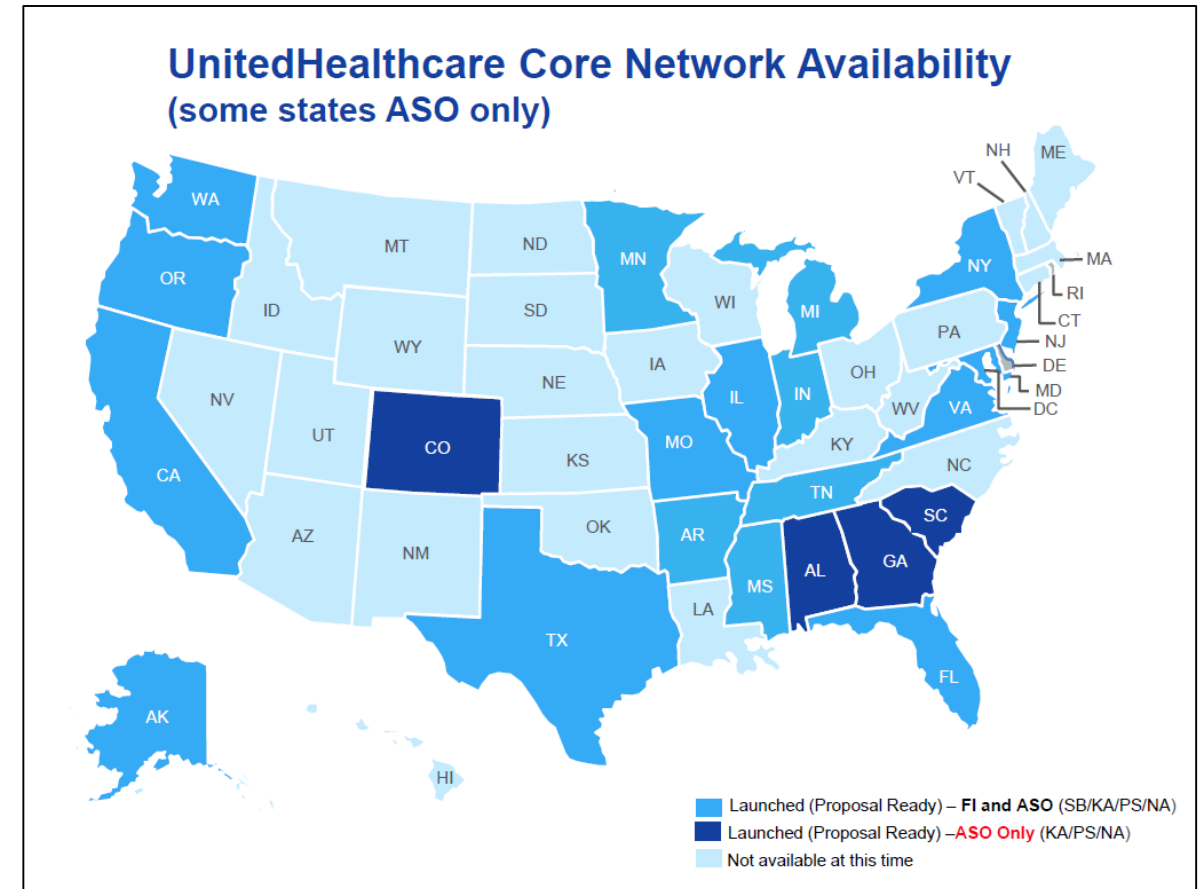


- *Biggest Change for NY Oxford plans is the coverage for Infertility*
  - Coverage is provided for advanced infertility services related to in vitro fertilization.
  - Basic infertility services are not restricted to members between the ages of 21-44
  - Coverage is provided for fertility preservation services.
- *All current Oxford members will receive NEW ID NUMBERS AND CARDS for November 1, 2020.*
- Oxford is changing the online Platform for their members effective November 1<sup>st</sup>.
- With that change comes an enhanced customer service experience.
- Mobile application called Health4me – where members can search for doctors, see claims, find pharmacies, and fill prescriptions.
- Quit for Life: Personalized support program to help members quit smoking
- Real Appeal: Online program to support employees achieve lasting weight loss.
- Oxford offers a **Sweat Equity** program that allows you up to \$200 for a paid gym membership after 50 visits in a 6- month period, your spouse can receive up to \$100.
  - **NEW** Dependent Children can receive up to \$100 for Gym membership.

# UnitedHealthcare National Plans 2020



- No plan changes this year to the UHC National Plans.
- All plans offered with no referrals required.
- Plan types offered
  - Premier Plans – Offer lower co-payments for specialist identified as Tier 1 specialists.
  - Primary Advantage – \$0 co-pay for primary care and virtual visit benefit.
  - Core Plans – Offer lower premiums. The Core network is offered in limited states and can only be sold in states where it is available.
    - The Core network expanded to more states. See updated Map.



# Emblem Health 2020



- Emblem Health made changes this year to plans offered and their network.
- We will now have 6 Emblem Health plans offered.
  - Plan 1 will now be the only Plan offering the GHI Network
  - Plans 2 through 5 will off the HIP Prime Network
  - Plan 6 will offer the New HIP Select Network
- Employees currently covered will be mapped over to the closest compatible plans and have the opportunity to change their plan selection.
- More Information on the New Emblem will be coming soon.

## EmblemHealth Useful Information



- *All current member of Emblem will receive NEW ID NUMBERS AND NEW CARDS effective November 1, 2020.*
- To search for an Emblem provider go to **www.emblemhealth.com**, click on Find a Doctor, (if you are not an Emblem member) click on “Continue as a Visitor”. You will do your search by Plans GHI or HIP.
- Members have access to providers in the Tri-state network and an option to seek national care through the **First Health Network**.
- Members have access to Teledoc via the internet.
- **There are No referrals required.** Note: HIP will ask that you choose a PCP but you are not required to see them.
- Emblem offers an Exercise Rewards program when you complete 50 exercise sessions over a 6-month period. You can receive up to \$200 towards your gym membership dues, and up to \$100 for your spouse.
- Emblem offers discount programs from weight loss to vitamins for more services call Emblem at the number on the back of your card or visit [emblemhealth/goodhealth](https://emblemhealth.com/goodhealth).



# NEW LifeLock – Identity Theft Alert System



- LifeLock is the #1 most recognized identity theft protection system with proprietary technology that detects a wide range of identify threats. A restoration specialist will work to handle your case from start to finish to help fix it.
- Nearly 1 in 4 people experience Identity theft.
- To enroll you need a U.S. social security number, a primary address and residence in one of the 50 US states.
- There are two plans to choose from the Essential and the Premier. Both plans offer employee or family coverage.
  - Essential Plan
  - Premier Plan
- If you have LifeLock outside of Prestige it can be switched, you just need to cancel your existing policy before 11/1/2020.
- Examples of covered services: credit and social security alerts, data breach notifications, dark web monitoring, lost wallet protection, credit, checking and savings account activity alerts, 401k investment account alters, USPS address change verifications and much more.

# NEW FinFit- Financial Wellness/Assistance



- FinFit is a comprehensive Financial Wellness employee benefit that offers a variety of tools and education to assist you in meeting your financial goals.
- If you experience a substantial challenge, FinFit can provide an emergency short-term loans (subject to credit approval).
- Get personalized financial assessments.
- Online education, tools and credit score.
- One-on-one Financial coaching.
- An alternative to 401k loans.
- Student loans services ( simplify the repayment of your student loans).
- To get started, log in to your PrestigePRO Employee Portal and click on the FinFit Tab on the left.

# MassMutual

**MassMutual@WORK is a new group whole life product available to eligible employees of Prestige member firms**



Guaranteed level premium

Guaranteed increases in cash-value

Guaranteed death benefit

Simple Application

Dividend eligible<sup>3</sup>

Permanent and Portable for life. You own the coverage

<sup>3</sup> Dividends are not guaranteed. The certificate is eligible to receive dividends beginning on the second anniversary



## Facts of Life Insurance

### Life Insurance in US households<sup>1</sup>

- 46%** have none at all
- 34%** have group life insurance
- 32%** Nearly one in three say they need more
- 60%** Of employees prefer to buy health and life insurance benefits at work<sup>2</sup>

<sup>1</sup> LIMRA Facts About Life, LIMRA, 2017.

<sup>2</sup> LIMRA U.S. Worksite Sales Survey 2015.



# MassMutual

## MassMutual@WORK Group Whole Life Insurance

Your maximum coverage options



Employees can  
apply for up to  
**\$250,000\***

Available in increments  
of \$5,000

**\*The first \$100,000  
is guaranteed  
issue!**

# MetLife Dental Plans

## Available at Open Enrollment 2020

### PrestigePEO - Dental Benefit Menu

MetLife

Effective November 01, 2020

	Metlife Dental Premium (100/80/50)		Metlife Dental Enhanced (100/80/50)		Metlife Dental Standard (100/60/40)		Metlife Dental DHMO	
Type	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual Deductible	\$50	\$50	\$50	\$50	\$100	\$100		
Family Deductible	\$150	\$150	\$150	\$150	\$300	\$300		
Deductible Waived for Preventative	Yes	Yes	Yes	Yes	Yes	Yes		
Out of Network Reimbursement								
Preventive Services								
Oral Evaluations	100%	100%	100%	100%	100%	100%	See Schedule	See Schedule
X-Rays	100%	100%	100%	100%	100%	100%	See Schedule	See Schedule
Routine Cleaning	100%	100%	100%	100%	100%	100%	See Schedule	See Schedule
Sealants								
Basic Services								
Simple Surgical Extractions	80%	80%	80%	80%	60%	60%	See Schedule	See Schedule
Composite and Amalgam Restoration	80%	80%	80%	80%	60%	60%	See Schedule	See Schedule
Major Services								
Crowns	50%	50%	50%	50%	40%	40%	See Schedule	See Schedule
Full and Partial Dentures	50%	50%	50%	50%	40%	40%	See Schedule	See Schedule
Stainless Steel Crowns								
Fixed Bridges	50%	50%	50%	50%	40%	40%	See Schedule	See Schedule
Periodontics, Endodontics	50%	50%	80%	80%	40%	40%	See Schedule	See Schedule
Orthodontia								
	50%	50%	50%	50%	50% Benefit	50% Benefit	In-Network Discount Available	In-Network Discount Available
	\$1000 Lifetime Max		\$1000 Lifetime Max		\$1000 Lifetime Max			
Annual Maximum Benefit								
	\$2000 per Member		\$5000 Per Member		\$1000 per Member		None	
	Monthly Cost		Monthly Cost		Monthly Cost		Monthly Cost	
	Single	\$49.97	Single	\$72.69	Single	\$28.61	Single	\$12.75
	Couple	\$91.55	Couple	\$133.18	Couple	\$52.24	Couple	\$24.17
	Single Parent	\$109.77	Single Parent	\$159.67	Single Parent	\$70.12	Single Parent	\$25.52
	Family	\$157.29	Family	\$228.77	Family	\$97.68	Family	\$36.34

Please Note: Information above is for illustration purposes. Refer to the Summary Plan Description for full details and plan provisions. For detailed summaries contact your Benefit Specialist.

# MetLife Dental

## Useful Information



- To search for a participating PPO provider you do not need to be a member. Go to [metlife.com/dental](https://www.metlife.com/dental) and choose “Find a Dentist or Specialist” under Quick Links. Choose the PDP Plus Network and input your home zip code.
- To search for a participating DHMO provider, choose the Dental HMO/Managed Care network and input your home zip code. You will be asked to select your plan. Choose the plan [MET335](#).
- The DHMO Plan requires the election of a Primary Care Dentist.
- [ID cards are not sent in the mail](#). You can register in the secure site as a Member and print a card from the website. You may also contact your Benefit Specialist for a general MetLife Dental PPO ID card.
- [MetLife PPO customer service 800-275-4638](#).
- [MetLife DHMO customer service 800-880-1800](#).
- Enrolled members of MetLife Dental are also eligible for the Vision Service Plan through MetLife. Di to glasses, frames, exams and laser vision correction.

# Assurant Dental Plans

## Available at Open Enrollment 2020



### PrestigePEO - Dental Benefit Menu

Assurant

Effective November 01, 2020

	Assurant Dental AZ		Assurant Dental CA		Assurant Dental FL		Assurant Dental GA	
Type	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual Deductible								
Family Deductible								
Deductible Waived for Preventative	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Out of Network Reimbursement								
<b>Preventative Services</b>								
Oral Evaluations	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
X-Rays	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
Routine Cleaning	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
Sealants								
<b>Basic Services</b>								
Simple Surgical Extractions	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
Composite and Amalgam Restoration	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
<b>Major Services</b>								
Crowns	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
Full and Partial Dentures	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
Stainless Steel Crowns								
Fixed Bridges	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
Periodontics, Endodontics	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule	See Schedule
<b>Orthodontia</b>								
	In-Network Discount Available	In-Network Discount Available	In-Network Discount Available	In-Network Discount Available	In-Network Discount Available	In-Network Discount Available	In-Network Discount Available	In-Network Discount Available
<b>Annual Maximum Benefit</b>								
	None		None		None		None	
	<u>Monthly Cost</u>		<u>Monthly Cost</u>		<u>Monthly Cost</u>		<u>Monthly Cost</u>	
Single		\$13.85	Single	\$11.88	Single	\$12.97	Single	\$10.84
Couple		\$22.54	Couple	\$21.29	Couple	\$21.05	Couple	\$18.35
Single Parent		\$30.57	Single Parent	\$29.51	Single Parent	\$28.50	Single Parent	\$25.44
Family		\$35.87	Family	\$34.84	Family	\$33.42	Family	\$30.02

Please Note: Information above is for illustration purposes. Refer to the Summary Plan Description for full details and plan provisions. For detailed summaries contact your Benefit Specialist.



# Assurant Dental Useful Information



- Assurant Dental is Dental HMO. Before electing this plan, check to see if there are Assurant Dental providers in your area. Currently offered in AZ, CA, FL, GA, IL, KS, MO, NJ, NY, PA, and TX.
- Assurant NY Plans saw an upgrade in benefits this year. New coverages include, benefits for implants and coverage for procedures performed by Specialists.
- You may log on to [slfserviceresources.com](http://slfserviceresources.com) to access a provider directory. On the (Sun Life Financial) home page, click “Find a Dentist” and choose Option #3. The network name you will select is “Assurant Dental Network.”
- Assurant Dental Customer Service is 800-442-7742.
- You must select a participating Assurant Dental provider prior to having services done. You may change it at any time but without an election on record providers will not see members.
- Once you are enrolled, you may register as a member and access an ID card. You will also receive an ID card in the mail within 10 business days.

# UnitedHealthcare Vision



- NO Changes in Rates or Plans for UHC Vision.
- UHC Vision uses the Spectera network and [can shop online at GlassesUSA.com](https://www.glassesusa.com)
- Members also have access to the WARBY PARKER network.

## PrestigePEO - Vision Benefit Menu

UnitedHealthcare

Effective November 01, 2020

UHC Vision Voluntary		
Type	In-Network	Out-of-Network
<b>Vision Exam</b>		
Physical Exams (Adult)	\$10 Co-Pay	Up to \$40
<b>Materials</b>		
Eyeglass Lenses/Frames/Contact Lenses	\$25 Co-Pay	See Scheduled Allowance
<b>Frequencies (Based on Last Day of Service)</b>		
Exam	Once every 12 months	Once every 12 months
Lens	Once every 12 months	Once every 12 months
Frame	Once every 24 months	Once every 24 months
<b>Pair of Lenses (For Eyewear)</b>		
Standard Single Vision Lens	\$25 Co-Pay	Up to \$40
Standard Lined Bifocal Lens	\$25 Co-Pay	Up to \$60
Standard Lined Trifocal Lens	\$25 Co-Pay	Up to \$80
Standard Lenticular Lens	\$25 Co-Pay	Up to \$80
<b>Frames - Retail Frame Allowance</b>		
	Up to \$130 then 30% discount on the overage	Up to \$45
<b>Contact Lenses (In Lieu of Eyeglasses)</b>		
	Up to 4 boxes of contact lenses, plus fitting/evaluation fees (after applicable co-pay)	
<b>Non-Selection Contact Lenses</b>		
	Up to \$125	Up to \$125
<b>Necessary Contact Lenses (Medical Necessity)</b>		
	\$25 Co-Pay	Up to \$210
<b>Monthly Cost - Voluntary 100% Employee Paid</b>		
Single		\$4.27
Couple		\$7.90
Single Parent		\$9.88
Family		\$13.83

Please Note: Information above is for illustration purposes. Refer to the Summary Plan Description for full details and plan provisions. For detailed summaries contact your Benefit Specialist.

# MetLife Critical Illness, Accident and Hospital



- MetLife Critical Illness, Accident and Hospital Insurance is designed to safeguard you financially with the cost of maintaining your household in the event of a serious illness, accident or hospital stay.
- You may elect coverage for yourself and your dependents. The coverage provides a lump sum payment in the event there is a diagnosis of one of the covered conditions, injuries or a hospital stay .
- This coverage does not replace medical coverage. It is meant to supplement out of pocket expenses resulting from the illness, accident or hospital stay.
- Payments are made directly to you, not a Doctor or Hospital.
- The payment is yours to spend as you see fit like groceries, mortgage payment, childcare or anyway you see fit.
- There is a choice of 2 options for all plans:
  - High Plan – has a greater reimbursement.
  - Low Plan – has a smaller reimbursement.
- Coverage is portable.

# MetLaw Legal Program



- MetLaw is a voluntary legal plan that provides you with access to attorneys to assist you in all areas of Law. The service is \$18 per month and also includes services related to Identify Theft.
- When you use a network attorney for covered services, all attorney fees are covered by the prepaid legal plan. Unlimited advice and consultations are included.
- Some service included: Estate Planning; Real Estate; Elder Care Issues; Money Matters, Personal and Family matters and Civil Lawsuits.
- Office and phone consultations are also available.
- If you need advice for services not covered by the plan, you can still receive telephone advice or an office consultation, so long as its not excluded.
- To access attorneys and request assistance log onto [www.legalplans.com](http://www.legalplans.com) or contact **MetLaw** customer service is **1-800-GET-MET8**.



# TASC – Medical (FSA)

Effective Jan 1<sup>st</sup>, 2021 – December 31<sup>st</sup>, 2021



- New members will be provided with a debit card to use to pay for eligible expenses. Existing members debit cards are valid for 3 years. 2021 elections will be loaded onto your existing debit card.
- \$550 of unused funds for 2020 will be rolled into next year.
- FSA elections must be made each year. The IRS does not allow the previous year elections to be rolled over into the new year. The TASC portal opens October 1<sup>st</sup>, 2020 through December 13th, 2020.
- Paper enrollments will need to be submitted after the portal closes. **Please note that the deadline to enroll for 2021 is December 31<sup>st</sup>, 2020.**
- Enrollment for 2021 is done on the TASC website at **<https://Partners.tasconline.com/TASC1PPT>**
- **TASC customer service is 877-933-3539.**
- Changes mid-year can only be made with a Qualifying Life Event.

# TASC – Flexible Spending Accounts (FSA)



- TASC offers 2 types of Flexible Spending Accounts - Healthcare and Dependent Care
- **Healthcare/Medical FSA's** are used to cover your out of pocket expenses for eligible medical, dental and vision expenses.
- EXAMPLES: Co-pays – Deductibles- Co-insurance
- You do not have to be enrolled in our medicals to elect a Healthcare/Medical FSA.
- The IRS maximum benefit for 2021 will likely be \$2750.00
- As this is a “Pre-tax” deduction, your taxable income will be lowered.
- Your full 2021 annual Healthcare FSA election is available for use on January 1st. -  
*Dependent care annual elections are available as you accumulate funds into your account.*

# TASC – Dependent Care FSA



- Dependent Care Flexible Spending must be elected each year.
- The IRS maximum is \$5,000 per household.
- Dependent Care FSA's help offsets the cost of daycare allowing You and your Spouse to work.
- Dependents must be under the age of 13 to be eligible unless deemed permanently disabled.
- This benefit can also be used for elderly parents if they reside with you allowing you to work outside the home.
- You will be provided with a debit card.
- Funds are only available as you accumulate them in your account. Funds are not advanced like the healthcare/medical FSA is.
- The online portal with TASC will allow you 24/7 access to your account. TASC also offers a Mobile App to view your account.
- TASC customer service is 877-933-3539.

*\* subject to change by the IRS*

# Health Savings Account (HSA) and High Deductible Health Plans (HDHP)



- The maximum annual allowable contributions for 2021:
  - Employee Only - \$3,600
  - Family - \$7,200
- \$1,000 catch-up contribution for those 55 years and over.
- HSA's are only permitted with compatible HDHP's per IRS regulations.
- HSA balances accumulate and roll into the following year. While you don't lose the funds if you do not use them, it must be re-elected each year.
- You can only use the funds as you accumulate them.
- You can elect an HSA at anytime or change the amount during the year, unlike an FSA (up to the maximum allowed amount).
- You can enroll with Optum HSA bank or use your own personal HSA account.

## Health Savings Account (HSA) Cont.



- HSA's are used to offset the cost of eligible out of pocket medical, dental and vision expenses.
  - For example: copays, deductibles, co-insurance, rx copays
- It's an account that you fund with pre-tax dollars, thereby lowering your taxable wages.
- Its portable. If you leave your employment you take the unused balance with you.
- You may enroll in FSA however; you may only enroll in a Limited FSA for dental and vision.
- If you are on Medicare, you may not contribute to the account, however, the funds that are already in the account are yours to use.



# Open Enrollment Summary



**Benefits Enrollment  
Hotline  
1-833-PEO-BEN1**

- Open Enrollment Changes take effect 11/1/2020
- Employer decisions need to be sent to the Benefit Specialist.
- Oxford Changes to the Platform are effective 11/1/2020. ( New Cards and ID numbers all covered employees)
- Emblem Health Plan Changes and added plans are effective 11/1/2020. GHI, HIP Prime, and HIP Select network plans offered.
- New products available to employees, LifeLock, Finfit, and Mass Mutual Whole Life
- New Open Enrollment website available
- No changes to Metlife Dental plans
- Assurant NY Dental benefits improved
- Employees that wish to contribute to FSA for 2021 should log into TASC by 12/13/2020.
- Please feel free to contact your benefit specialist with questions or to schedule an Open Enrollment meeting for you and your employees.
- Thank you for your continued partnership

---

# PPP Loan Forgiveness

---

## PPP Loan Forgiveness

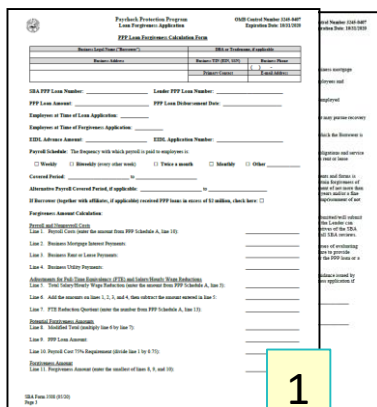
### Presented by Carol Sawyer and Ryan Yannalfo

- Banks have started to accept forgiveness application.
  - Signature Bank
  - Chase by invitation only
  - Wells Fargo & Citibank are not accepting yet
- But there is no rush to apply!!!!

# PPP Loan Forgiveness Application

## Application components

- There are four components to the loan application (however, only items 1 and 2 need to be submitted):
  - PPP Loan Forgiveness Calculation Form
  - PPP Schedule A
  - PPP Schedule A Worksheet – Table 1 & 2 (must be retained for 6 years)
- Borrower must also submit and retain specified supporting documentation



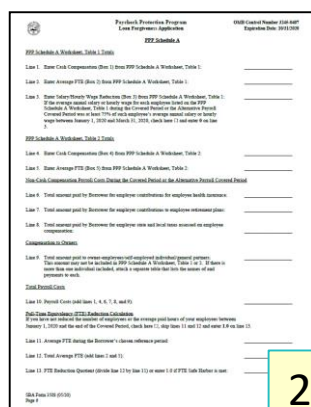
PPP Loan Forgiveness Calculation Form

OMB Control Number 1545-0047  
Expiration Date: 03/31/2020

PPP Loan Forgiveness Calculation Form

OMB Control Number 1545-0047  
Expiration Date: 03/31/2020

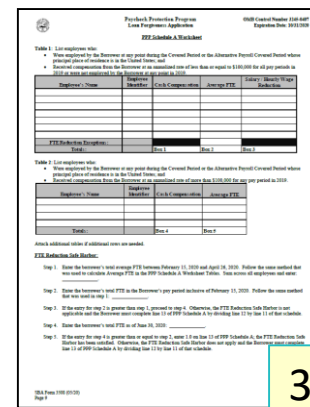
1



PPP Schedule A

OMB Control Number 1545-0047  
Expiration Date: 03/31/2020

2



PPP Schedule A Worksheet

OMB Control Number 1545-0047  
Expiration Date: 03/31/2020


3






# PPP Loan Forgiveness Application

- Must complete and submit Schedule A
- **But must first complete “PPP Schedule A Worksheet”**

	<b>Paycheck Protection Program Loan Forgiveness Application</b>	<b>OMB Control Number 3245-0445 Expiration Date: 10/31/2020</b>		
<b><u>PPP Schedule A Worksheet</u></b>				
<b>Table 1:</b> List employees who:				
<ul style="list-style-type: none"> <li>Were employed by the Borrower at any point during the Covered Period or the Alternative Payroll Covered Period whose principal place of residence is in the United States; and</li> <li>Received compensation from the Borrower at an annualized rate of less than or equal to \$100,000 for all pay periods in 2019 or were not employed by the Borrower at any point in 2019.</li> </ul>				
Employee's Name	Employee Identifier	Cash Compensation	Average FTE	Salary / Hourly Wage Reduction
<b>FTE Reduction Exception:</b>				
<b>Totals:</b>		<b>Box 1</b>	<b>Box 2</b>	<b>Box 3</b>
<b>Table 2:</b> List employees who:				
<ul style="list-style-type: none"> <li>Were employed by the Borrower at any point during the Covered Period or the Alternative Payroll Covered Period whose principal place of residence is in the United States; and</li> <li>Received compensation from the Borrower at an annualized rate of more than \$100,000 for any pay period in 2019.</li> </ul>				
Employee's Name	Employee Identifier	Cash Compensation	Average FTE	
<b>Totals:</b>		<b>Box 4</b>	<b>Box 5</b>	
Attach additional tables if additional rows are needed.				
<b><u>FTE Reduction Safe Harbor:</u></b>				
Step 1. Enter the borrower's total average FTE between February 15, 2020 and April 26, 2020. Follow the same method that was used to calculate Average FTE in the PPP Schedule A Worksheet Tables. Sum across all employees and enter.				
Step 2. Enter the borrower's total FTE in the Borrower's pay period inclusive of February 15, 2020. Follow the same method that was used in step 1.				
Step 3. If the entry for step 2 is greater than step 1, proceed to step 4. Otherwise, the FTE Reduction Safe Harbor is not applicable and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.				
Step 4. Enter the borrower's total FTE as of June 30, 2020: _____				
Step 5. If the entry for step 4 is greater than or equal to step 2, enter 1.0 on line 13 of PPP Schedule A; the FTE Reduction Safe Harbor has been satisfied. Otherwise, the FTE Reduction Safe Harbor does not apply and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.				
SBA Form 3508 (05/20) Page 9				

 <b>Paycheck Protection Program Loan Forgiveness Application</b>	<b>OMB Control Number 3245-0487</b> <b>Expiration Date: 10/31/2020</b>	
<b><u>PPP Schedule A</u></b>		
<b><u>PPP Schedule A Worksheet, Table 1 Totals</u></b>		
Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:		
Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:		
Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1: If the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll Covered Period was at least 75% of such employee's average annual salary or hourly wage between January 1, 2020 and March 31, 2020, check here <input type="checkbox"/> and enter 0 on line 3.		
<b><u>PPP Schedule A Worksheet, Table 2 Totals</u></b>		
Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2:		
Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2:		
<b><u>Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period</u></b>		
Line 6. Total amount paid by Borrower for employer contributions for employee health insurance:		
Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans:		
Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:		
<b><u>Compensation to Owners</u></b>		
Line 9. Total amount paid to owner-employees/self-employed individual/general partners: This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is more than one individual included, attach a separate table that lists the names of and payments to each.		
<b><u>Total Payroll Costs</u></b>		
Line 10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):		
<b><u>Full-Time Equivalency (FTE) Reduction Calculation</u></b>		
If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here <input type="checkbox"/> , skip lines 11 and 12 and enter 1.0 on line 13.		
Line 11. Average FTE during the Borrower's chosen reference period:		
Line 12. Total Average FTE (add lines 2 and 5):		
Line 13. FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:		

2

SBA Form 3508 (05/20)  
 Page 6

## PPP Loan Forgiveness

---

The Prestige Pro PPP Loan Forgiveness Report is AVAILABLE!

- Contact your HRBP or Payroll Specialist to request the forgiveness report. You will be asked for the following information
  - Date loan proceeds were deposited
  - 8 weeks or 24 weeks
  - If 24 weeks, are we using a date prior to the end of the 24 weeks? If yes that is that date?
  - For weekly and bi-weekly payroll clients, are you using the Alternate Covered Period? If yes, what is that date?

## PPP Loan Forgiveness

---

- The report is an Excel file with multiple sheets. Here are the “tabs” that will be discussing today.

Schedule A Worksheet – Table 1

Schedule A Worksheet – Table 2

Schedule A Worksheet – FTE SH

Schedule A

## PPP Loan Forgiveness Application

### Prestige Schedule A Worksheet - Table 1

- Employees paid less than or equal to \$100,000 annually in 2019 or not employed at any point in 2019

Prestige Schedule A Worksheet - Table 1				
Employee's Name	Employee Identifier	Cash Compensation	Average FTE	Salary / Hourly Wage Reduction
Angela Admin	1234	\$7,000.00	0.8	800
Betty Bookkeeper	5678	\$9,600.00	1.0	0
Carla Controller	9012	\$10,000.00	1.0	1000
Debbie Director	3456	\$15,385.00	1.0	0
Eleanor Electrician	7890	\$9,900.00	0.9	0

## PPP Loan Forgiveness Application

---

### Prestige Schedule A Worksheet - Table 2

- Employees paid at an annualized rate of more than \$100,000 for any pay period in 2019


Prestige Schedule A Worksheet - Table 2			
Employee's Name	Employee Identifier	Cash Compensation	Average FTE
Felicia Finance	9876	\$15,385.00	1.0
Gladys Graphicdesign	5432	\$14,000.00	1.0



## PPP Loan Forgiveness Application

### Prestige FTE Safe Harbor Calculation

- New Safe Harbor calculation in the PPP Flexibility Act that allowed borrowers more time to restore the FTE count after receiving the loan proceeds.

 **PrestigePEO**

Step 1.	Enter the borrower's total average FTE between February 15, 2020 and April 26, 2020. Follow the same method that was used to calculate Average FTE in the PPP Schedule A Workset Tables. Sum across all employees and enter:	<u>19.1</u>
Step 2.	Enter the borrower's total FTE in the Borrower's pay period inclusive of February 15, 2020. Follow the same method that was used in step 1:	<u>19.2</u>
Step 3.	If the entry for step 2 is greater than step 1, proceed to step 4. Otherwise, the FTE Reduction Safe Harbor is not applicable and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.	
Step 4.	Enter the borrower's total FTE as of the end of your covered period:	<u>20.4</u>
Step 5.	If the entry for step 4 is greater than or equal to step 2, enter 1.0 on line 13 of PPP Schedule A; the FTE Reduction Safe Harbor has been satisfied. Otherwise, the FTE Reduction Safe Harbor does not apply and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of the schedule.	



## Prestige PPP Schedule A

- The Prestige report will have schedules for:
  - Line 6 – benefits
  - Line 7 – retirement plan expenses
  - Line 8 – state & local taxes
  - Line 9 – wage compensation paid to owners



**PrestigePEO™**

PPP Schedule A Worksheet, Table 1 Totals

Line 1.	Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:	\$51,885.00
Line 2.	Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:	4.7
Line 3.	Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1: If the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period or Alternative Payroll Covered Period was at least 75% of such employee's average annual salary or hourly wage between January 1, 2020 and March 31, 2020, check here and enter 0 on line 3.	\$1,800.00

PPP Schedule A Worksheet, Table 2 Totals

Line 4.	Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2:	\$29,385.00
Line 5.	Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2:	2.0

Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6.	Total amount paid by Borrower for employer contributions for employee health insurance:	\$15,000.00
Line 7.	Total amount paid by Borrower for employer contributions to employee retirement plans:	\$1,600.00
Line 8.	Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:	\$3,500.00

Compensation to Owners

Line 9.	Total amount paid to owner-employees/self-employed individual/general partners: This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is more than one individual include, attach a separate table that lists the names of and payments to each.	\$15,385
---------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

Total Payroll Costs

Line 10.	Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):	\$116,755.00
----------	-------------------------------------------------	--------------

Full-Time Equivalency (FTE) Reduction Calculation

If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here, skip lines 11 and 12 and enter 1.0 on line 13.

Line 11.	Average FTE during the Borrower's chosen reference period:	7.0
Line 12.	Total Average FTE (add lines 2 and 5):	6.7
Line 13.	FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:	95.71%

# PPP Loan Forgiveness Application

---

## Schedule A Line 9 – Owner Compensation

### Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners:  
This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is more than one individual included, attach a separate table that lists the names of and payments to each.

- Partnerships & LLC's may need to enter additional information on Line 9
- Compensation paid to partners and members of LLC's (non-wage compensation) is not included in this report

# PPP Loan Forgiveness Application

## PPP Loan Forgiveness Calculation Form

- Amounts provided by Prestige complete the lines highlighted in yellow

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		Business TIN (EIN, SSN)	Business Phone
		Primary Contact	E-mail Address

SBA PPP Loan Number: \_\_\_\_\_ Lender PPP Loan Number: \_\_\_\_\_

PPP Loan Amount: \_\_\_\_\_ PPP Loan Disbursement Date: \_\_\_\_\_

Employees at Time of Loan Application: \_\_\_\_\_ Employees at Time of Forgiveness Application: \_\_\_\_\_

EIDL Advance Amount: \_\_\_\_\_ EIDL Application Number: \_\_\_\_\_

Payroll Schedule: The frequency with which payroll is paid to employees is:

☐ Weekly ☐ Biweekly (every other week) ☐ Twice a month ☐ Monthly ☐ Other \_\_\_\_\_

Covered Period: \_\_\_\_\_ to \_\_\_\_\_

Alternative Payroll Covered Period, if applicable: \_\_\_\_\_ to \_\_\_\_\_

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here: ☐

**Forgiveness Amount Calculation:**

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (enter the amount from PPP Schedule A, line 10): \_\_\_\_\_

Line 2. Business Mortgage Interest Payments: \_\_\_\_\_

Line 3. Business Rent or Lease Payments: \_\_\_\_\_

Line 4. Business Utility Payments: \_\_\_\_\_

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (enter the amount from PPP Schedule A, line 3): \_\_\_\_\_

Line 6. Add the amounts on lines 1, 2, 3, and 4, then subtract the amount entered in line 5: \_\_\_\_\_

Line 7. FTE Reduction Quotient (enter the number from PPP Schedule A, line 13): \_\_\_\_\_

Potential Forgiveness Amounts

Line 8. Modified Total (multiply line 6 by line 7): \_\_\_\_\_

Line 9. PPP Loan Amount: \_\_\_\_\_

Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60): \_\_\_\_\_

Forgiveness Amount

Line 11. Forgiveness Amount (enter the smallest of lines 8, 9, and 10): \_\_\_\_\_

## PPP Loan Forgiveness Application

### PPP Loan Forgiveness Form 3508EZ

- No Schedule A required to be submitted (used to calculate amount for Line 1)
- No listing of employees on tables
- No listing of employee compensation

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		Business TIN (EIN, SSN)	Business Phone
		Primary Contact	E-mail Address

SBA PPP Loan Number: \_\_\_\_\_ Lender PPP Loan Number: \_\_\_\_\_

PPP Loan Amount: \_\_\_\_\_ PPP Loan Disbursement Date: \_\_\_\_\_

Employees at Time of Loan Application: \_\_\_\_\_ Employees at Time of Forgiveness Application: \_\_\_\_\_

EIDL Advance Amount: \_\_\_\_\_ EIDL Application Number: \_\_\_\_\_

Payroll Schedule: The frequency with which payroll is paid to employees is:

☐ Weekly ☐ Biweekly (every other week) ☐ Twice a month ☐ Monthly ☐ Other \_\_\_\_\_

Covered Period: \_\_\_\_\_ to \_\_\_\_\_

Alternative Payroll Covered Period, if applicable: \_\_\_\_\_ to \_\_\_\_\_

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here: ☐

**Forgiveness Amount Calculation:**

Payroll and Nonpayroll Costs

Line 1. Payroll Costs: \_\_\_\_\_

Line 2. Business Mortgage Interest Payments: \_\_\_\_\_

Line 3. Business Rent or Lease Payments: \_\_\_\_\_

Line 4. Business Utility Payments: \_\_\_\_\_

Potential Forgiveness Amounts

Line 5. Add the amounts on lines 1, 2, 3, and 4: \_\_\_\_\_

Line 6. PPP Loan Amount: \_\_\_\_\_

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60): \_\_\_\_\_

Forgiveness Amount

Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7): \_\_\_\_\_



## PPP Loan Forgiveness Application

---

- Documentation for Payroll Costs
  - Different banks will require different supporting documentation.
  - Prestige will provide invoices, benefit cost reports and/or the client allocation report (replacement for Form 941) as needed for each specific bank

---

# Client Communications

---

## Prestige Communications

Today's presentation will be posted on PrestigePEO.com under

- **Open Enrollment**  
<https://www.prestigepeo.com/openenrollment>
- **The Prestige Perspective**  
<https://www.prestigepeo.com/blogs>

Stay tuned for invitations to **future webinars**

Read our **blog articles** posted at *[prestigepeo.com/blogs](https://www.prestigepeo.com/blogs)*

Be on the look out for our NEW email newsletter, **PrestigePEO Insights**

Join us on **Facebook, LinkedIn and Twitter** to receive event notifications and weekly updates

Tune-in to our latest “**HR in 15**” podcast episode found on your favorite podcast app or at “**HRin15.com**”

Reach out to your support teams – HR and Compliance, Employee Benefits, and Payroll directly from our **PrestigeGO mobile app**







PrestigePEO  
We Are Here For You