



COBRA Administration

COBRA Administration tracks contact information, dates, reasons, and payment history for all COBRA electors. It also produces payment coupons and payment history reports. COBRA electors can be initiated as employees or dependents from within Personnel Management or can be entered directly into COBRA Administration.

Feature

Fully integrated with Personnel Module

Tracks contact information

Tracks demographic details

Tracks election and coverage details

Tracks payment history

Tracks current benefit enrollment

Tracks and computes administration fee

Benefit

Employee participants and dependent participants are automatically moved to the COBRA Administration module following a qualifying event and subsequent election. All election details are transferred into the COBRA Administration module.

Monitor COBRA activities for former employees and dependents of employees who have been archived in the Personnel Management module.

Create detailed reports regarding COBRA activity based on age, ethnicity, gender, nationality, and marital status.

Report on all election information including the qualifying event, notification dates, coverage length, and the reason for stopping coverage.

Determine when to discontinue COBRA for an employee or dependent. You can query the last payment date.

Produces payment history reports for account reconciliation and participant inquiries.

Allows reconciliation of carrier statements; provides for verification of coverage.

Ensures accuracy to the cent; ensures consistency between participants; utilizes any administration override between 0 and 2 percent; calculates exact participant premium.

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Feature

Benefit

Tracks prior enrollment

Allows verification of prior coverage.

Tracks future enrollment

Allows simultaneous entry of current plans with open enrollment for those participants active during a plan changeover; provides for reports and participant verification of enrollment prior to start of new plan year.

Enter payment history in batches

Saves time each month when participant checks are received; provides a detailed audit trail of payments recorded.

The screenshot displays the People-Trak COBRA Administration software interface for Zee Technology, Inc. It is divided into two main windows. The top window shows the 'Personal' tab for participant 'Z01-23 - Jordan, Michael'. The bottom window shows the 'COBRA History' tab for the same participant, featuring an 'Event History' section and a 'Payment History' table.

Participant Details (Personal Tab):

- ID and Name:** COBRA ID: Z01-23, Employee Relation: Child, Employee ID: 1023, First Name: Michael, Middle Name: , Last Name: Jordan, Salutation: MJ.
- Contact Information:** Home Telephone: , Work Telephone: , Extension: , Pager/Cellular: (823) 659-8547, Other Phone: , E'mail: mj@wizzards.com.
- Address:** Address 1: 1386 Penthouse R, Address 2: , City: Vista, State: CA, Zip: , Country: USA, County: San Diego.
- Last Change:** Last Changed: 08-26-2003.

COBRA History Tab:

- Event History:**
 - Qualifying Event: No Longer Dependent
 - Qualifying Event Date: 01-02-2001
 - Date Employer Notified: 01-03-2001
 - Date Election Letter Sent: 01-08-2001
 - Date of Election: 01-10-2001
 - First Payment Due: 02-01-2001
 - Total Payment Amount: .00
 - Months of Coverage: 18
 - Date Coverage Stopped: 10-01-2001
 - Reason Coverage Stopped: Went back to work
 - User Field 1: , User Field 2: , User Date 1: , User Date 2:
- Payment History Table:**

Date	Amount	Check #	Comment
02-01-2001	326.00	50698	
03-01-2001	326.00	55362	
04-01-2001	326.00	62236	
05-01-2001	326.00	71253	
06-01-2001	326.00	78456	
07-01-2001	326.00	83265	
08-01-2001	326.00	89632	
09-01-2001	326.00	92563	