

Benefit Premium Payment Overview

Benefit Premium Payments

How to make payments while not receiving earnings from HonorHealth

Medical and Dental Premiums:

When you are **not** receiving a paycheck from HonorHealth or do not have earnings to cover your benefit premiums, you are responsible for paying your medical and dental premiums to HonorHealth.

- While on Short-Term Disability your benefit premiums will be withheld once your short-term disability payments begin.
 - While on Worker's Compensation or Long-Term Disability your checks are mailed directly to you and benefit premium deductions are not withheld.
 - When you are receiving medical benefits in a qualified Per Diem/PRN status you must make premium payments if you do not have a check to cover your per payroll premiums.
- After 30 days of non-payment of medical and/or dental premiums, benefits are subject to cancellation. Failure to pay **MAY** result in cancellation of your coverage retroactive to the end of the last pay period premiums were paid. If your benefits are cancelled, you are eligible to re-enroll in benefits within 30 days of the date you return to work or the next Open Enrollment.
- If you would like to cancel benefits while on leave, please notify HonorHealth Employee Benefits. If benefits are cancelled, they will be cancelled at the end of the month your last premium was paid. If you cancel your benefits, you are eligible to re-enroll in benefits within 30 days of the date you return to work, or the next qualifying life event or at Open Enrollment. Coverage will begin on the 1st of the month following your return from leave.

Benefit Premiums (Arrears collected at 100%):

- Vision plans
- Infoarmor Identity Theft
- VOYA (Accident, Critical Illness, Hospital Indemnity)
- VOYA Whole Life*
- Liberty Mutual

- These benefit premiums will not be deducted when you have no earnings. The premiums will be held in arrears. 100% of arrears will be deducted on your first paycheck upon receiving earnings in addition to your regular premium, each payroll, until the arrears balance is paid in full.

*Voya Whole Life: If you are enrolled in VOYA Whole Life Insurance and your premium deductions fall behind 60 days, VOYA will mail you an invoice to begin remitting payment directly to VOYA until you begin receiving earnings from HonorHealth. Once you receive a notice from VOYA, payments must be paid directly to VOYA for your VOYA Whole Life Insurance to remain active.

Benefit Premiums (Arrears collected at 50%):

- **Metlife Legal**
- **Voluntary Life** (Employee, Spouse/DP, Child insurance) **
- **LTD Buy-up**
- **Financial Planning**
- **Medical or Dental** (Any update balances)
 - The premiums will be held in arrears. 50% of your regular premium will be deducted starting on your first paycheck upon receiving earnings, in addition to your regular premium, each payroll, until the arrears balance is paid in full.

**Voluntary Life Insurance products (employee, spouse/DP, child) and you are on a Leave of Absence greater than 6 months your coverage will be cancelled. You will then have an option to port/apply for a policy directly with The Hartford.

Benefit Premiums (Not held in Arrears):

- **HSA (Health Savings Account)**
- **FSA (Medical, Limited and Dependent Care)**
 - HSA and FSA benefits will not be deducted when you have no earnings and will not be held in arrears.

Use Workday to monitor your arrears balances

Workday Arrears Monitoring – Key Points

Link: [Workday HonorHealth - Sign in to Workday](#)

(Please contact the IT help desk at 480-882-4357 for assistance with issues during logon.)

- **Partial Deductions:** These may occur if you have earnings during your leave.
- **Where to Check:**
 - Go to the **PAY** tab in Workday.
 - Click **Arrears** to view your balances.
 - Select the **dollar amount** and then **View Details** to see your full arrears history.
 - (Mobile app: Apps, Benefits and Pay, Outstanding Arrears Balances)
- **Guidelines:**
 - Under **More Info** in the Arrears tab, you'll find the **Arrears recovery guidelines**.
- **Payments (online payment portal or by check):**
 - Payments will be posted to your arrears account on the next available payroll.
 - The cutoff for payroll is the Friday* before the next payroll.
 - Payments arriving after Friday* will post to the following payroll.
 - Payment schedule included at the end of this document.
- **Important Reminder:**
 - Only **Medical and Dental premiums** are required to be paid while you are on leave.

Payment method options:

- **EMPLOYEE PAYMENT PORTAL**
 - Credit/debit card payments:
 - [Make a Payment](#)
 - Be sure to enter information in all fields.
 - Click Pay with Card
 - Enter email address and click Continue
 - Continue to enter requested information and click Continue
 - Confirm information and continue to follow prompts to submit payment.

OR

- **CHECK/MONEY ORDER:**
 - Payable to: **HonorHealth**
 - Include your *employee ID#*
 - Write *benefit payment* in the memo section of the check/money order.
 - *Mail To:* HonorHealth, Attn: Employee Benefits, 8125 N Hayden Rd, Scottsdale, AZ 85258

Questions regarding this process? Please contact Employee.Benefits@HonorHealth.com.

Payment Schedule

- Use the payroll schedule to make your premium payments until your payroll deductions resume.

Pay Period Begin Date	Pay Period End Date	Check Date
12/14/2025	12/27/2025	01/02/2026
12/28/2025	01/10/2026	01/16/2026
01/25/2026	02/07/2026	02/13/2026
02/08/2026	02/21/2026	02/27/2026
02/22/2026	03/07/2026	03/13/2026
03/08/2026	03/21/2026	03/27/2026
03/22/2026	04/04/2026	04/10/2026
04/05/2026	04/18/2026	04/24/2026
04/19/2026	05/02/2026	05/08/2026
05/03/2026	05/16/2026	05/22/2026
05/17/2026	05/30/2026	06/05/2026
05/31/2026	06/13/2026	06/19/2026
06/14/2026	06/27/2026	07/03/2026
06/28/2026	07/11/2026	07/17/2026
07/26/2026	08/08/2026	08/14/2026
08/09/2026	08/22/2026	08/28/2026
08/23/2026	09/05/2026	09/11/2026
09/06/2026	09/19/2026	09/25/2026
09/20/2026	10/03/2026	10/09/2026
10/04/2026	10/17/2026	10/23/2026
10/18/2026	10/31/2026	11/06/2026
11/01/2026	11/14/2026	11/20/2026
11/15/2026	11/28/2026	12/04/2026
11/29/2026	12/12/2026	12/18/2026