



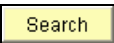























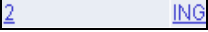












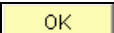

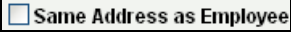
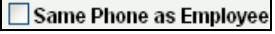


New Hire Event (HIR)


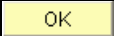
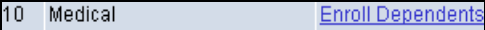

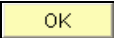

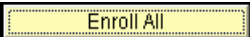
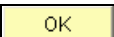

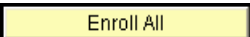
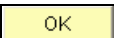
1.	Click the Benefits link. 
2.	Click the Manage Automated Enrollment link. 
3.	Click the Events link. 
4.	Click the On-Demand Event Maintenance link. 
5.	Enter the desired information into the EmplID field.
6.	Click the Search button. 
7.	Click the Election Entry button. 
8.	For Life , (plan type 20) AD and D (plan type 22) and Long-Term Disability (plan type 31), no data entry is necessary since eligible employees will automatically be enrolled.
9.	For Flexible Spending Accounts (plan types 60 & 61), click the Look up Option Code (Alt+5) button. 
10.	Click an entry that corresponds with the employee's selection. If no selection is entered: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage remains the same 
11.	If employee chose to enroll, enter the desired information into the Annual Pledge field. For this exercise, we chose to enter \$1,000.
12.	For Medical (plan types 10 & 15), click the Look up Option Code (Alt+5) button. 
13.	Click an entry that corresponds with the employee's selection. If no selection is entered: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled and still eligible, coverage remains the same 
14.	HMO Choice Point-of-Service plans require a Primary Care Provider (PCP) ID. Enter the desired information into the Health Provider ID field.
15.	Click the Previously Seen option if applicable. 
16.	For Dental (plan types 11 & 16), click the Look up Option Code (Alt+5) button. 

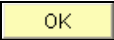

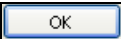
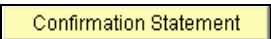
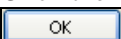
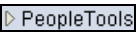
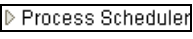


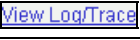


17.	<p>Click an entry that corresponds with the employee's selection. If no selection is made:</p> <ul style="list-style-type: none"> -Employee <u>not currently</u> enrolled, coverage will default to Employee Only for eligible employees -Employee <u>currently</u> enrolled, coverage remains the same 
18.	<p>For Vision (plan types 14 & 17), click the Look up Option Code (Alt+5) button.</p> 
19.	<p>Click an entry that corresponds with the employee's selection. If no entry is selected:</p> <ul style="list-style-type: none"> -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same 
20.	<p>For Supplemental Life (plan type 21), click the Look up Option Code (Alt+5) button.</p> 
21.	<p>Note: Proof of Insurability is required if</p> <ul style="list-style-type: none"> -a newly hired employee has selected 4x or 5x, -an employee already enrolled, selects an option which is more than 1 level (i.e. currently coverage is \$30,000 and the employee selects \$50,000), or -coverage amounts to more than \$300,000 <p>During Open Enrollment, since there may be 4-8 weeks before the coverage becomes effective at the beginning of the new year, you may wait to finalize the event until you receive evidence of insurability.</p> <p>If the coverage will become effective immediately, such as for New Hires, enroll the employee in 3x until proof of insurability has been received. Once you have received approval from the insurance company, refer to the Evidence of Insurability Life Proof Received process.</p>
22.	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same 
23.	<p>For Spouse Life (plan type 2W), click the Look up Option Code (Alt+5) button.</p> 
24.	<p>Note: Proof of Insurability is required if an employee already enrolled, selects an option which is more than 1 level (i.e. currently coverage is \$30,000 and the employee selects \$50,000)</p> <p>During Open Enrollment, since there may be 4-8 weeks before the coverage becomes effective at the beginning of the new year, you may wait to finalize the event until you receive evidence of insurability.</p>

25.	<p>Click an entry that corresponds with the employee's selection. If no entry is made: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same</p> <p>NOTE: Coverage amount cannot exceed one half (1/2) of the employee's combined Life and Supplemental Life coverage amount</p> <p><input type="text" value="50"/> Option SPLF50 (blank)</p>
26.	<p>To enroll in Domestic Partner Life (plan type 15):</p> <ol style="list-style-type: none"> 1. Select the appropriate Option Code for enrollment 2. Click Enroll All (DP Adult should be listed but may need to be added first.) 3. In the Flat Amount field next to the domestic partner's name, enter the applicable coverage amount - \$10,000, \$20,000, \$30,000, \$40,000 or \$50,000.
27.	<p>For Child Life (plan type 2V), click the Look up Option Code (Alt+5) button.</p> <p></p>
28.	<p>Click an entry that corresponds with the employee's selection. If no entry is made: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same</p> <p><input type="text" value="W"/> Waive Optn (blank) (blank)</p>
29.	<p>For Supplemental AD and D (plan type 27), click the Look up Option Code (Alt+5) button.</p> <p></p>
30.	<p>Click an entry that corresponds with the employee's selection. If no entry is made: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same</p> <p>For this exercise, we chose Family coverage.</p> <p><input type="text" value="F"/> Option SPADDF (blank)</p>
31.	<p>Enter the desired information into the Flat Amount field.</p> <p>NOTE: Valid amounts are in \$10,000 increments up to a maximum of \$350,000.</p>
32.	<p>For Short-Term Disability (plan type 30), click the Look up Option Code (Alt+5) button.</p> <p></p>
33.	<p>Click an entry that corresponds with the employee's selection. If no entry is made: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same</p> <p><input type="text" value="F"/> Option UNVSTD (blank)</p>
34.	<p>For 403(b) (plan type 46), click the Look up Option Code (Alt+5) button.</p> <p></p>

35.	<p>Click an entry that corresponds with the employee's selection. If no entry is made: -Employee <u>not currently</u> enrolled, coverage will be waived -Employee <u>currently</u> enrolled, coverage will remain the same For this exercise, we chose Option Code 10.</p> <p>IMPORTANT NOTE: Refer to Labor Relations, Collective Bargaining Agreements for mandatory enrollment requirements.</p> 
36.	<p>Enter the desired information into the Before Tax Percent of Earnings field.</p> <p>NOTE: If the employee chose the After Tax option, the Percent must be entered in the After Tax Percent of Earnings field.</p>
37.	<p>Click the Look up Investment Option (Alt+5) button.</p> 
38.	<p>Click an entry that corresponds with the employee's selection.</p> 
39.	<p>Enter the desired information into the TIAA-CREF Percent field. Percent must total 100%.</p>
40.	<p>Click the + button to add additional rows.</p> 
41.	<p>Enter the desired number of rows to add into the field.</p>
42.	<p>Click the OK button.</p> 
43.	<p>Click the Look up Investment Option (Alt+5) button.</p> 
44.	<p>Click an entry that corresponds with the employee's selection. .</p> 
45.	<p>Enter the desired information into the ING Percent field.</p>
46.	<p>Click the Look up Investment Option (Alt+5) button.</p> 
47.	<p>Click an entry that corresponds with the employee's selection. For this exercise, we chose Fidelity.</p> 
48.	<p>Enter the desired information into the Fidelity Percent field. For this exercise, we chose to enter 25% for this retirement vendor.</p>
49.	<p>For Sick (plan type 50), click the Look up Option Code (Alt+5) button.</p> 

50.	<p>Click an entry that corresponds with the employee's status and eligibility. If no selection is entered, the employee will be enrolled in the eligible plan.</p> <p>NOTE: Employees receive accruals based on enrollment in these plans. Due to timing of data entry, an employee may miss leave accrual processing. If an employee missed an accrual, enter as a One-time Paysheet Adjustment using earnings code 196.</p> 
51.	<p>For Vacation (plan type 51) click the Look up Option Code (Alt+5) button.</p> 
52.	<p>Click an entry that corresponds with the employee's status and eligibility. If no selection is entered, the employee will be enrolled in the eligible plan.</p> <p>NOTE: Employees receive accruals based on enrollment in these plans. Due to timing of data entry, an employee may miss leave accrual processing. If an employee missed an accrual, enter as a One-time Paysheet Adjustment using earnings code 186.</p> 
53.	<p>Click the Dependents / Beneficiaries tab if the employee has dependents.</p> 
54.	<p>Click the Change/Add Dependent Data link.</p> 
55.	<p>Click the English list item.</p> 
56.	<p>Click the Edit Name link.</p> 
57.	<p>Enter the desired information into the First Name field.</p>
58.	<p>Enter the desired information into the Middle Name field.</p>
59.	<p>Enter the desired information into the Last Name field.</p>
60.	<p>Click the OK button.</p> 
61.	<p>Click the Address tab.</p> 
62.	<p>Click the Same Address as Employee option or click Edit Address to enter a different address.</p> 
63.	<p>Click the Same Phone as Employee option.</p> 
64.	<p>Click the Personal Profile tab.</p> 
65.	<p>Enter the desired information into the Date of Birth field.</p>
66.	<p>Click the appropriate relationship from the Relationship to Employee list.</p> 

67.	Click the appropriate marital status from the Marital Status list. 
68.	Enter the desired information into the As of field.
69.	Enter the desired information into the National ID field.
70.	Click the + box to add another dependent. When finished adding dependents, click the OK button. 
71.	Click the Enroll Dependents link on the Medical row. 
72.	Click the Enroll All button. 
73.	Enter the desired information into the Health Provider ID field.
74.	Click the Previously Seen option. <input type="checkbox"/>
75.	Click the OK button. 
76.	Click the Enroll Dependents link on the Dental row. 
77.	Click the Enroll All button. 
78.	Click the OK button. 
79.	Enter Beneficiary data for newly hired employees. Beneficiaries must be designated separately for each of the following life insurances: - Life - Supplemental Life - AD and D - Supplemental AD and D Click Assign Beneficiaries on the Life row. 
80.	Click the Enroll All button to list all beneficiaries entered in the system for the employee. 
81.	Beneficiary designations must be entered as percents only. You may also designate Contingent beneficiaries. Contingent beneficiaries will receive proceeds only if all primary beneficiaries are deceased. A beneficiary can only be a primary or a contingent - not both. Enter the desired information into the Beneficiary Percentage field.
82.	Click the OK button. 

83.	<p>Follow the previous steps to assign beneficiaries to Supplemental Life, AD and D and Supplemental AD and D. Click the OK button when finished.</p> 
84.	<p>Click the Validate/Finalize button.</p> 
85.	<p>Click the OK button.</p> 
86.	<p>Click the Confirmation Statement button.</p> 
87.	<p>Click the OK button.</p> 
88.	<p>Click the PeopleTools link.</p> 
89.	<p>Click the Process Scheduler link.</p> 
90.	<p>Click the Process Monitor link.</p> 
91.	<p>Click the applicable entry in the Details column.</p> 
92.	<p>Click the View Log/Trace link.</p> 
93.	<p>Click the PDF entry in the Name column.</p> 
94.	<p>IMPORTANT: If the employee's date of hire (or status change that makes them eligible for benefits) is <u>prior</u> to the 15th of the month, benefit deductions should occur for that month. If the eligibility date is on or <u>after</u> the 15th of the month, no benefit deductions should occur for that month. Enter one-time paysheet adjustments as necessary.</p> <p>Review the Confirmation Statement carefully; print and distribute to the employee. Click the Close button when finished.</p> 
95.	<p>End of Procedure.</p>