


















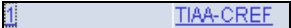








## Election Entry

1.	Click the <b>Benefits</b> link. 
2.	Click the <b>Manage Automated Enrollment</b> link. 
3.	Click the <b>Events</b> link. 
4.	Click the <b>On-Demand Event Maintenance</b> link. 
5.	Enter the desired information into the <b>EmplID</b> field.
6.	Click the <b>Search</b> button. 
7.	Click the <b>Election Entry</b> button. 
8.	For <b>Life</b> , (plan type 20) <b>AD and D</b> (plan type 22) and <b>Long-Term Disability</b> (plan type 31), no data entry is necessary since eligible employees will automatically be enrolled.
9.	For <b>Flexible Spending Accounts</b> (plan types 60 & 61), click the <b>Look up Option Code (Alt+5)</b> button. 
10.	Click an entry that corresponds with the employee's selection. If no selection is entered: -Employee <u>not currently</u> enrolled, <b>coverage will be waived</b> -Employee <u>currently</u> enrolled, <b>coverage remains the same EXCEPT Open Enrollment events in which coverage will be terminated</b> For this exercise, we chose Option Code 10. 
11.	If employee chose to enroll, enter the desired information into the <b>Annual Pledge</b> field. For this exercise, we chose to enter \$1,000.
12.	For <b>Medical</b> (plan types 10 & 15), click the <b>Look up Option Code (Alt+5)</b> button. 
13.	Click an entry that corresponds with the employee's selection. If no selection is entered: -Employee <u>not currently</u> enrolled, <b>coverage will be waived</b> -Employee <u>currently</u> enrolled and still eligible, <b>coverage remains the same</b>
14.	HMO Choice Point-of-Service plans require a Primary Care Provider (PCP) ID. Enter the desired information into the <b>Health Provider ID</b> field.
15.	Click the <b>Previously Seen</b> option if applicable. 
16.	For <b>Dental</b> (plan types 11 & 16), click the <b>Look up Option Code (Alt+5)</b> button. 
17.	Click an entry that corresponds with the employee's selection. If no selection is made: -Employee <u>not currently</u> enrolled, <b>coverage will default to Employee Only coverage</b> -Employee <u>currently</u> enrolled, <b>coverage remains the same</b>
18.	For <b>Vision</b> (plan types 14 & 17), click the <b>Look up Option Code (Alt+5)</b> button. 
19.	Click an entry that corresponds with the employee's selection. If no entry is selected: -Employee <u>not currently</u> enrolled, <b>coverage will be waived</b> -Employee <u>currently</u> enrolled, <b>coverage will remain the same</b>
20.	For <b>Supplemental Life</b> (plan type 21), click the <b>Look up Option Code (Alt+5)</b> button. 












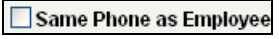





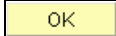
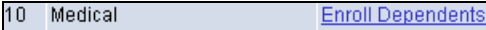

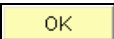


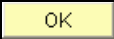
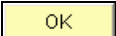

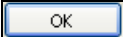







<p>21.</p>	<p>Note: Proof of Insurability is required if</p> <ul style="list-style-type: none"> <li>-a newly hired employee has selected 4x or 5x,</li> <li>-an employee already enrolled, selects an option which is more than 1 level (i.e. currently coverage is \$30,000 and the employee selects \$50,000), or</li> <li>-coverage amounts to more than \$300,000</li> </ul> <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>
<p>22.</p>	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> <li>-Employee <u>not currently</u> enrolled, <b>coverage will be waived</b></li> <li>-Employee <u>currently</u> enrolled, <b>coverage will remain the same</b></li> </ul>
<p>23.</p>	<p>For <b>Spouse Life</b> (plan type 2W), click the <b>Look up Option Code (Alt+5)</b> button. </p>
<p>24.</p>	<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>
<p>25.</p>	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> <li>-Employee <u>not currently</u> enrolled, <b>coverage will be waived</b></li> <li>-Employee <u>currently</u> enrolled, <b>coverage will remain the same</b></li> </ul> <p><b>NOTE:</b> Coverage amount cannot exceed one half (1/2) of the employee's combined <b>Life</b> and <b>Supplemental Life</b> coverage amount</p>
<p>26.</p>	<p>To enroll in <b>Domestic Partner Life</b> (plan type 15):</p> <ol style="list-style-type: none"> <li>1. Select the appropriate <b>Option Code</b> for enrollment</li> <li>2. Click <b>Enroll All</b> (DP Adult should be listed but may need to be added first.)</li> <li>3. In the <b>Flat Amount</b> field, enter the applicable coverage amount - \$10,000, \$20,000, \$30,000, \$40,000 or \$50,000.</li> </ol>
<p>27.</p>	<p>For <b>Child Life</b> (plan type 2V), click the <b>Look up Option Code (Alt+5)</b> button. </p>
<p>28.</p>	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> <li>-Employee <u>not currently</u> enrolled, <b>coverage will be waived</b></li> <li>-Employee <u>currently</u> enrolled, <b>coverage will remain the same</b></li> </ul>
<p>29.</p>	<p>For <b>Supplemental AD and D</b> (plan type 27), click the <b>Look up Option Code (Alt+5)</b> button. </p>
<p>30.</p>	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> <li>-Employee <u>not currently</u> enrolled, <b>coverage will be waived</b></li> <li>-Employee <u>currently</u> enrolled, <b>coverage will remain the same</b></li> </ul>

31.	<p>Enter the desired information into the <b>Flat Amount</b> field.</p> <p><b>NOTE:</b> Valid amounts are in \$10,000 increments up to a maximum of \$350,000.</p>
32.	<p>For <b>Short-Term Disability</b> (plan type 30), click the <b>Look up Option Code (Alt+5)</b> button.</p> 
33.	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> <li>-Employee <u>not currently</u> enrolled, <b>coverage will be waived</b></li> <li>-Employee <u>currently</u> enrolled, <b>coverage will remain the same</b></li> </ul>
34.	<p>For <b>403(b)</b> (plan type 46), click the <b>Look up Option Code (Alt+5)</b> button.</p> 
35.	<p>Click an entry that corresponds with the employee's selection. If no entry is made:</p> <ul style="list-style-type: none"> <li>-Employee <u>not currently</u> enrolled, <b>coverage will be waived</b></li> <li>-Employee <u>currently</u> enrolled, <b>coverage will remain the same</b></li> </ul> <p><b>IMPORTANT NOTE:</b> Refer to Labor Relations, Collective Bargaining Agreements for mandatory enrollment requirements.</p>
36.	<p>Enter the desired information into the <b>Before Tax Percent of Earnings</b> field.</p> <p><b>NOTE:</b> If the employee chose the After Tax option, the Percent must be entered in the <b>After Tax Percent of Earnings</b> field.</p>
37.	<p>Click the <b>Look up Investment Option (Alt+5)</b> button.</p> 
38.	<p>Click an entry that corresponds with the employee's selection.</p> <p>For this exercise, we chose TIAA-CREF.</p> 
39.	<p>Enter the desired information into the <b>TIAA-CREF Percent</b> field. Percent must total 100%.</p> <p>For this exercise, we chose to enter 50% for this retirement vendor.</p>
40.	<p>Click the + button to add additional rows.</p> 
41.	<p>Enter the desired information into the field.</p>
42.	<p>Click the <b>OK</b> button.</p> 
43.	<p>Click the <b>Look up Investment Option (Alt+5)</b> button.</p> 
44.	<p>Click an entry that corresponds with the employee's selection. For this exercise, we chose ING.</p> 
45.	<p>Enter the desired information into the <b>ING Percent</b> field.</p> <p>For this exercise, we entered 25% for this retirement vendor.</p>
46.	<p>Click the <b>Look up Investment Option (Alt+5)</b> button.</p> 
47.	<p>Click an entry that corresponds with the employee's selection. For this exercise, we chose <b>Fidelity</b>.</p> 

# Quick Guide



48.	Enter the desired information into the <b>Fidelity Percent</b> field. For this exercise, we chose to enter 25% for this retirement vendor.
49.	For <b>Sick</b> (plan type 50), click the <b>Look up Option Code (Alt+5)</b> button. 
50.	Click an entry that corresponds with the employee's status and eligibility. If no selection is entered, the employee will be <b>enrolled</b> in the eligible plan. For this exercise, we chose Option Code 10.  <b>NOTE:</b> 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 <b>One-time Paysheet Adjustment</b> using earnings code <b>196</b> . 
51.	For <b>Vacation</b> (plan type 51) click the <b>Look up Option Code (Alt+5)</b> button. 
52.	Click an entry that corresponds with the employee's status and eligibility. If no selection is entered, the employee will be <b>enrolled</b> in the eligible plan. For this exercise, we chose Option Code 10.  <b>NOTE:</b> 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 <b>One-time Paysheet Adjustment</b> using earnings code <b>186</b> . 
53.	Click the <b>Dependents / Beneficiaries</b> tab if the employee has dependents. 
54.	Click the <b>Change/Add Dependent Data</b> link. 
55.	Click the <b>English</b> list item. 
56.	Click the <b>Edit Name</b> link. 
57.	Enter the desired information into the <b>First Name</b> field.
58.	Enter the desired information into the <b>Middle Name</b> field.
59.	Enter the desired information into the <b>Last Name</b> field.
60.	Click the <b>OK</b> button. 
61.	Click the <b>Address</b> tab. 
62.	Click the <b>Same Address as Employee</b> option. 
63.	Click the <b>Same Phone as Employee</b> option. 
64.	Click the <b>Personal Profile</b> tab. 
65.	Enter the desired information into the <b>Date of Birth</b> field.

66.	Click the <b>Spouse</b> list item. 
67.	Click the <b>Married</b> list item. 
68.	Enter the desired information into the <b>As of</b> field.
69.	Enter the desired information into the <b>National ID</b> field.
70.	Click the <b>+</b> box to add another dependent.  When finished adding dependents, click the <b>OK</b> button. 
71.	Click the <b>Enroll Dependents</b> link on the <b>Medical</b> row. 
72.	Click the <b>Enroll All</b> button. 
73.	Enter the desired information into the <b>Health Provider ID</b> field.
74.	Click the <b>Previously Seen</b> option. <input type="checkbox"/>
75.	Click the <b>OK</b> button. 
76.	Click the <b>Enroll Dependents</b> link on the <b>Dental</b> row. 
77.	Click the <b>Enroll All</b> button. 
78.	Click the <b>OK</b> button. 
79.	When finished enrolling dependents, click the <b>OK</b> button. 
80.	Click the <b>Validate/Finalize</b> button. 
81.	Click the <b>SAVE</b> button. 
82.	Click the <b>Confirmation Statement</b> button. 
83.	Click the <b>SAVE</b> button. 
84.	Click the <b>PeopleTools</b> link. 
85.	Click the <b>Process Scheduler</b> link. 
86.	Click the <b>Process Monitor</b> link. 
87.	Click the applicable entry in the <b>Details</b> column. 
88.	Click the <b>View Log/Trace</b> link. 
89.	Click the PDF entry in the <b>Name</b> column. 
90.	Print and distribute to the employee. Click the <b>Close</b> button. 
91.	<b>End of Procedure.</b>