
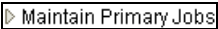





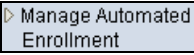





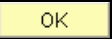
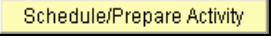
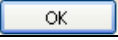




Maintain Primary Job Flags

1.	Click the Benefits link. 
2.	Click the Maintain Primary Jobs link. 
3.	Click the Maintain Flags link. 
4.	Enter the desired information into the EmplID field.
5.	Click the Search button. 
6.	Click an entry in the Effective Date column.
7.	On the row for the applicable Employee Record Number, click the Include Eligibility option to exclude this job from eligibility. 
8.	On the row for the applicable Employee Record Number, click the Include Deductions option to exclude this job when calculating benefits coverage. 
9.	Click the Save button. 
10.	Click the Manage Automated Enrollment link. 
11.	Click the Events link. 
12.	Click the On-Demand Event Maintenance link. 
13.	Enter the desired information into the EmplID field.
14.	Click the Search button. 
15.	Click an entry in the Name column. 
16.	Click the Show Activities button. 
17.	Click the Sel ACTY option. <input type="checkbox"/>
18.	Click the OK button. 
19.	Click the Schedule/Prepare Activity button. 
20.	Click the SAVE button. 
21.	Click the Schedule/Prepare Activity button. 
22.	Click the SAVE button. 
23.	End of Procedure.