



File Name	Miscellaneous (MSC) Events.doc
Document Generation Date	10/24/2008
Last Changed by	April Strowbridge
Status	Final

Miscellaneous (MSC) Events

Concept

Job Data rows with an action of Data Change, Transfer, etc., create a MSC event in Benefits Administration. The Benefits Administration process will run and evaluate what effect the Job row has on an employee's benefits.

- If the new Job data changed an employee's eligibility so that the employee is eligible for new benefits (or ineligible for current benefits) – the status will be Prepared.

Examples –

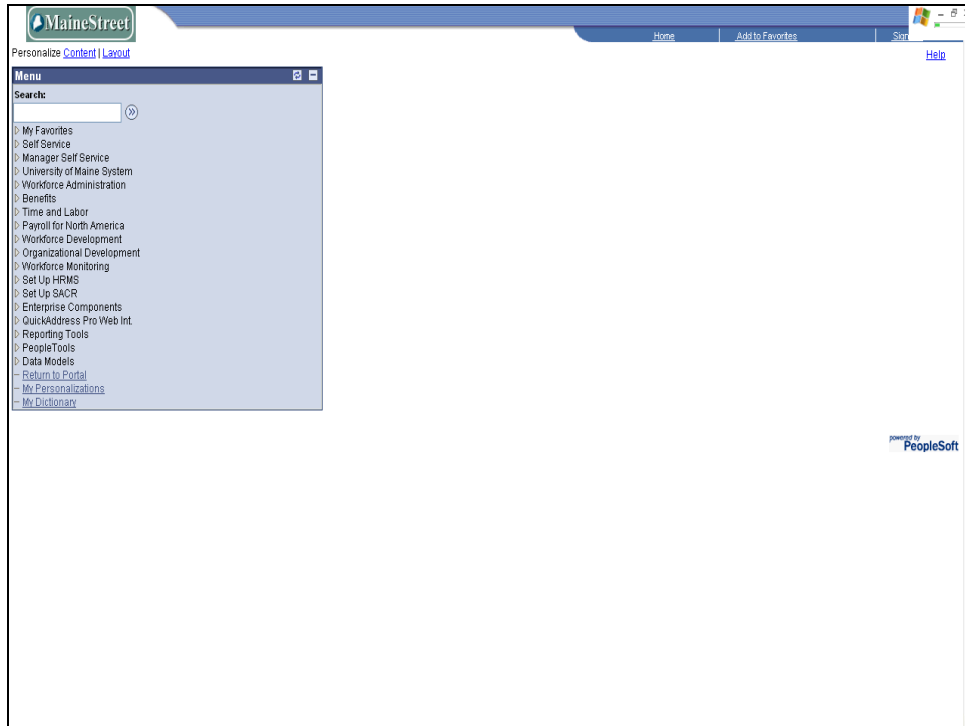
- Part-time to Full-time
- Benefits Regular Status
- Temporary to Regular




- If the new Job data did not change an employee's eligibility – the status will be **Prep None**. No further processing is required.

IMPORTANT: Events must be IRS qualified family and/or employment events in order for employees to make enrollment changes.

Procedure

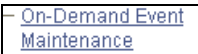
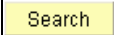
This example of a Miscellaneous Event resulted from the employee's Job Data Empl Class being changed from Salaried to Faculty.

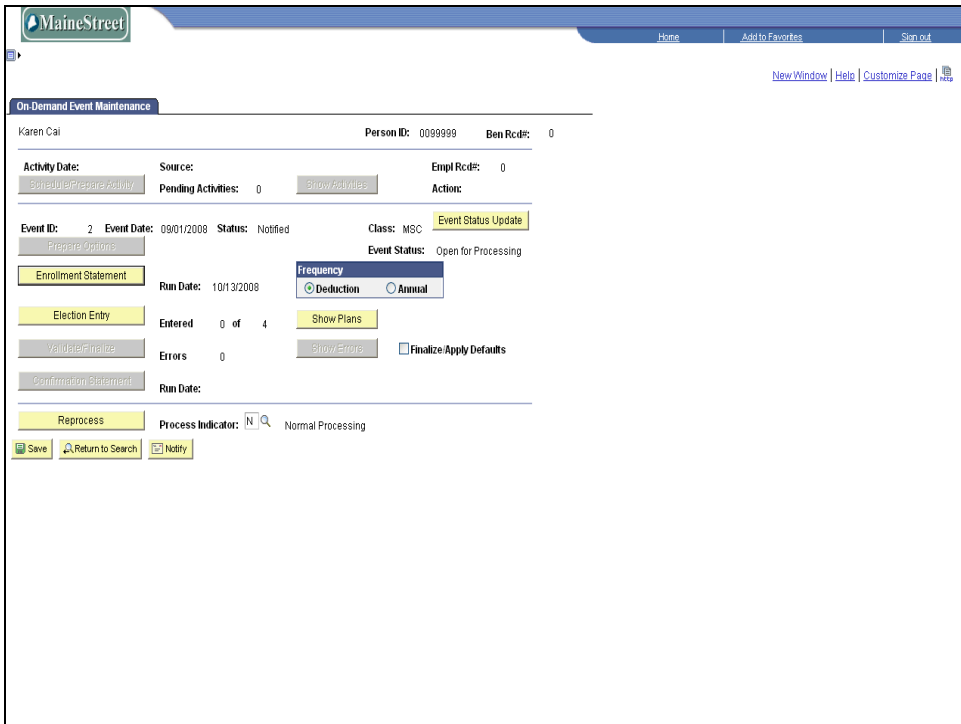


Step	Action
1.	Click the Benefits link. 
2.	Click the Manage Automated Enrollment link. 
3.	Click the Events link. 

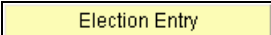


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Step	Action
4.	Click the On-Demand Event Maintenance link. 
5.	Enter the desired information into the EmplID field.
6.	Click the Search button. 



The screenshot shows the 'On-Demand Event Maintenance' page for user Karen Cai. The page includes a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. The main content area displays event details for Person ID 0099999 and Ben Rcd#: 0. Key fields include Activity Date, Source, Empl Rcd#: 0, Pending Activities: 0, and Event ID: 2. The Event Date is 09/01/2008, Status is 'Notified', and Class is 'MSC'. The Event Status is 'Open for Processing'. A 'Frequency' dropdown is set to 'Deduction'. The 'Run Date' is 10/13/2008, and 'Entered' is 0 of 4. A 'Process Indicator' is set to 'N' (Normal Processing). Buttons for 'Save', 'Return to Search', and 'Notify' are visible at the bottom.

Step	Action
7.	Click the Election Entry button. 

Process Document

HRMS: Miscellaneous (MSC) Events



MaineStreet

Home | Add to Favorites | Sign out

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID: ALL EmpID: 0099999 Karen Cai Ben Rcd#: 0 Event ID: 2

Event Data: 09/01/2008 Miscellaneous Change Excess Credit Rollover To: Cash

Available Plans and Options Find 1-4 of 4

Plan Type 10: Medical

Option Code:

Health Provider ID: Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan Type 15: Domestic Partner Medical

Option Code:

Health Provider ID: Previously Seen [Special Requirements](#)

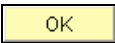
Dependents/Beneficiaries

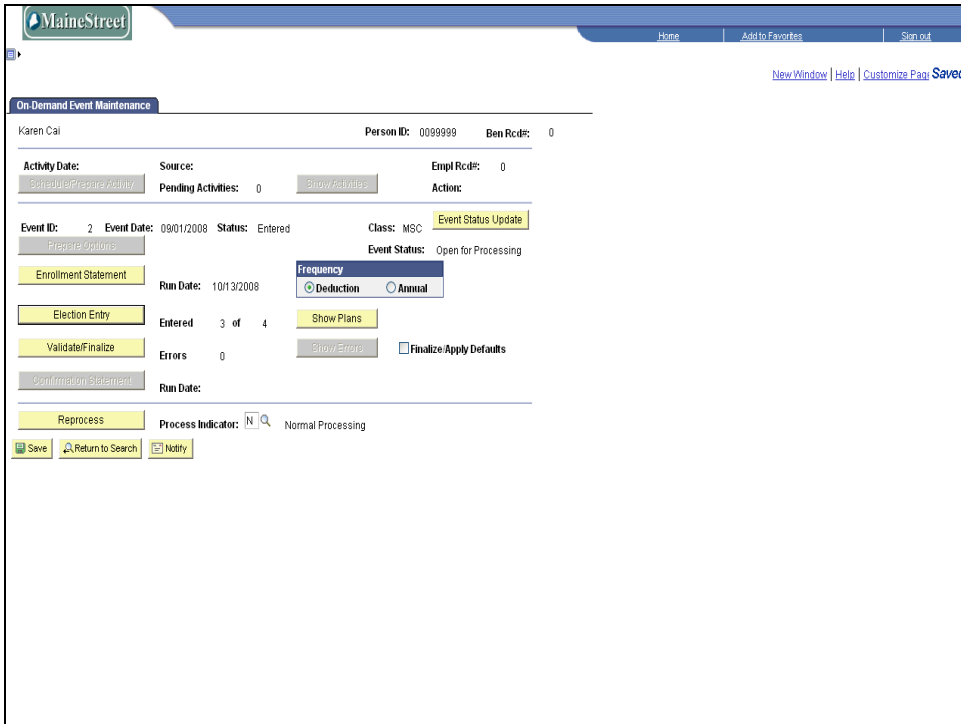
ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step	Action
8.	For each plan, click the Look up Option Code (Alt+5) button. <input type="button" value="Look up Option Code (Alt+5)"/>
9.	Click the appropriate entry. For this example, we chose Option Code 18. <input type="text" value="18 Option BCPOS1 8"/>
10.	Enter the desired information into the Health Provider ID field.
11.	Click the Previously Seen option if applicable <input type="checkbox"/> Previously Seen
12.	Click the Enroll All button if applicable. <input type="button" value="Enroll All"/>
13.	Enter the desired information into the Health Provider ID field as appropriate.
14.	Click the Previously Seen option if applicable. <input type="checkbox"/>
15.	For Short-Term Disability, click the Look up Option Code (Alt+5) button. <input type="button" value="Look up Option Code (Alt+5)"/>
16.	Click the appropriate entry. For this example, we chose Option Code 10. <input type="text" value="10 Option FACSTD (blank)"/>
17.	For Sick, click the Look up Option Code (Alt+5) button. <input type="button" value="Look up Option Code (Alt+5)"/>
18.	Click the appropriate entry. For this example, we chose Option Code 11. <input type="text" value="11 Option DISFTE (blank)"/>



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Step	Action
19.	Click the OK button. 



On Demand Event Maintenance

Karen Cai Person ID: 0099999 Ben Rcd#: 0

Activity Date: Source: Empl Rcd#: 0
[Schedule/Reassign Activity](#) Pending Activities: 0 [Show Activities](#) Action:

Event ID: 2 Event Date: 09/01/2008 Status: Entered Class: MSC [Event Status Update](#)
[Prepare Options](#) Event Status: Open for Processing

Enrollment Statement Run Date: 10/13/2008 **Frequency**
 Deduction Annual


[Election Entry](#) Entered 3 of 4 [Show Plans](#)

[Validate/Finalize](#) Errors: 0 [Show Errors](#) Finalize/Apply Defaults

[Confirmation Statement](#) Run Date:

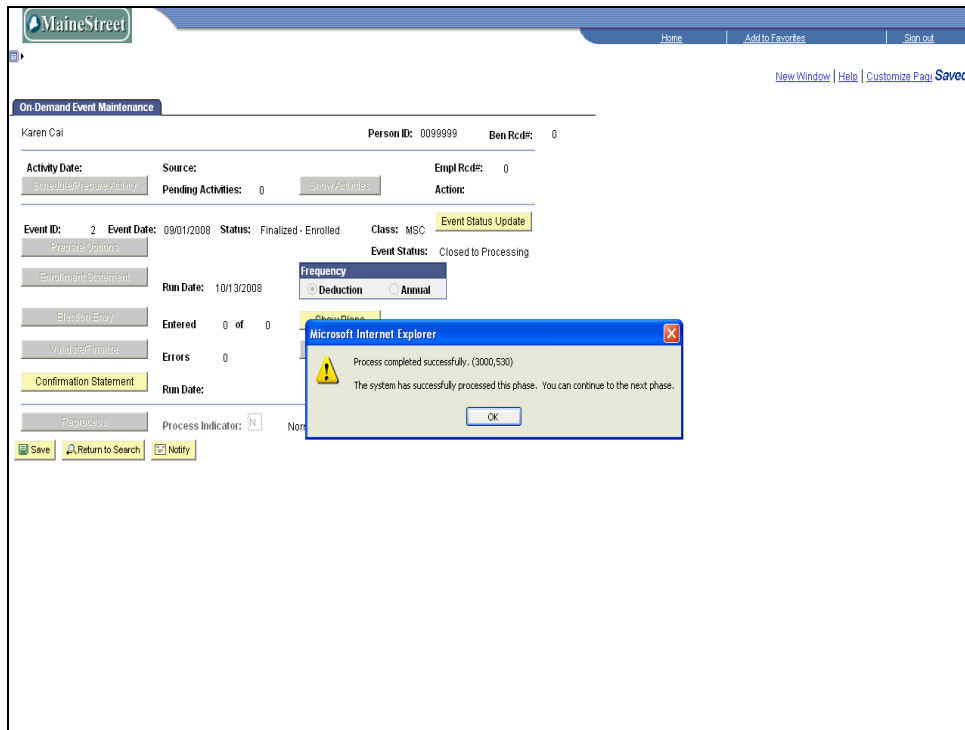
[Reprocess](#) Process Indicator: Normal Processing

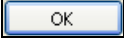
[Save](#) [Return to Search](#) [Notify](#)

Step	Action
20.	Click the Validate/Finalize button. 

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Step	Action
21.	Click the SAVE button. 



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On-Demand Event Maintenance

Karen Cai Person ID: 0099999 Ben Rcd#: 0

Activity Date: Source: Pending Activities: 0 Empl Rcd#: 0

Event ID: 2 Event Date: 09/01/2008 Status: Finalized - Enrolled Class: MSC Event Status: Closed to Processing


Run Date: 10/13/2008 Frequency: Deduction Annual

Entered: 0 of 0 Errors: 0

Confirmation Statement Run Date:

Process Indicator: N Normal Processing

Save Return to Search Notify

Step	Action
22.	Click the Confirmation Statement button. 

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Home | Add to Favorites | Sign out
[New Window](#) | [Help](#) | [Customize Page](#) **Saved**

On-Demand Event Maintenance

Karen Cai Person ID: 0099999 Ben Rcd#: 0

Activity Date: **Source:** **Empl Rcd#: 0**
 Pending Activities: 0 **Action:**

Event ID: 2 **Event Date:** 09/01/2008 **Status:** Finalized - Enrolled **Class:** MSC
 Event Status: Closed to Processing
 Run Date: 10/13/2008 **Frequency:** Deduction Annual
 Errors:

 Confirmation Statement:
 Process:

Microsoft Internet Explorer

Errors

Report successfully submitted. Check Process Monitor for status (Instance 503) (3000,529)


The Enrollment Form and Confirmation Statement are produced by SQR reports. The system has submitted the SQR to the system. You can go to the Process Monitor to check the final status of this report with reference to the indicated Process Instance.

Step	Action
23.	Click the SAVE button.
	<input type="button" value="OK"/>



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The screenshot shows the 'On-Demand Event Maintenance' interface for user Karen Cai. Key details include:
- Person ID: 0099999, Ben Rcd#: 0
- Activity Date: [Schedule/Prepare Activity], Source: [Show Activities], Empl Rcd#: 0
- Pending Activities: 0
- Event ID: 2, Event Date: 09/01/2008, Status: Finalized - Enrolled, Class: MSC
- Event Status: Closed to Processing
- Run Date: 10/13/2008, Frequency: Deduction (selected), Annual (unselected)
- Entered: 0 of 0, Errors: 0
- Process Indicator: N, Normal Processing
- Buttons: Save, Return to Search, Notify, Confirmation Statement (highlighted), Event Status Update, Show Plans, Show/Errors, Finalize/Apply Defaults

Step	Action
24.	Click the Confirmation Statement button. 

Process Document

HRMS: Miscellaneous (MSC) Events



Home | Add to Favorites | Sign out
[New Window](#) | [Help](#) | [Customize Page](#) **Saved**

On-Demand Event Maintenance

Karen Cai Person ID: 0099999 Ben Rcd#: 0

Activity Date: **Source:** **Empl Rcd#: 0**
 Pending Activities: 0 **Action:**

Event ID: 2 **Event Date:** 09/01/2008 **Status:** Finalized - Enrolled **Class:** MSC
 Event Status: Closed to Processing
 Run Date: 10/13/2008 **Frequency:** Deduction Annual

 Errors
 Confirmation Statement
 Process

Microsoft Internet Explorer

Errors

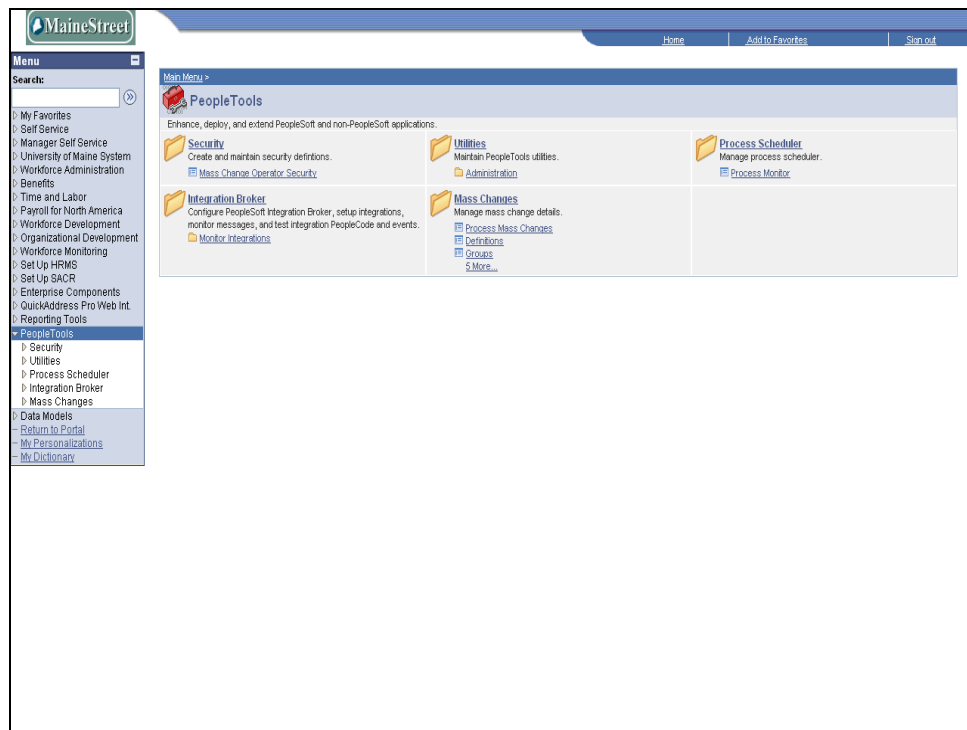
Report successfully submitted. Check Process Monitor for status (Instance 504) (3000,529)


The Enrollment Form and Confirmation Statement are produced by SQR reports. The system has submitted the SQR to the system. You can go to the Process Monitor to check the final status of this report with reference to the indicated Process Instance.

Step	Action
25.	Click the SAVE button.
	<input type="button" value="OK"/>



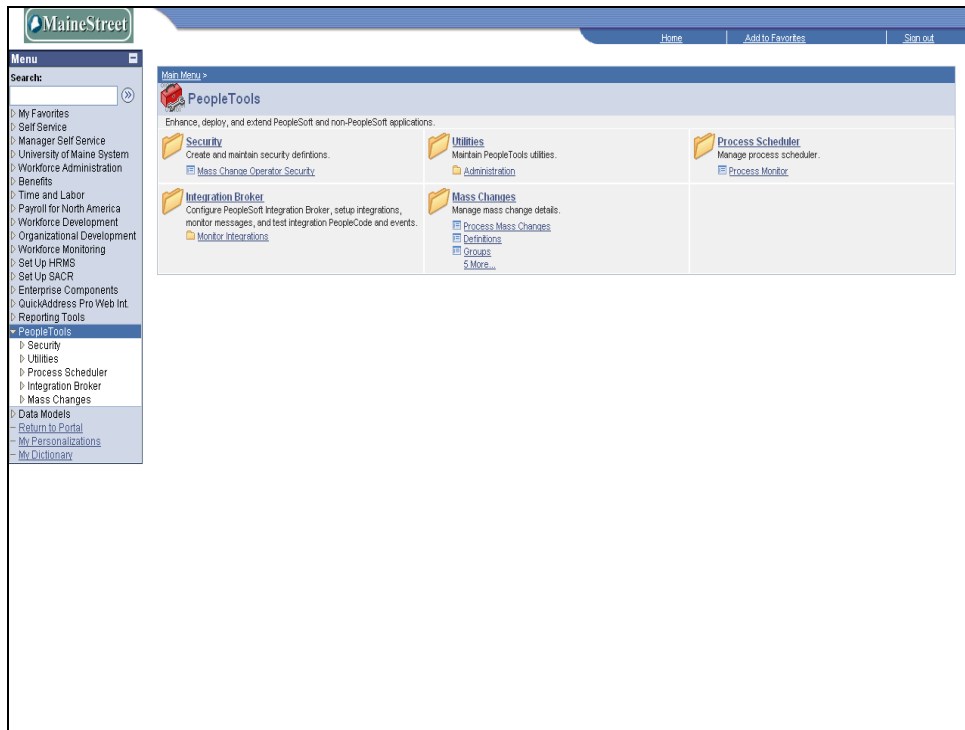
Process Document HRMS: Miscellaneous (MSC) Events





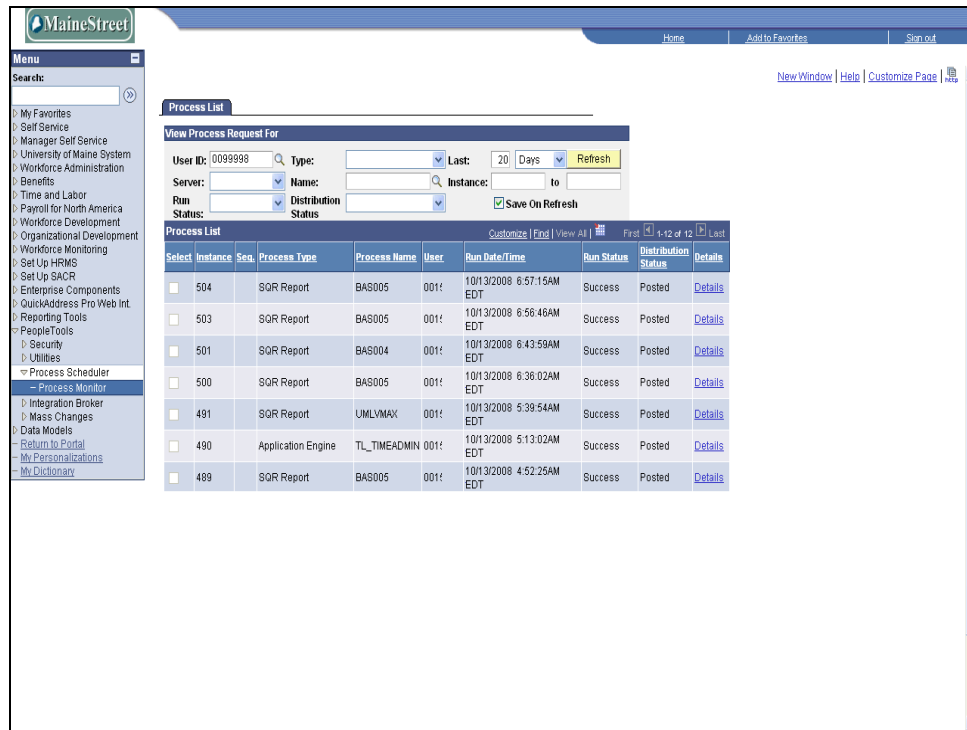
Step	Action
26.	Click the PeopleTools link. 

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HRMS: Miscellaneous (MSC) Events



Step	Action
27.	Click the Process Scheduler link. 
28.	Click the Process Monitor link. 



The screenshot shows the 'Process Scheduler' interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', 'Manager Self Service', 'University of Maine System', 'Workforce Administration', 'Benefits', 'Time and Labor', 'Payroll for North America', 'Workforce Development', 'Organizational Development', 'Workforce Monitoring', 'Set Up HRMS', 'Set Up SACR', 'Enterprise Components', 'QuickAddress Pro Web Int.', 'Reporting Tools', 'People Tools', 'Security', 'Utilities', 'Process Scheduler', 'Process Monitor', 'Integration Broker', 'Mass Changes', 'Data Models', 'Return to Portal', 'My Personalizations', and 'My Dictionary'. The main area is titled 'Process List' and includes a 'View Process Request For' section with filters for User ID (0099998), Type, Last (20 Days), and Refresh. Below this is a table of process requests.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	504		SQR Report	BAS005	001!	10/13/2008 6:57:15AM EDT	Success	Posted	Details
<input type="checkbox"/>	503		SQR Report	BAS005	001!	10/13/2008 6:56:46AM EDT	Success	Posted	Details
<input type="checkbox"/>	501		SQR Report	BAS004	001!	10/13/2008 6:43:59AM EDT	Success	Posted	Details
<input type="checkbox"/>	500		SQR Report	BAS005	001!	10/13/2008 6:36:02AM EDT	Success	Posted	Details
<input type="checkbox"/>	491		SQR Report	UMLVMAX	001!	10/13/2008 5:39:54AM EDT	Success	Posted	Details
<input type="checkbox"/>	490		Application Engine	TL_TIMEADMIN	001!	10/13/2008 5:13:02AM EDT	Success	Posted	Details
<input type="checkbox"/>	489		SQR Report	BAS005	001!	10/13/2008 4:52:25AM EDT	Success	Posted	Details

Step	Action
29.	Click the appropriate entry in the Details column. Details

Process Document

HRMS: Miscellaneous (MSC) Events



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- University of Maine System
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- QuickAddress Pro Web Int.
- Reporting Tools
- People Tools
 - Security
 - Utilities
- Process Scheduler
 - Process Monitor
- Integration Broker
- Mass Changes
- Data Models
- Return to Portal
- My Personalizations
- My Dictionary

Process Detail

Process

Instance: 504	Type: SGR Report
Name: BAS005	Description: Confirmation Statement
Run Status: Success	Distribution Status: Posted

Run

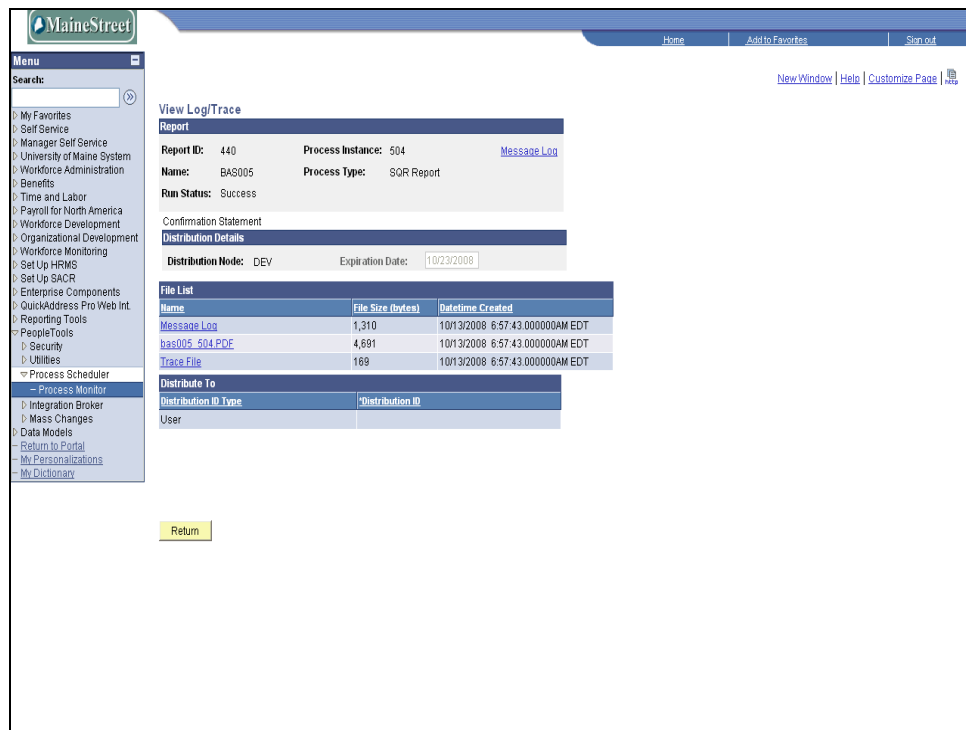
Run Control ID: PS_ONDMEM_REPORT	Update Process
Location: Server	<input type="radio"/> Hold Request
Server: PSUNX	<input type="radio"/> Queue Request
Recurrence:	<input type="radio"/> Cancel Request
	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time

Request Created On: 10/13/2008 6:57:15AM EDT	Parameters Transfer
Run Anytime After: 10/13/2008 6:57:15AM EDT	Message Log
Began Process At: 10/13/2008 6:57:29AM EDT	Batch Timings
Ended Process At: 10/13/2008 6:57:43AM EDT	View Log/Trace

OK Cancel

Step	Action
30.	Click the View Log/Trace link. View Log/Trace



View Log/Trace

Report

Report ID: 440 Process Instance: 504 [Message Log](#)

Name: BAS005 Process Type: SQR Report

Run Status: Success

Confirmation Statement

Distribution Details

Distribution Node: DEV Expiration Date: 10/23/2008


File List

Name	File Size (bytes)	Datetime Created
Message Log	1,310	10/13/2008 6:57:43.000000AM EDT
bas005_504.PDF	4,691	10/13/2008 6:57:43.000000AM EDT
Trace File	169	10/13/2008 6:57:43.000000AM EDT

Distribute To

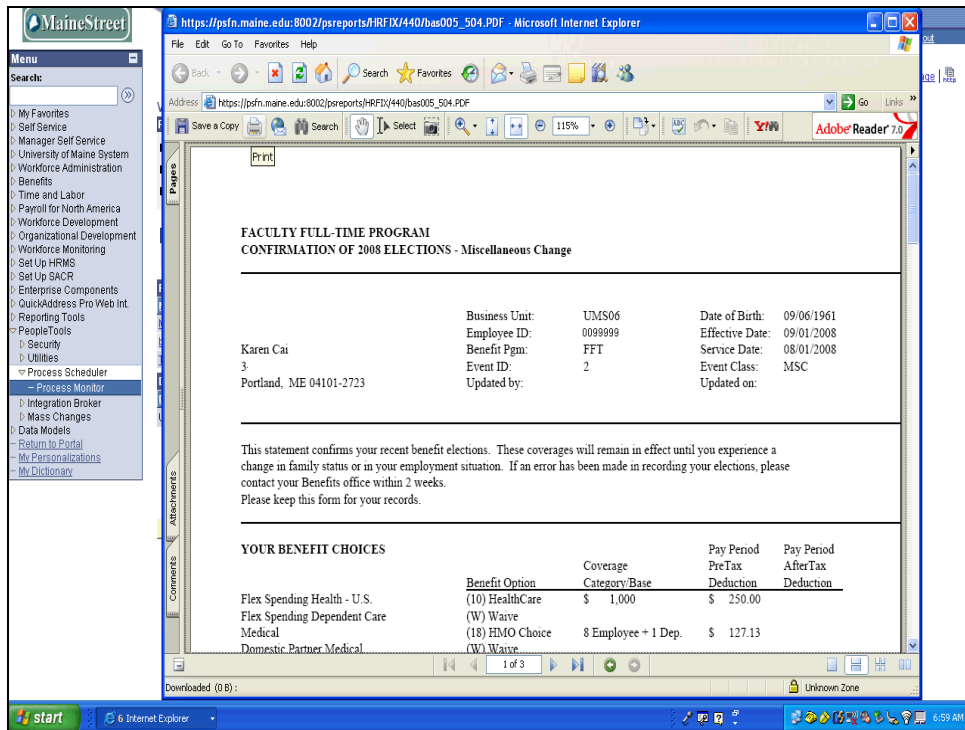
Distribution ID Type	Distribution ID
User	


[Return](#)

Step	Action
31.	Click the PDF entry in the Name column.
32.	Print the form; distribute to employee and add to benefits file. 

Process Document

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Step	Action
33.	Click the Close button. 
34.	End of Procedure.