

Exercise 14: Enrolling Part-Time Temps into PeopleSoft For Employer-Paid Health Insurance Only

Effective January 1, 2010 agencies will have the ability to pay health insurance premiums for part-time temporary employees in the SA3 benefit program through the PeopleSoft system. Existing employees with this arrangement should be entered into the payroll system for the cycle of January paid February. Instructions are below. If you have temporary employees assigned to benefit programs other than SA3 or you do not pay for their health insurance premium, please do not enroll them in PeopleSoft in the health program.

Steps for setting up payment of health insurance premium for part-time temporary employees in benefit program SA3.

You will need to create a manual event. Please use the following instructions:

STEP 1: INSERT PRN EVENT INTO MANUAL EVENTS

Navigation: Benefits>Manage Automated Enrollment>Events>HE/State Manual Events

1. Enter Emplid of employee and hit Search button at the bottom of the page.
2. Action Source will fill in to read "Manual". Be sure to enter 1-1-10 as The earliest Event Date. (Coverage begin date will be 2-1-10). *Part-time temporary employees hired after this date will be enrolled within the New Hire Event.*
3. Enter PRN (as needed enrollments) as BAS Action or select it from the look up feature.
4. The rest of the fields will default in with the appropriate information – they should not be changed.
5. Save this screen.

OPTIONAL: You may choose to use On Demand Event Maintenance to process the benefit elections if you have a small number of employees to enroll.

STEP 2: ASSIGN EVENTS TO A SCHEDULE

1. This is an automated activity.
2. Scheduling will occur on the hour and the half hour, 24 hours per day, 7 days per week.

STEP 3: VERIFY SCHEDULE AND PROGRAM ASSIGNMENT

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.

3. Validate the schedule assigned. It should be:
 - a. First 3 numbers of the Business Unit followed by EM, if you are a State Agency (e.g., 110EM)
 - b. For Business Units 110, 325 and 530 schedule will be first 3 numbers of the Department.
4. Validate Process Status. It should be Program Assigned (AS).
5. Validate Benefit Program assignment (PGM) (. it should be SA3 for temporary employee .).

STEP 4: PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only".
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

STEP 5: VERIFY PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your PRN event should now be Prepared (PR). This means that benefits can now be elected.

STEP 6: ELECT OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry

1. As you will have already run an enrollment statement during the Hire process, it is not necessary to do so again. Enter your Schedule ID.
2. Enter the Emplid of your PRN and press Search.
3. This will take you to the Option Election page. Enter the Option Code for the plan type that you will be enrolling the employee into, or use

the look-up to find the appropriate option (Temp05 w/ wellness program, Temp06 w/o wellness). Temp05 options pertain to agencies with the wellness program and Temp06 options pertain to agencies without the wellness program. The rest of the plan types will default to what the employee currently has.

4. If you choose other than Single coverage for the Health Plan Types, you can go to the Dependents/Beneficiaries tab and add/enroll dependents.
5. After you have finished with your elections, make sure to press Save.
6. The event Process Status will now change to Entered (ET).

STEP 7: FINALIZE/ENROLL

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only".
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

STEP 8: VERIFY FINALIZED EVENT

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls Update, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your PRN event should now be Finalized/Enrolled (FE) and the Event Status is Closed.
4. If you have a Process Status of Elect Error (EE), you will need to view Messages to see what the problem is:

Navigation: Benefits>Manage Automated Enrollment>Review Processing Results>Processing Messages

5. If there is an Election Error, you will need to correct the error by going back to the Election Entry page. Once you fix the problem, you will need to rerun the Ben Admin process by going back to Run Automated Event Processing.
6. If you have no errors, and the event is closed, then the employee is enrolled in the benefit plan(s).

STEP 9: VERIFY BENEFIT PLAN ENROLLMENT**Navigation: Benefits>Enroll in Benefits>Health Benefits**

1. The purpose of this step is to verify that the employee is enrolled into the proper benefit plan(s). You will not change anything here.
2. For each of the plan types where there was an election, you should see an enrollment record.
3. Plan type
4. Coverage begin date = Month begin after the hire date.
5. Deduction begin date = Pay period begin of current pay period.
6. Coverage Election = Elect
7. Benefit Plan = Plan elected
8. Coverage Code = Coverage elected
9. Enrolled dependents where appropriate.

PROCESS FOR PART-TIME TEMPORARY EMPLOYEES WHO PAY THEIR OWN HEALTH INSURANCE PREMIUM:

If an employee is going to participate in the group health program but the employer does not pay the premium, do not set the employee up for group health in PeopleSoft. The health insurance premium can be deducted directly from the employee's paycheck. Or, collect the monthly premium payments in the form of a personal check from the employees and submit the checks with the monthly billing remittance to NDPERS.

Questions or problems, contact the ITD Service Desk at 328-4470 or itdservicedesk@nd.gov