

State of North Dakota

Benefits Administration Manual

PeopleSoft
Version 8.3



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Written by MAXIMUS. ERP Solutions Division, May, 2004

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BENEFITS ADMINISTRATION PROCESS

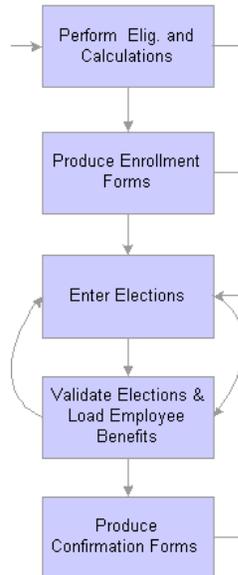
OVERVIEW

The Benefits Administration process (Ben Admin) is used to perform Event Maintenance. You use Event Maintenance to process changes during the plan year and the enrollment of new hires. You might perform Event Maintenance every day or once a week—whatever is necessary to properly react to changes in employee eligibility, process new hires, and update payroll benefit deductions.

Event Maintenance identifies employee events (called participant events) that have occurred since the last run of the process that may change the benefits eligibility of the participant associated with the event. Besides open enrollment and passive events, all benefit events are triggered by changes to the Job record. Events can include:

- The hiring and terminating of employees.
- Family status events (such as divorce birth/adoption of a child).
- Job-related information changes (such as pay rate change or position change).
- Passive events (like the attainment of age 65).

After Event Maintenance identifies employees who are associated with these events, it determines their current benefits eligibility according to the event and eligibility rules (defaulting them into new programs or plans as appropriate) and calculates benefit prices for their eligible options. The Event Maintenance cycle can then create and deliver enrollment forms, enter and validate employee election choices, load the elections to the base benefit enrollment tables and create and deliver confirmation statements.



UNDERSTANDING THE BEN ADMIN PROCESS FLOW

Running Ben Admin can be complex, because the events you process can follow a variety of different paths. Some employees will have a number of events that require processing while others will have events that don't change their benefits eligibility. In addition, you'll run into situations where the event process has an error, which means that you'll need to reprocess them until you get the right result.

Remember that Ben Admin processes *events*, not *participants* (*employees*). At any given time, a participant may be associated with several unprocessed events that are of different event classes on different event dates. During a particular run of the Ben Admin process, the system uses a set of rules to decide which event to process first (based on the Event Priority number set up on the Event Class table) and then processes that event from scheduling to finalization before continuing with the next one. The Ben Admin process can only actively process one event per participant at a time, but it can have several events scheduled for later processing. To manage the schedule, Ben Admin uses an event status of *Open*, *Closed*, or *Void*. Events must have *Open* status to be processed.

Ideally, you would run the Ben Admin process two to three times to complete the processing of a participant event. The following are the steps in the benefits administration process:

Schedule: During the first run, the system assigns participant events to a Ben Admin schedule, and scheduled events are, in turn, assigned to a benefit program. The scheduling of events will be handled centrally, and will happen at various times throughout each day. The scheduling process will organize events into individual Agency or Campus schedules. At that point, the events will be processed by the agency or campus.

Prepare Options: The next time an event is processed, Ben Admin will apply the eligibility rules to determine the different benefit plans (plan options) the employee can choose. The prepare options step will show only those plans that the employee will be eligible to elect. After options are prepared, an enrollment form can be produced. At this point, the event processing stops, and waits for the employee to choose which benefits they want.

Elect Options: Elect options is processed in two steps. The first is to have the employee make their benefit choices from among their eligible options. The second is for the agency or campus to enter those elections into Ben Admin.

Finalize/Enroll: This is the last step in event processing. Once the employee has made their elections, and those elections have been entered into the system, the process will validate the elections, and load those elections into the benefit enrollment records for the employee. At this point, the event is closed, and any elections made by the employee have been automatically entered into the system.

Errors will occur, resulting from inconsistent HR data, or invalid election entry by the employee. After you review and correct the errors and run Ben Admin again, the system moves the participants who had errors further along in the process.

REVIEW OF RULES AND PROGRAMS

ELIGIBILITY RULES

Eligibility rules are a set of tables that determine whether an employee is eligible or ineligible for a benefit program or benefit option. Eligibility or ineligibility is determined by comparing values in fields on the employee's Job record to the values established in the criteria on the eligibility rules table. Eligibility determination is a simple process. It determines if the value it sees on the Job record puts them in or out of the benefit program; or in or out of a benefit plan. The purpose of the rules is to recreate the decision process you make when determining what benefit program and which benefit options a particular employee is eligible for, based on who they are. Eligibility rules are found at three levels:

1. The program level, to determine eligibility for a benefit program
2. The plan level, to determine eligibility for the different plan options within a benefit program
3. The geographic location to determine eligibility for medical plan options.

An employee can be eligible for only one benefit program, but can be eligible for many plan options within that benefit program. For example, a regular, full time State employee is eligible for the benefit program SA1, or for Higher Ed – HA1, and eligible for the DAKEPO, DAKPPO plans.

Many of the eligibility rules for the benefit plans are determined by PERS. Eligibility for the medical options is a good example. Eligibility for other benefit options can be determined by statute, or by campus policy. TIAA/CREF eligibility is a good example of this. Sometimes eligibility is determined by an employee's job code, or, in some cases, by the employee's ID. This is true in the case of a few individuals with special circumstances. In all cases, an eligibility rule has been created, and is attached to the appropriate benefit option. All eligibility rules are maintained either by PERS or by the campus benefits project team.

The following are examples of eligibility rules. The first is an example of a program eligibility rule. The second is an example of a benefit option rule.

Program rule for state employees to be eligible for benefit program SA1.

Home > Define Business Rules > Define Automated Benefits > Setup > Eligibility Rules Table

BenAdmn Eligibility Parameters

Eligibility Rules ID: SREG

Eligibility Parameters Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description: State Regular Employees Short Description: State Reg

Eligibility Field	View All	First	11-20 of 27	Last
Eligibility Config 9				
Emplid Override				
Employee Class				
Employee Type				
FLSA Status				
FTE				<input checked="" type="checkbox"/>
Full/Part Time				
Location				
Officer Code				
Pay Group				<input checked="" type="checkbox"/>

Pay Group	
*Group Method: Primary	Consider Active Jobs Only <input type="checkbox"/>
*Evaluation Method: 1 or More	Eligible
Criteria	
*Company	Pay Group
ND	State ND

Employee's Job record must have Company ND to be eligible

Benefit option eligibility for state and campus employees to be eligible for PERS sponsored benefits.

Home > Define Business Rules > Define Automated Benefits > Setup > Eligibility Rules Table

BenAdmn Eligibility Parameters

Eligibility Rules ID: PERS

Eligibility Parameters

*Effective Date: 01/01/1901

*Status: Active

*Description: PERS General Eligibility

Short Description: PERS

Eligibility Field	View All	First	21-27 of 27	Last
Regular/Temporary				<input checked="" type="checkbox"/>
Regulatory Region				<input type="checkbox"/>
Salary Grade				<input type="checkbox"/>
Service Months				<input checked="" type="checkbox"/>
Standard Hours				<input checked="" type="checkbox"/>
State				<input type="checkbox"/>
Union Code				<input type="checkbox"/>

Regular/Temporary

*Group Method: Primary

*Evaluation Method: 1 or More

Criteria

*Regular/Temporary

Regular

Employee's Job record must be Regular to be eligible for the PERS rule

SPECIAL ELIGIBILITY CRITERIA-CONFIGURATION FIELDS

In some cases, determining eligibility for benefits options requires meeting a certain criteria; something unique to the State or to Higher Ed. Where a unique value or identifier is needed, Ben Admin provides user-defined eligibility configuration fields on the Job record—Benefits Program Participation page. The value found in one or more of these fields can determine whether an employee is eligible or ineligible for certain benefits options, based on the rules defined in the eligibility rules table. The following table shows how these eligibility configuration fields are used:

Eligibility Config Field on Job	Use	How Updated
Elig Fld 1	Business Unit	Automatically when a new position is added or existing position changed
Elig Fld 2	Job Code	Automatically when a new position is added or existing position changed
Elig Fld 3	Federal Employees Employees with special circumstances	Field is Campus maintained
Elig Fld 4	TIAA-CREF	Automatically via the Professional Experience Date on Employment Data
Elig Fld 5	Faculty Leave Lake Region Sick Leave Sick Leave Balance No Accrual	Field is Campus maintained

The following illustrates where on the Job record these fields are located:

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data [New Window](#)

Benefit Program Participation ← Last page on Job

Leghorn, Foghorn Employee EmpID: 7006848 Empl Rcd#: 0

Benefit Record Number: Deductions Taken: NoOverride Deduction Subset ID:

Benefit Status First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/2003 Effective Sequence: 0

Action / Reason: Hire Current

*Benefits System: Benefits Employee Status: Active

Annual Benefits Base Rate: USD

Benefits Administration Eligibility

BAS Group ID:	<input type="text" value="471"/> Bank of North Dakota		
Elig Fld 1:	<input type="text" value="47100"/> ← Business Unit	Elig Fld 2:	<input type="text" value="BK0553"/> ← JobCode
Elig Fld 3:	<input type="text"/>	Elig Fld 4:	<input type="text"/>
Elig Fld 5:	<input type="text"/>	Elig Fld 6:	<input type="text"/>
Elig Fld 7:	<input type="text"/>	Elig Fld 8:	<input type="text"/>
Elig Fld 9:	<input type="text"/>	Elig Fld 10:	<input type="text"/>

Benefit Program Participation View All First ◀ 1 of 2 ▶ Last

*Effective Date	*Benefit Program	Currency Code	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="05/01/2004"/>	<input type="text" value="SA7"/> Bank of ND Regular Employees	USD	

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) Benefits Program Participation

The eligibility rules table shown below provides an example of how Elig Config 1 (Business Unit) is used to determine eligibility for the EAP option St.A's:

Eligibility Rules ID: P1Z2

Eligibility Parameters Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description: St.A's EAP Eligibility ← Eligibility rule Short Description: St.A's

Eligibility Field View All First 1-10 of 27 Last

- Age
- Benefits Status
- Eligibility Config 1
- Eligibility Config 2
- Eligibility Config 3
- Eligibility Config 4
- Eligibility Config 5
- Eligibility Config 6
- Eligibility Config 7
- Eligibility Config 8

Eligibility Config 1

*Group Method: Primary Consider Active Jobs Only

*Evaluation Method: 1 or More Eligible

Criteria View 3 First 1-64 of 64 Last

Eligibility Config Field 1 ← Some of the many values that must be in Config Field 1 to be eligible for St.A's

0800	+	-
10100	+	-
10800	+	-
11000	+	-
11200	+	-
11700	+	-
12000	+	-
12500	+	-
12700	+	-

EVENT RULES

Event rules determine how certain job actions, or events, will be processed by Ben Admin. Based on the type of event, event rules determine:

1. Which benefit options the employee can actually choose.
2. The coverage begin date and deduction begin date of the benefit options elected.
3. Default coverage if the employee does not elect an option.
4. Termination rules if the employee is no longer eligible for a benefit option they are currently enrolled in.

As examples, let's look at the hire event, and the family status change event. For the hire event, the event rules allow the employee to elect all benefits options for which they are eligible. However, for a family status change event, the employee can only change medical, dental, or vision coverage; and elect or drop (waive) spouse or dependent life and FSA. They can make no other changes to their benefits. This is of course true only if the employee is eligible for the medical, dental, life, or FSA coverage.

All event rules are maintained either by PERS or by the HECN staff for Higher Ed specific benefits.

The following are examples of event rules. Both are event rules for plan type 10, Medical. The first example is for a hire event, and the second is for a family status change event.

The hire (HIR) event rule shows that the employee can select all options.

Home > Define Business Rules > Define Automated Benefits > Setup > Event Rules Table

Event Rules | Date Rules | Billing Rules

Event Rules ID: P100

Event Rules Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 Status: Active

*Description: Medical Insurance Short Descr: Medical

Event Class Find | View All First 2 of 5 Last

Event Classification: HIR New Hire ← Hire event rule

Ignore Plan
 Pre-enter
 Elect Required
 Ignore Dep/Ben Edits
 Ignore Investment Edits
 Provide FlexCR Upon Default
 Use History

*Default Method: Default to Option and Coverage *Select Allowed: All Options ← Employee can choose from all eligible options

If currently Enrolled, or not participating		If currently Waived	
Max Number of Change Levels:	99	Max Number of Change Levels:	99
Levels of Change w/o Proof:	99	Proof Required at Plan Level:	99
Proof Required at Plan Level:	99	Amt. Proof Required:	99,999,999
Amt. Proof Required:	99,999,999	Self-Service Configuration	
		<input checked="" type="checkbox"/> Collect Dep/Ben	<input checked="" type="checkbox"/> Collect Fund Allocations
		<input checked="" type="checkbox"/> Allow Dep/Ben Additions	

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct His

Event Rules | Date Rules | Billing Rules

This is the second page of the hire event rule. This controls the coverage begin and deduction begin dates.

Home > Define Business Rules > Define Automated Benefits > Setup > Event Rules Table

Event Rules | Date Rules | Billing Rules

Event Rules ID: P100

Event Rules Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active + -

Description: Medical Insurance

Event Class Find | View All First 2 of 5 Last

Event Classification: HIR + -

<p>Coverage Begins</p> <p>Month-Begin After Event Dt ← Coverage Begin Based on PERs Rules</p> <p>Waiting Period... <input type="checkbox"/> Use Exist? Rules</p> <p>Days: 0 Months: 0</p>	<p>Coverage Ends</p> <p>On the Event Date</p> <p>Grace Period Days: 0</p> <p>Grace Period Months: 0</p>
<p>Deduction + Flex Credits Begin</p> <p>Pay Pd Preceding Covg BegDt ← Deduction Begin based on PERs rules</p>	<p>Deduction + Flex Credits End</p> <p>1st Full PayPd after Event Dt</p>

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

This is the event rule for family status change (FSC). You can see for medical coverage, the employee can only change coverage code or waive coverage.

Home > Define Business Rules > Define Automated Benefits > Setup > Event Rules Table

Event Rules | Date Rules | Billing Rules

Event Rules ID: P100

Event Rules Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 Status: Active

*Description: Medical Insurance Short Descr: Medical

Event Class Find | View All First 1 of 5 Last

Event Classification: FSC Family Status Change ← Family status change rule

Ignore Plan Pre-enter Elect Required

Ignore Dep/Ben Edits Ignore Investment Edits Provide FlexCR Upon Default Use History

*Default Method: Assign Cur Covrg Else Option *Select Allowed: Coverage Code + Waive ← Employee can change coverage or waive only

If currently Enrolled, or not participating	If currently Waived
Max Number of Change Levels: 99	Max Number of Change Levels: 99
Levels of Change w/o Proof: 99	Proof Required at Plan Level: 99
Proof Required at Plan Level: 99	Amt. Proof Required: 99,999,999
Amt. Proof Required: 99,999,999	

Self-Service Configuration

Collect Dep/Ben Collect Fund Allocations

Allow Dep/Ben Additions

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct His

This second page shows the coverage begin and deduction begin dates for medical coverage if the employee makes a change to their current election.

[Home](#) > [Define Business Rules](#) > [Define Automated Benefits](#) > [Setup](#) > **Event Rules Table**

Event Rules | Date Rules | Billing Rules

Event Rules ID: P100

Event Rules Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active + -

Description: Medical Insurance

Event Class Find | View All First 1 of 5 Last

Event Classification: FSC + -

<p>Coverage Begins</p> <p>Month-Begin After Event Dt ← Coverage begin based on PERs rules</p> <p>Waiting Period... <input type="checkbox"/> Use Exist?</p> <p>Days: 0 Months: 0</p>	<p>Coverage Ends</p> <p>On Month-End after Event Dt</p> <p>Grace Period Days: 0</p> <p>Grace Period Months: 0</p>
<p>Deduction + Flex Credits Begin</p> <p>Pay Pd Preceding Covg BegDt ← Deduction begin based on PERs rules</p>	<p>Deduction + Flex Credits End</p> <p>Pay Pd Containing Event Date</p>

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

EVENT CLASSES

Event classes are categories of Job events used for Ben Admin processing. Each event class has an event rule, and each event class is processed differently by Ben Admin. The following are the event classes we use:

Event Class	Description
HIR	Used for the Job action of HIR (hire) or REH (rehire). The employee can select from all eligible benefits.
TER	Used for the Job action of TER or termination, or LOA (leave of absence), or LAO (layoff). All current benefit enrollments will be terminated.
FSC	Family status change for divorce, marriage, or marriage of dependent. Only changes to coverage codes are allowed.
FAD	Family status change for adding a dependent. This one is separate from the other family status change because the coverage begin and deduction begin dates are different.
MSC	Miscellaneous. All job actions that are not one of those above, are considered MSC events. Ben Admin will determine if the employee is newly eligible or newly ineligible for benefits, and then go from there. MSC events can include payrate changes, position changes, hours change, and transfers.
PRN/PRT	PRN is for as needed enrollments, and PRT is for as need terminations. Sometimes events will need to be triggered to allow an employee to elect or change existing coverage. This may be due to a mistake, a late election from the employee, or it may be due to rules that allow an employee enroll in or change their savings plan contributions at any time during the year.

BENEFIT PROGRAMS – PULLING IT ALL TOGETHER

Benefit programs organize all the benefit options, coverage codes, deductions, rates, eligibility rules, and event rules into one place. A benefit program is a collection of the benefits offered to a group of employees. At the State, and at Higher Education, the following are the benefit programs that have been defined:

Benefit Program	Description
SA1	State Regular Employees
SA3	State Temporary Employees
SA4	State Legislators
SA5	State Active Duty Employees
SA6	State Part-time/Regular Employees
SA7	Bank of North Dakota
SA8	Bank of North Dakota Part-Time/Regular
SA9	FSA Non-Employees
HA1	Higher Ed Benefited Employees
HA2	Higher Ed Temporary Employees
HA3	Higher Ed Early Retirees
HA4	University Systems Office
HA5	Higher Ed Part-Time Non-Benefited Employees
HAS	Higher Ed Special Employees

The following is an example of the HA1 benefit program. The first page shows the eligibility rule for the HA1 benefit program. The second page shows the event rule, eligibility rules, and benefits options for plan type 10-Medical.

Program eligibility rule HREG from the eligibility rules table.

Home > Define Business Rules > Define Automated Benefits > Setup > Benefit Program Tbl

Benefit Program: HA1 Effective Date: 01/01/1901

Plan Type: 01 Benefit Program Minimum Annual Contribution: 0.00
 DispPlnSeq: 01 Maximum Annual Contribution: 0.00
 Event Rules ID: HA01 HA1 Program Event Rule HIPAA Plan
 Waive Coverage: X Not Applicable COBRA Plan

Self-Service Configuration

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Default Code	Opt Option	Opt Level Seq	Geog Locn	Elig ID
242	P						1		HREG

Program eligibility rule

Home > Define Business Rules > Define Automated Benefits > Setup > Benefit Program Tbl

Benefit Program: HA1 Effective Date: 01/01/1901

Plan Type Find | View All First 2 of 35 Last

*Plan Type: 10 Medical **Plan Type** Minimum Annual Contribution: 0.00 + -
 DispPlnSeq: 10 Maximum Annual Contribution: 0.00
 Event Rules ID: P100 Medical Insurance HIPAA Plan
 Waive Coverage: Y Always Allowed COBRA Plan **Event rule** Load Cross Plan Values

Self-Service Configuration

Option Find | View All First 1-5 of 7 Last

Eligibility Cross Plan

Optn ID	*Optn Type	Benefit Plan	Covrg Code	Deductn Cd	Option Code	Default Option	Opt Level	Option Seq	Geog Locn	Elig ID	
7	O	DAKEPO	A	P10101	101	<input type="checkbox"/>	1	1	EPO	PERS	+ -
8	O	DAKEPO	B	P10101	102	<input type="checkbox"/>	1	2	EPO	PERS	+ -
1	O	DAKPP0	A	P10102	103	<input type="checkbox"/>	2	3		PERS	+ -
3	O	DAKPP0	B	P10102	104	<input type="checkbox"/>	2	4		PERS	+ -
30	O	HIGFLX	A	P10106	105	<input type="checkbox"/>	3	5	HMO	PERS	+ -

Eligibility rule **Codes used for election entry**

BENEFITS ADMINISTRATION SCHEDULES AND GROUPS

There are two new terms to become familiar with: Schedules and Groups.

- Schedules: All Ben Admin events are grouped and processed by schedules. The schedule is the way Ben Admin organizes events for processing. When processing an event, producing an enrollment form, electing options, or creating a confirmation statement, you will need to know the schedule. 1. Agencies and campuses will use the same schedule to process all of their events. 2. The schedule will be unique to the agency or campus running Ben Admin. Schedules have already been created for you, and are identified by the company code or business unit; followed by EM. For example:
 - Valley City State's schedule is VCSEM
 - Department of Transportation is 801EM

- Groups: A group lets Ben Admin know how employees will be organized into schedules. The group an employee is assigned to is determined by the BAS Group ID on their Job record—Benefit Program Participation page. Employees belonging to a particular agency or campus will have a unique BAS Group ID. The BAS Group ID is automatically populated on the Job record. For agencies, it is the first three numbers of the Business Unit. For the campuses, it is the Company. For example:
 - Valley City State is VCS
 - Department of Transportation is 801

The following is an example of the Schedule table for Valley City State.

Home > Define Business Rules > Define Automated Benefits > Setup > Schedule Table

BenAdmin Schedule Table

Schedule ID: VCSEM ← Unique schedule ID for each campus or agency

***Description:** Valley City State Univ EM

Short Description: VCS EM

***Ben Admin Type:** Event Maintenance ← Shows the type of processing as Event Maintenance

Company: VCS Valley City State University No New Events

BAS Group ID: VCS Valley City State University Available through Self Service

Schedule is for VCS employees with a BAS Group ID if VCS

Open Enrollment Only

Open Enrollment Definition ID:

Open Enrollment Status Flag: U Unprocessed

Snapshot Only

Snapshot Definition ID:

Snapshot Status Flag: U Unprocessed

This shows where on the Job record the BAS Group ID is located.

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Benefit Program Participation

Melgaard, David Lane Employee EmpID: 0281975 Empl Rcd#: 0

Benefit Record Number: Deductions Taken: NoOverride Deduction Subset ID:

Benefit Status First 1 of 7 Last

Effective Date: 08/16/2003 Effective Sequence: 0
 Action / Reason: Data Change Contract Pay Renewal Current

*Benefits System: Benefits Administration Benefits Employee Status: Active
 Annual Benefits Base Rate: USD

Benefits Administration Eligibility

BAS Group ID: Valley City State University ← BAS Group ID, from Company

Elig Fld 1: Elig Fld 2: Elig Fld 3:
 Elig Fld 4: Elig Fld 5: Elig Fld 6:
 Elig Fld 7: Elig Fld 8: Elig Fld 9:

Benefit Program Participation View All First 1 of 1 Last

*Effective Date	*Benefit Program	Currency Code
<input type="text" value="09/01/1978"/>	<input type="text" value="H01"/> Higher Ed Benefited Employees	USD

UNDERSTANDING BENEFITS ADMINISTRATION PROCESS STATUS

Benefits administration uses the process status to know where an event is in the process, and what step comes next. Because Ben Admin processes multiple events simultaneously, it needs to know which events can be moved along, and which events need to stay put. Events awaiting action from you or the employee will remain where they are until some action is taken. A good example is the process status of NT (Notified). This status means that an enrollment form has been created. The event will not move any farther until the employee makes their elections, and you enter those elections into the system. Once elections are entered, the process status changes from NT to ET (Entered). When Ben Admin sees the ET process status, it knows that it can continue to process the event. Also, any events that are in error (AE, for Assign Error; EE, for Elect Error), will remain in that status until the error is corrected.

The best process status scenario to have is this:

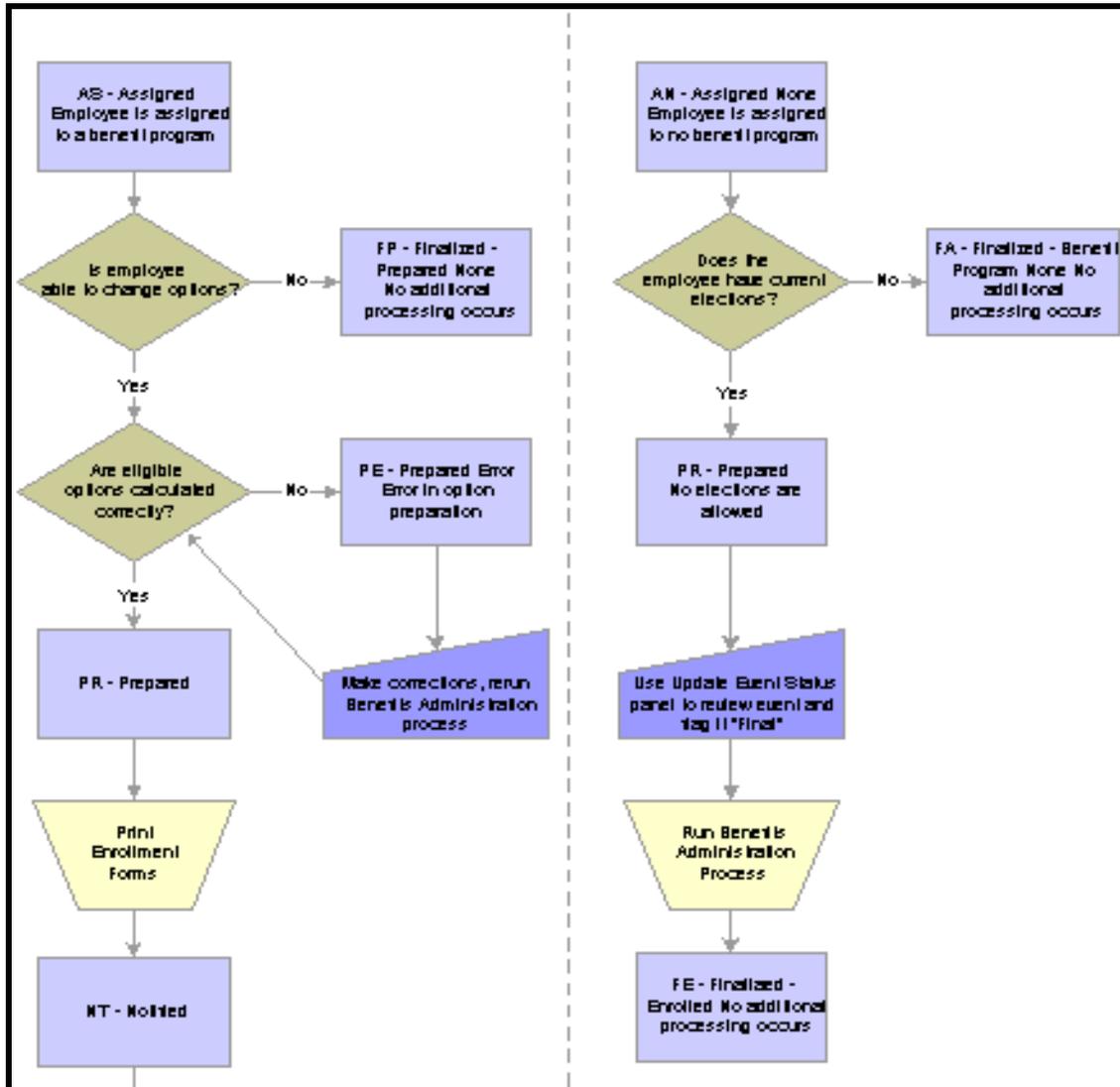


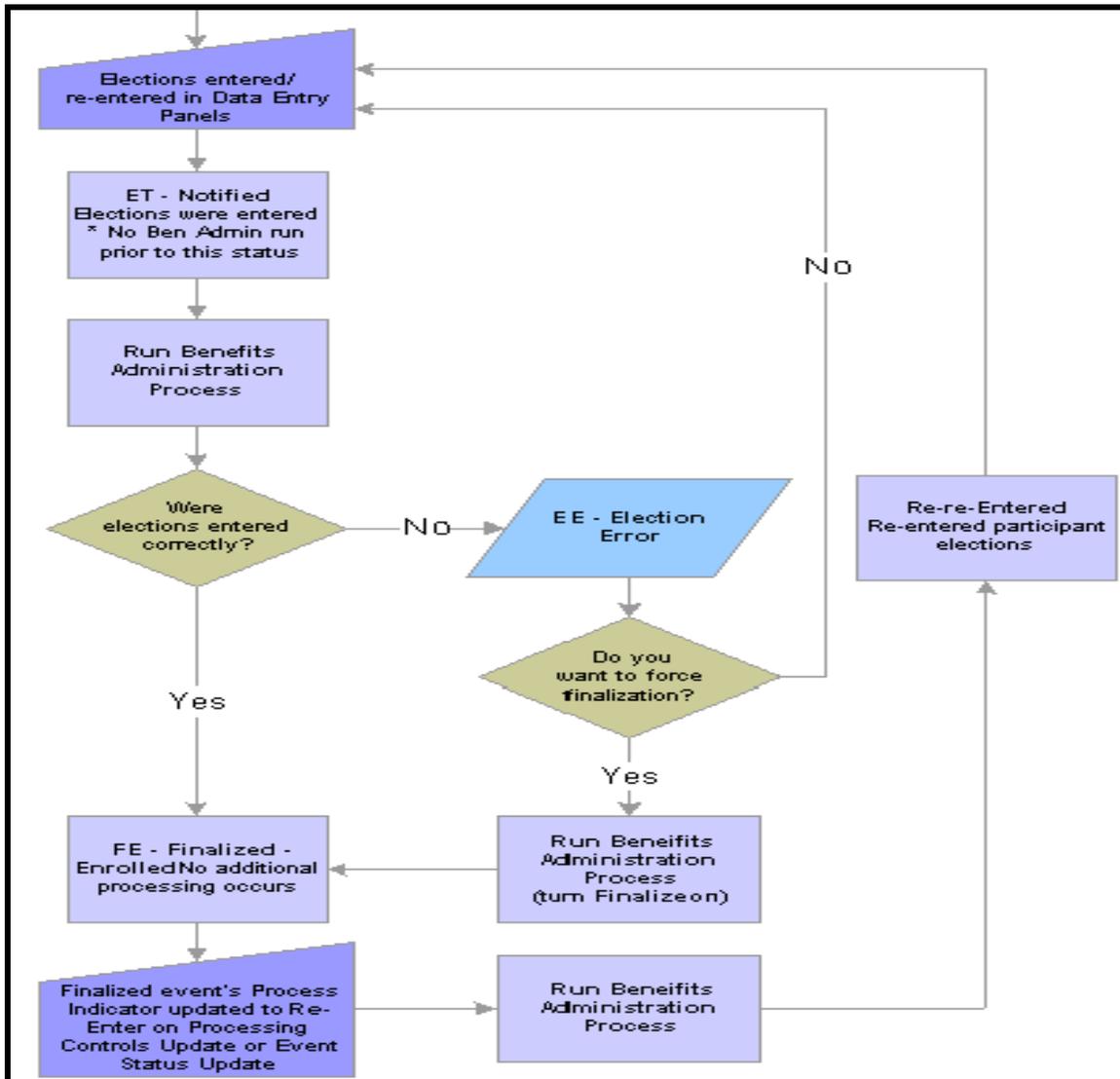
The following is a list and description of all of the process status codes used by Ben Admin. Every event will have one of these statuses attached to it, and it is important that you understand what these statuses mean.

Process Status	Description
AE – Program Eligibility Assigned Error	Participant event is assigned to multiple programs. The system cannot process the participant event through the next stage (Option Preparation) until you correct the errors. You'll most likely need to make corrections to participant personal/employment/job information or to program eligibility information. This is not good. It means that the employee is eligible for more than one benefit program. If the event has this status, contact PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses).
AN – Program Eligibility Assigned None	Participant event is not assigned to a benefit program. This is not good. It means that the employee is not eligible for any benefit program. If the event has this status, contact PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses).
AS – Program Eligibility Assigned	Participant event is assigned to a benefit program. This is good. You can proceed to prepare options.
FA – Finalized - Benefit Program None	Participant event has no program assignment and no current elections. Used for events assigned an AN process status during the Scheduling and Program Assignment and whose associated participants do not have current benefit elections. There is no further processing for this event. Do not worry about this one...you should not get it. If you do, contact PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses).
FP – Finalized - Prepared None	System has assigned the participant event to a benefit program, but the associated participant is not allowed to elect any new options. No further processing occurs for this participant event. This is good too. What it means is that the employee is not newly eligible to elect any benefits options. The event closes, and you are done.
PE – Prepare Error	The system has encountered an error. Events are given a PE process status during option eligibility determination. To correct, you should make corrections to the personal/employment/job information of the associated participant or to plan and option eligibility information. This is not good. You can do one of two things: review the error message by going to Administer Automated Benefits, Inquire, Messages. Enter your Schedule ID and Emplid. You can also call PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses).
PR – Prepared	The system has calculated eligible options, credits, rates, and proof requirements for the participant associated with the event, and current elections have been identified for proof, eligibility level, and default processing. Enrollment forms should be created for and delivered to the participant associated with the event to bring the event to a process status of NT (notified). This is good. This means that the employee has new benefit options to elect.
NT – Notified	Election enrollment form has been prepared for the participant associated with the event. The system updates the event's process status when you generate election forms for that participant, report BAS004.
ET – Entered	A benefits administrator has entered the participant's new elections into the system, and they are ready for validation by the Benefits Administration process. This is good.

Process Status	Description
EE – Election Error	The system encountered an error in processing the elections for the participant associated with the event. No elections are posted to the Base Benefits business process tables. Errors are posted to the Message Table and are identified by participant and event. This is not good. You can do one of two things: review the error message by going to Administer Automated Benefits, Inquire, Messages. Enter your Schedule ID and Emplid. You can also call PERS Helpdesk or NDUS Helpdesk.
FE – Finalized - Enrolled	Ben Admin processing is complete for the participant event. All elections have been validated and loaded to the appropriate Base Benefits & Payroll tables. If the participant came from a process status of PR due to a loss of all eligibility, the system inserts a termination row for each of the participant's current elections. This is very good. It means that the event has been processed to completion, and the employee's new benefits enrollments are now in the Base Benefits records.
RE – Re-Entered	Enables elections associated with processing for the participant event to be reentered after the participant event has been brought to a process status of FE. Events are updated to RE status through the Event Status Update page. This should be done rarely, and with the help of PERS Helpdesk or NDUS Helpdesk. What it means is that you want to undo this event, and start at the beginning.

The following two flowcharts illustrate how the system assigns process status values during Option Preparation. The flowchart on the left shows the process status flow for Assigned (AS) events, while the flowchart on the right shows the process status flow for Assign None (AN) events.





BENEFITS ADMINISTRATION PROCESSING STEPS FOR ACTIVE EMPLOYEES

Some hints about getting around Benefits Administration and how to have a satisfying experience once you're there.

1. Remember that each saved Job data action will create a Benefits Administration event.
2. Prior to saving the Job data action, make sure that BAS Group ID, and any required Eligibility Config fields are also correct. BAS Group ID and Eligibility Config 1 and 2 should be automatically populated, but it is always safer to check.
3. All Benefits Administration activity occurs under Compensate Employees, Administer Automated Benefits.
4. Benefits Administration will update employee benefit enrollments under Compensate Employees, Administer Base Benefits. To view an employee's benefits enrollment, come here.
5. When working within Benefits Administration, always know two things: 1) the schedule ID for your agency or campus; and 2) the employee's Emplid. Many places within Ben Admin require the Emplid, and do not allow searches by employee name.
6. If you get into trouble, and you do not know what to do, call PERS if you are with a State agency, or call NDUS Helpdesk if you are with a campus.
7. If you make a change to the Job record, and then realize you made a mistake, there is a way out. Once you have realized your mistake, call PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses).

NORMAL PROCESS FLOW

STEP 1: JOB ACTION

Job Data is updated via a PAF or other personnel action form. This is normal HR processing done by the agencies or by the campuses.

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Sam, Yosemite Employee EmplID: 7006849 Empl Rcd#: 0

Work Location First 1 of 2 Last

Employee Status: Active Date Created: 06/10/2004

*Effective Date: 04/12/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Promotion CLP Career Ladder Promotion ← Effective dated Job Action

Position Number: 00000141 DIR, FACILITIES MGMT DIV Position Entry Date: 04/12/2004

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: ND State of North Dakota

Business Unit: 11000 Office of Mgmt & Budget

Department: 110130 OMB Facilities Management Department Entry Date: 01/01/2003

Location: 11000 OMB

Supervisor ID:

Reports To:

ID:

Establishment ID:

When the record is saved, a benefits administration event is created. In this case, it would be a MSC event.

STEP 2: BAS ACTIVITY

Ben Admin events go to BAS Activity, waiting scheduling by PERS. All Ben Admin events go into BAS Activity. This includes events for all agencies and campuses. Once the events are scheduled, they will disappear from BAS Activity. Events that get into BAS Activity by mistake, due to an incorrect Job action, can be deleted prior to scheduling. Call PERS Helpdesk or the NDUS Helpdesk if you need an event deleted. To get to BAS Activity, you go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **BAS Activity**

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **BAS Activity** [New Window](#)

BenAdmin Activity

*EmpID	Name	*Action Source	Ben Rcd#	Empl Rcd#	*Event Date	Event Effseq	*BAS Action	Suppress Forms	COBRA Action
0050041	Ahlschlager, Jennifer H	JobChg	0	0	02/01/2004	0	HIR	<input type="button" value="v"/>	<input type="button" value="-"/>
0110751	Every, Michael A	JobChg	0	0	06/01/2004	0	JRC	<input type="button" value="v"/>	<input type="button" value="-"/>
0146244	Grube, Greg R	JobChg	0	0	05/25/2004	0	XFR	<input type="button" value="v"/>	<input type="button" value="-"/>
0156804	Smith, Joyce Y	JobChg	0	0	05/25/2004	0	REH	<input type="button" value="v"/>	<input type="button" value="-"/>
0292511	Purdy, Kenneth I.	JobChg	0	0	05/25/2004	0	XFR	<input type="button" value="v"/>	<input type="button" value="-"/>
0429708	Bauer, Tina M.	JobChg	0	0	02/01/2004	0	XFR	<input type="button" value="v"/>	<input type="button" value="-"/>
0459897	Larson, Angela M	JobChg	0	0	02/24/2004	0	HIR	<input type="button" value="v"/>	<input type="button" value="-"/>
7006849	Sam, Yosemite	JobChg	0	0	04/12/2004	0	PRO	<input type="button" value="v"/>	<input type="button" value="-"/>
7007002	Retiree2, Early	MultiJobChg	0	0	01/01/2004	0	MJC	<input type="button" value="v"/>	<input type="button" value="-"/>
7007207	Jones, Smarty	JobChg	0	0	05/25/2004	0	HIR	<input type="button" value="v"/>	<input type="button" value="-"/>

BAS Activity shows the recent job action as an event

View All First 1-10 of 10 Last

STEP 3: PERS SCHEDULING

PERS will run the scheduling process to put the event into the proper schedule, and to assign the benefit program to the employee. This event will become part of a schedule based on the employee's BAS Group ID on their job record. This employee's BAS Group ID is 110 (for OMB). PERS will run the scheduling process throughout the day, generally around 8:00am, Noon, and 5:00PM. Once the scheduling process is complete, the agency or campus is responsible for processing the event through completion.

On demand scheduling may be available upon request prior to PERS routine scheduling. Call the PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses).

STEP 4: VERIFY SCHEDULE AND PROGRAM

Program assignment will occur after PERS runs the scheduling process. The agency or campus will review the status of the event, verify that the event was assigned to the correct schedule, and verify the employee's benefit program assignment. There are two places where the event status can be reviewed. The first is the **Event Status Update** page. This shows the status of all events processed for a single employee. The second is the **Processing Controls Update** page. It displays all events for a schedule. To get to Event Status Update, you go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Event Status Update**



To get to Processing Controls Update, you go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Processing Controls Update**

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > [Event Status Update](#) [New](#)

BenAdmin Event Status Update

EmpID: 7006849 Sam, Yosemite ← **Employee** Ben Rcd#: 0

Event Status Update View All First 1-3 of 5 Last

Sched ID	Event ID	Pgm	Process Status	Eligibility Change	Disc	Out of Seq	*Process Indicator	Final
Event Date	Event Class	Priority	Action Source	Addr / MultiJob / Job	Suppress Forms	Indicator	*Event Status	
110SNP	0	SA1	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Prc	<input type="checkbox"/>
05/01/2004	Snapshot	50	Snapshot		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Closed	
110EM	0	SA1	Assigned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
04/12/2004	Misc Chang	400	Job Data Change		<input type="checkbox"/>	<input type="checkbox"/>	Open	
SNP110	0	SA1	Enrolled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Prc	<input type="checkbox"/>
04/01/2004	Snapshot	50	Snapshot		<input type="checkbox"/>	<input type="checkbox"/>	Closed	

View All First 1-3 of 5 Last

Annotations in screenshot:
 - Red arrow points to 'Employee' label.
 - Red arrow points to 'Assigned' in Process Status column.
 - Red arrow points to 'SA1' in Pgm column.
 - Red arrow points to 'Job Data Change' in Action Source column.
 - Red arrow points to 'Open' in *Event Status column.
 - Red arrow points to 'Misc Chang' in Event Class column.
 - Red arrow points to 'Benefit program' label above the second row.
 - Red arrow points to 'Process status' label above the second row.
 - Red arrow points to 'Event status of open' label next to the 'Open' status.
 - Red arrow points to 'Schedule Assigned' label next to the 'Assigned' status.
 - Red arrow points to 'Type of event' label next to the 'Misc Chang' event class.

Note:

1. Event status update will display all events processed for an employee
2. Event status update requires that you know the employee's Emplid. Within Ben Admin, always know the employee's Emplid.

The Processing Controls Update page shows all events for a schedule. The page has two parts. The first is a search page, allowing you to provide specific criteria for your search so that only the events that you want are displayed. The second page displays the results of your search.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > Processing Controls Update

BenAdmin Processing Controls

Required Search Fields

Schedule ID: Office of Mgmt & Budget ← Search for your Schedule ID

EmpID: ← Can search for specific employee

Optional Search Fields

Benefit Program:

Event Classification:

Event Status: Open for Processing ← Search for open events

Process Status: Program Elig Assigned ← Search where program is Assigned

Process Indicator:

Finalize/Apply Defaults Event Out of Sequence Event Disconnected

Address Eligibility Changed

MultiJob Indicator Changed

Job Eligibility Changed

← The search button will return all events that match the criteria

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > Processing Controls Update [New View](#)

BenAdmin Processing Controls

Search Results View All First ◀ 1-5 of 5 ▶ Last

Sched ID	EmpID	Ben Rcd#	Event Date	Event Class	Event ID	Pgm	*Event Status
110EM	7000114	0 Gibson,Kirstin M	04/01/2004	Misc Chang	1	SA1	<input type="text" value="0"/> Open
Process Status:		Assigned	*Process Indicator:	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Final/Dflt
				<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Disconnected	Suppress Forms:	<input type="text"/>
				<input type="checkbox"/> Job Elig Chg			
110EM	7006849	0 Sam,Yosemite	04/12/2004	Misc Chang	1	SA1	<input type="text" value="0"/> Open
Process Status:		Assigned	*Process Indicator:	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Final/Dflt
				<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Disconnected	Suppress Forms:	<input type="text"/>
				<input type="checkbox"/> Job Elig Chg			

Annotations: Schedule (110EM), Our employee (7006849), Type of event (event class) (Misc Chang), Program to be assigned (SA1), Event status of open (0)

Once you have verified the schedule and program assignment, it is time to move to step 5.

STEP 5: PREPARE OPTIONS

From here on out, the agency or campus is responsible to process the event through completion. In this step, you will run the Ben Admin process to prepare the benefits options the employee is eligible to elect. The benefits options that can be elected depend on the type of event being processed, and the eligibility rules being applied. If the employee is newly eligible for benefit options, Ben Admin will determine the eligible benefits options, and calculate the costs of those options. If the event results in no new benefit eligibility, the event will close. To prepare options, you will go to the Run Control page, fill it out, and process it. To get to the Run Control, you will go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > **Run Control**

The Run Control ID you enter will be the same as your Schedule ID.

Note: If this is the first time you have run Ben Admin, you will need to add it.

This is what it looks like:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > **Run Control**

Run Control

Find an Existing Value

Run Control ID: ← **Run Control ID is the same as the Schedule ID**

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#)

Schedule and Chkpt Restart | Participant Lists | QE/Snapshot | **Passive Event Processing**

Run Control ID: 110EM [Report Manager](#) [Process Monitor](#) **Run** ← Pressing Run will kick off the process

Run Control ID

Process Date: 06/11/2004

*Schedule ID: 110EM Office of Mgmt & Budget ← Your Schedule ID

*EM Process Mode: Process Existing Events Only ← This is the only value you will select

BAS Type: E Event Maintenance

Company: ND State of North Dakota ← Company and BAS Group ID are filled in based on your Schedule ID

BAS Group ID: 110 Office of Mgmt & Budget

Restart/Debug Information		Restart Position	
Chk Point Interval in Minutes: <input type="text" value="0"/>		Benefit Program:	Passive Event Id:
BAS Processing Phase: R Ready		Event Date:	EmpID:
<input type="checkbox"/> Record Eligibility Results		Event ID:	Ben Rcd#: 0
			<input type="button" value="Clear"/>

Once you press the Run button you will be taken here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#)

Process Scheduler Request

User ID: gknudsen Run Control ID: 110EM ← Run Control ID

Server Name: PSNT Run Date: 06/11/2004

Recurrence: Run Time: 12:30:48AM

Time Zone:

Process List					
Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Benefits Administration	PSPBARUN	COBOL SQL	(None) <input type="text"/>	(None) <input type="text"/>

← Process name, in case you are interested

← Press OK to start the process

After you press **OK** you will be taken back to the Run Control page. Press [Process Monitor](#) to be taken to the Process Monitor where you can view the progress of the Ben Admin process.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests**

Process List **Server List**

View Process Request For

UserID: Process Type: Last: **Press here to update the Run Status**

Server Name: Process Run Status: Instance: to

View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
21887	COBOL SQL	PSPBARUN	gknudsen	06/11/2004 12:30:48AM CDT	Success	Details Here is the status of the process. Success is good.
21751	SQR Report	BEN100A	gknudsen	06/08/2004 3:36:44PM CDT	Success	Details

This is your benadmin process

[Go back to Run Control](#) **Pressing here will return you to the Run Control page**

STEP 5A: VERIFY PROCESS STATUS

When the process has completed successfully, you will need to verify that the event status has been updated. At this point, there are three possible process status codes for the event:

1. Prepared (PR): this means that the employee is newly eligible, or newly ineligible for benefits. If they are newly eligible, you will need to produce an enrollment form and have the employee make their elections.
2. Finalized None (FP): this means that the employee is not newly eligible for benefits. Nothing changes, and the event is closed
3. Prepare Error (PE): this is a problem, and you will need to check messages, or call PERS Helpdesk (State Agencies) or NDUS Helpdesk (Higher Ed Campuses) for help.

You do this by going back to the **Processing Controls Update** page:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Processing Controls Update**

BenAdmin Processing Controls

Required Search Fields

Schedule ID: Office of Mgmt & Budget ← **Schedule ID**

EmplID: ← **Emplid if you want only one employee**

Optional Search Fields

Benefit Program: Address Eligibility Changed

Event Classification: Multi-Job Indicator Changed

Event Status: Job Eligibility Changed

Process Status: Prepared ← **Process Status of Prepared (PR)**

Process Indicator:

Finalize/Apply Defaults Event Out of Sequence Event Disconnected

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > Processing Controls Update

BenAdmin Processing Controls

Search Results									
Sched ID	EmpID	Ben Rcd#	Our employee	Event Date	Event Class	Event ID	Pgm	*Event Status	
110EM	7006849	0	Sam, Yosemite	04/12/2004	Misc Chang	1	SA1	<input type="checkbox"/> Open	<input type="checkbox"/> Search
Process Status: Prepared		*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg		<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected		<input type="checkbox"/> Final/Dflt Suppress Forms: <input type="text"/>	
110EM	7006961	0	Person, Sally M	02/10/2004	Misc Chang	1	SA1	<input type="checkbox"/> Open	<input type="checkbox"/> Search
Process Status: Prepared		*Process Indicator: Normal Prc		<input type="checkbox"/> Addr Elig Chg <input type="checkbox"/> MultJobChg <input type="checkbox"/> Job Elig Chg		<input type="checkbox"/> Event Out of Sequence <input type="checkbox"/> Disconnected		<input type="checkbox"/> Final/Dflt Suppress Forms: <input type="text"/>	
110EM	7006964	0	Person, Mark L.	03/15/2004	New Hire	1	SA1	<input type="checkbox"/> Open	<input type="checkbox"/> Search

STEP 6: PRODUCE ENROLLMENT FORM

If an employee is eligible to elect new benefits options, the next step in the process would be to produce the enrollment form. The enrollment form will only show the benefits the employee is eligible to elect.

The form does not replace the usual PERS or other provider forms the employee normally fills out.

The enrollment form will be used by you as a data entry tool when you go to elect options. The form will have only basic information, described below:

1. Employee information, including Name, Emplid, Benefit Program, and Schedule ID.
2. Eligible benefits options, including plan type (i.e., medical, dental, basic life, etc.), and coverage codes.
3. Option codes for each eligible option. The Option Code is a number or letter that represents each benefit option. The Option Code is what you will key into the system to signify what the employee has elected.

By transferring employee elections from the PERS or other provider forms to the enrollment form, you can save yourself a lot of time when entering elections into the system. You will not have to do look-ups for codes, or shuffle through a bunch of paper. Everything will be on one or two pages. All you will have to do is to key in the Option Code from the enrollment form.

To produce the enrollment form, you will go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Report](#) > **Enrollment Statements**

Enrollment Statements

Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Once you have entered your Run Control ID (same as your schedule ID) and press Search, you will be taken here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Report](#) > Enrollment Statements

BenAdmin Enrollment Form

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Specified Recipient's

Schedule ID: **Enter your Schedule ID here**
(Leave blank for all schedules)

EmplID: **If you want a form for only one employee, enter Emplid here. If blank, all employees with a status of prepared will have forms produced.**
(Leave blank for all employees)

Name:

Cost Frequency

Deduction Frequency

Annual Frequency

Reprint Options

Reprint Report

Print ID:

Deduction frequency will display pay period costs on the form

The system will produce an enrollment form for all employees in your schedule who are at a process status of Prepared (PR). If you only want to produce an enrollment form for one employee, you can specify the Emplid on the Run Control page. Once the form is produced, the process status will change from Prepared (PR) to Notified (NT). After you press the Run button, you will be taken here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Report](#) > Enrollment Statements

Process Scheduler Request

User ID: gknudsen Run Control ID: 1

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List					
Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Benefit Enrollment Form	BAS004	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>

This is the process name (arrow pointing to BAS004)

Always make sure that PDF is selected (arrow pointing to PDF dropdown)

Press OK to kick off the process (arrow pointing to OK button)

After you press OK, you will be taken back to the Run Control page. To view the status of the process, and to view the enrollment form when the process is complete, you will do this:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Report](#) > **Enrollment Statements**

BenAdmin Enrollment Form

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language: English Specified Recipient's Process Instance: 21931

Select Report Manager

Schedule ID: 110EM (Leave blank for all schedules)

EmplID: (Leave blank for all employees)

Name:

Cost Frequency

Deduction Frequency

Annual Frequency

Reprint Options

Reprint Report

Print ID:

When you select Report Manager, you will be taken here:

Home > [PeopleTools](#) > [Report Manager](#) > [Inquire](#) > **Report List** [New Window](#)

Report List

View Reports For

UserID: gknudsen Process Type:

Status: Last: 1 Days

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	20763	21931	Benefit Enrollment Form	06/12/2004 10:55:47PM	Acrobat (*.pdf)	Posted	Details View

Click the delete button to delete the selected report(s)

[Go back to Enrollment Statements](#) **After you have printed the form, press here to go back to the Run Control page**

When Status is Posted, press View to launch the PDF. You can then print the form.

STEP 7: ELECT OPTIONS

Once the employee has made their elections on the PERS or other provider forms, it will be up to you to enter those elections into the system. You will do this by going into the Election Entry page and keying in the data from the Enrollment Form. The following are some suggestions that will help you get through the process quickly:

1. Before going to Election Entry, take the time to transfer the information from the PERS or other provider forms onto the Enrollment Form. This will help you get through the data entry more quickly.
2. Either circle the Option Code or write it on the right hand side of the Enrollment Form. Include the coverage amount for supplemental life – flex, supplemental life and spouse life, the annual pledge amounts for medical and dependent care spending accounts and the deduction amount for deferred compensation, if the employee elects these benefits.
3. You will need to key in the Option Code for each elected option, and the coverage/pledge/deduction amounts if elected.
4. You will not need to key in elections where the employee automatically receives the benefit (if they are eligible). Benefits Administration will automatically give the employee this coverage, to include:
 - a. EAP coverage
 - b. Basic Life
 - c. Sick Leave
 - d. Annual Leave
 - e. Comp Time
 - f. Retirement Coverage (PERS-defined benefit plans, TIAA/CREF)
5. The Election Entry page replaces enrolling employees into the Base Benefits pages.

After Ben Admin is operational, never use the Base Benefits pages to enroll employees into benefits. This is bad.

To get to the Election Entry page, you will go here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Election Entry** ← **Navigation**

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

[Select by Schedule](#)

Select By Participant

Schedule ID: Office of Mgmt & Budget ← **Schedule ID**

EmplID: Sam, Yosemite ← **Enter Emplid**

Ben Rcd#:

Event ID:

← **Press Search to enter elections**

Data Entry Configuration

Defer Dep/Benef Enrollment

Defer Savings Investments

Hide Unused Items and Links

Validate When Saved

[Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#)

Note: Make sure to check all Data Entry Configuration boxes.

After you press Search, you will be taken to the Option Election page:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Election Entry** ← **Navigation**

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

Sched ID: 110EM EmplID: 7006849 Sam, Yosemite Ben Rcd#: 0 Event ID: 1

Event Data: 04/12/2004 Miscellaneous Change **Emplid, Name and Schedule ID** Excess Credit Rollover To: Cash

Available Plans and Options Find 1-3 of 3

Plan Type 10 : Medical ← **Plan Type**

Option Code: ← **Option Code lookup** Dakota Plan PPO/Basic (DAKPP0) (Family) ← **Option Code Description**

Health Provider ID: **Previously Seen**

Option Code from Enrollment Form

[Special Requirements](#)

Plan Type 7B : Defined Benefit Plans

Option Code: ← **Option Code for Waive** Waive Coverage

[Special Requirements](#)

Plan Type 7C : Job Svc Ret

Option Code:

STEP 7A: ENROLLING DEPENDENTS

If the employee is electing something other than single coverage for medical, dental, or vision, you can enroll their dependents into the plans directly from the Election Entry pages. To do so, you will need to go to the tab Dependents/Beneficiaries to add/or select the dependents to be enrolled.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > [Election Entry](#) [New Window](#)

[Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#) ← **The tab you will go to**

Sched ID: 110EM **EmplID:** 7006849 Sam,Yosemite **Ben Rcd#:** 0 **Event ID:** 2
Event Data: 06/22/2004 As needed event processing **Excess Credit Rollover To:** Cash

Dependent/Beneficiaries Currently on Record			
Name	Relationship to Employee	Dependent Beneficiary Type	Birthdate
Sam,Sharon	Spouse	Both	04/23/1965
Sam,Carla	Daughter	Both	07/12/1996

[Change/Add Dependent Data](#) ← Shows dependents currently on file
 ← To change or add dependents, click here

Elections Requiring Supplemental Information		
11	Dental	Enroll Dependents ← To enroll one or more dependents into a plan type, click here
14	Vision	Enroll Dependents

Save Refresh **Don't forget to Save**

[Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#)

After you press the Save button, you will be taken back to the Search page. Here, you can see that the status of the event has been changed to Entered (ET). You can press

Validate Elections to have the system validate that you entered valid Option Codes. You can also enter a new Emplid to elect their options:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Election Entry**

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

[Select by Schedule](#)

Select By Participant

Schedule ID: Office of Mgmt & Budget

EmplID: Sam, Yosemite *← Change the Emplid here to elect options for a different employee*

Ben Rcd#:

Event ID:

Data Entry Configuration

Defer Dep/Benef Enrollment

Defer Savings Investments

Hide Unused Items and Links

Validate When Saved

← Press Validate Elections validate your data entry *Excess Credit Rollover To:

Available Events							View All	First	1 of 1	Last
	Ben Rcd#	Event ID	Event Date	Event Classification	Benefit Program	Process Status	Process Indicator			
Selected	0	1	04/12/2004	MSC Misc Chang	SA1 Regular	ET Entered	N Normal Prc	<i>← Process Status is now Entered</i>		

STEP 8: FINALIZE AND ENROLL

This is the final step in the Ben Admin process. The Finalize/Enroll step will take all events in a schedule with a Process Status of Entered (ET), enroll those employees into Base Benefits, and close the event. To finalize the event(s), you need to go back to the Run Control page, and run the Ben Admin process. To do this, you go here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#) ← **Navigation**

Schedule and Chkpt Restart | Participant Lists | OE/Snapshot | Passive Event Processing

Run Control ID: 110EM [Report Manager](#) [Process Monitor](#) **Run**

Process Date: 06/13/2004

*Schedule ID: Office of Mgmt & Budget ← **Your Schedule ID**

*EM Process Mode: ← **This Mode is always selected**

BAS Type: E Event Maintenance

Company: ND State of North Dakota

BAS Group ID: 110 Office of Mgmt & Budget

Restart/Debug Information

Chk Point Interval in Minutes:

BAS Processing Phase: R Ready

Record Eligibility Results

Restart Position

Benefit Program: Passive Event Id:

Event Date:

EmpID: Ben Rcd#: 0

Event ID:

STEP 8A: PROCESS SCHEDULER

After you press the **Run** button, you will be taken to the Process Scheduler page:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#)

Process Scheduler Request

User ID: gknudsen Run Control ID: 110EM

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Benefits Administration	PSPBARUN	COBOL SQL	(None) <input type="button" value="v"/>	(None) <input type="button" value="v"/>

Press OK to start the process

STEP 8B: PROCESS MONITOR

After you press **OK** you will go back to the Run Control page. Press [Process Monitor](#) to monitor the status of the Ben Admin process. When the status is Success, you are done:

Home > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > [Process Requests](#)

Process List **Server List**

View Process Request For

UserID: Process Type: Last: Days Refresh **← Press here to update Run Status**

Server Name: Process Run Status: Instance: to

View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
21938	COBOL SQL	PSPBARUN	gknudsen	06/13/2004 7:19:28PM CDT	Success	Details ← Here is our process. Success is good.
21931	SQR Report	BAS004	gknudsen	06/12/2004 10:52:02PM CDT	Success	Details
21887	COBOL SQL	PSPBARUN	gknudsen	06/11/2004 12:30:48AM CDT	Success	Details

[Go back to Run Control](#) **← Press here to go back to the Run Control page**

STEP 8C: VERIFY FINALIZED/CLOSED EVENT

After the process completes, you will need to verify that:

1. The event's process status is Finalized/Enrolled (FE)
2. Base Benefits records are correct

To do this, you will go to the Process Controls Update page here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Processing Controls Update**

BenAdmin Processing Controls

Required Search Fields

Schedule ID: Office of Mgmt & Budget
 EmpID: **Your Schedule ID**

Optional Search Fields

Benefit Program: Address Eligibility Changed
 Event Classification: MultiJob Indicator Changed
 Event Status: Job Eligibility Changed
 Process Status: Finalized - Enrolled
 Process Indicator:

Finalize/Apply Defaults Event Out of Sequence Event Disconnected

← Press here when ready to Search

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Processing Controls Update** [New](#)

BenAdmin Processing Controls

Search Results View All First ◀ 1 of 1 ▶ Last

Sched ID	EmpID	Ben Rcd#	Our employee	Event Date	Event Class	Event ID	Pgm	*Event Status
110EM	7006849	0	Sam, Yosemite	04/12/2004	Misc Chang	1	SA1	<input type="button" value="C"/> <input type="button" value="Q"/> Closed Event Status is Closed

Process Status: Enrolled *Process Indicator:

Process Status - Enrolled

Addr Elig Chg Event Out of Sequence Final/Dflt
 MultJobChg Disconnected Suppress Forms:
 Job Elig Chg

STEP 8D: VERIFY BASE BENEFITS RECORDS

The final step is to verify enrollment in the Base Benefits records. Remember that Ben Admin automatically enrolls the employee into the Base Benefits records. To verify, you go here:

[Home](#) > [Compensate Employees](#) > [Administer Base Benefits](#) > [Use](#) > **Health Benefits (or any other benefit record)**

[Home](#) > [Compensate Employees](#) > [Administer Base Benefits](#) > [Use](#) > **Health Benefits**

Health Benefit Elections

Name: Sam, Yosemite ID: 7006849 ← **Our employee**

Plan Type Find | View All First 1 of 4 Last

Plan Type: 10 Medical ←

Coverage Find | View All First 2 of 3 Last

*Coverage Begin Date: 05/01/2004 ← **Coverage Begin** *Deduction Begin Date: 04/01/2004

Coverage Election: Elect Waive Terminate *Election Date: 06/13/2004 → **Deduction Begin**

Benefit Program: Regular

Benefit Plan: DAKPPO Dakota Plan PPO/Basic Option Code: 4

Coverage Code: B Family ← **Coverage elected**

Health Provider ID: Previously Seen

Employee Status: Active

[Enroll All Dependents](#)

Dependent/Beneficiaries 1 of 1				
*ID	Name	Relationship	Health Provider ID	Prev Seen

BENEFITS ADMINISTRATION PROCESSING STEPS FOR TERMINATING EMPLOYEES

TERMINATING EMPLOYEES

Termination of an employee is an event in Ben Admin, just like a hire, or position change, or family status change. However, since there are no elections to be made, the termination event process is more streamlined; requiring fewer steps. These are the main steps in the process:

1. New effective dated row is added to the Job record with Termination as the action.
2. Normal PERS scheduling process.
3. Scheduling process will schedule the event, and set the Process Status to Assign None (AN)
4. Agency or Campus will process Ben Admin under their Schedule ID.
5. Termination events move to a Process Status of Prepared (PR).
6. Agency or campus force finalizes the termination event by selecting Finalize on the Processing Controls Update page.
7. Ben Admin will automatically insert a termination row into the employee's Base Benefits record. The event is closed.

STEP 1: JOB DATA TERMINATION ACTION

The employee is terminated on the Job record.

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Leghorn, Foghorn Employee EmplID: 0222064 **Our employee** Empl Rcd#: 0

Work Location First 1 of 9 Last

Employee Status: Terminated **Termination action Effective Date** Date Created: 06/16/2004

*Effective Date: 05/23/2004 Effective Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Termination

Position Number: 00009097 Assistant Professor, Education Position Entry Date: 08/16/2003

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: MAY Mayville State University

Business Unit: MASU1 Mayville State University

Department: 2202 Education Department Entry Date: 08/16/2003

Location: WEST West

Supervisor ID:

Reports To: 00009112 Professor, Div Chair Education

ID: 0289175 Bagstad, Nannette Kay

Establishment ID: MAY Mayville State University

STEP 2: PERS SCHEDULING

PERS will run the scheduling process. This will place the event into the Agency or Campus schedule. The scheduling process will be run at least three times per day; more if needed.

STEP 3: VERIFY SCHEDULE AND VERIFY TERM EVENT

After the PERS scheduling process completes, the Agency or Campus will go to Processing Controls Update to review the event. The termination event should be correctly scheduled (under your schedule), and the Process Status should be Assign None (AN).

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > Processing Controls Update

BenAdmin Processing Controls

Required Search Fields

Schedule ID: Mayville State University EM

EmplID: ← Single Emplid if you want

Optional Search Fields

Benefit Program: Address Eligibility Changed

Event Classification: Termination ← Termination event class MultiJob Indicator Changed

Event Status: Open for Processing ← Open Event Status Job Eligibility Changed

Process Status:

Process Indicator:

Finalize/Apply Defaults Event Out of Sequence Event Disconnected

← Press Search when ready

Pressing Search will take you here where you will click on Final/Dflt to finalize the Termination Event. This is also known as “force finalizing” After selecting Final/Dflt, make sure to SAVE the page.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > [Processing Controls Update](#) [New Window](#)

BenAdmin Processing Controls

Search Results View All First 1 of 1 Last

Sched ID	EmpID	Ben Rcd#	Our employee	Event Date	Event Class	Event ID	Pgm	*Event Status
MAYEM	0222064	0	Plaine, Susan Kay	05/23/2004	Terminth	1	H01	<input type="checkbox"/> Open <input checked="" type="checkbox"/> Final/Dflt

Process Status: Assn None *Process Indicator: Normal Prc

Process Status of Assign None (All)

Addr Elig Chg
 Mult Job Chg
 Job Elig Chg

Event Out of Sequence
 Disconnected

Final/Dflt

Click Final/Dflt to Finalize Term Event

After you press Run, you will be taken to the Process Scheduler:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#)

Process Scheduler Request

User ID: gknudsen Run Control ID: MAYEM ← **Run Control ID**

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Benefits Administration	PSPBARUN	COBOL SQL	(None) <input type="text"/>	(None) <input type="text"/>

← **The benadmin process**

← **Press OK to start the process**

Pressing OK will take you back to the Run Control page. You can then select Process Monitor to watch the progress of the Ben Admin process. When the Process Status is Success, you are done.

STEP 4: VERIFY TERMINATION IN BASE BENEFITS

The last step in the termination process is to verify that a termination row has been entered for the employee's current benefit enrollments. Your main concern is that the coverage end and deduction end dates are correct. To verify the termination in the base benefit records, you will go here:

[Home](#) > [Compensate Employees](#) > [Administer Base Benefits](#) > [Use](#)

From this navigation, you can go to the individual enrollment pages. An example of the Health Benefits page, showing the termination row, is provided below:

Home > [Compensate Employees](#) > [Administer Base Benefits](#) > [Use](#) > **Health Benefits** ← **Navigation**

Health Benefit Elections

Name: Sam, Yosemite ID: 7006849 ← **Our employee**

Plan Type Find | View All First 1 of 4 Last

Plan Type: 10 Medical ← **Medical plan type** + -

Coverage Find | View All First 1 of 3 Last

*Coverage Begin Date: 05/01/2004 *Deduction Begin Date: 06/01/2004 + -

Coverage Election: Elect Waive **Terminate** ← **Termination row automatically inserted** *Election Date: 05/16/2004

Benefit Program: Regular

Benefit Plan: Option Code:

Coverage Code:

Health Provider ID: Previously Seen

Employee Status: Active

REVIEWING MESSAGES

As you process events, it is a good idea to review messages generated by Ben Admin. These messages can tell you about problems encountered, or provide informational messages that can be important to you. The basic types of messages you can encounter are:

1. Error messages generated by Ben Admin. These are problems that must be fixed before the process can continue for the event. As you review the event status via the Processing Controls Update page, or the Event Status Update page, and encounter a process status of Prepare Error (PE), or Elect Error (EE), you will need to look at messages to find out what the problem is.
2. Informational messages generated by Ben Admin. These are not errors. Ben Admin is informing you that it has done something, and it figures you might be interested.

It is possible that there will be no messages. Be happy.

STEP 1: NAVIGATION

To get to the Messages page, you will go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Inquire](#) > **Messages**

STEP 2: FILL-OUT MESSAGE SEARCH PAGE

Once you have navigated to the Messages page, you will fill out the search page as follows:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Inquire](#) > **Messages**

Messages

Find an Existing Value

Schedule ID: ← **Your Schedule ID**

EmplID: ← **A single Emplid if you are looking for one employee**

Process Instance:

[Basic Search](#)

Search Results

View All First ◀ 1 of 1 ▶ Last

Schedule ID	EmplID	Benefit Record Number	Event Identification	Process Instance
USOEM	0422036 0		1	21273

← **Displays the results of the search. You can then select the specific message**

STEP 3: REVIEW MESSAGES

After you select the specific Emplid, you will be taken to the actual message(s):

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Inquire](#) > **Messages**

BenAdmin Process Messages

Messages		Find View All	First	1 of 1	Last
Schedule ID:	USOEM	← Schedule ID			
EmplID:	0422036	Domagala,Anna Marie	← Employee		
Benefit Rcd#:	0	Event ID:	1		
Option ID:		Cost ID:			
Message ID:	000295				
Group Message:	Informational Only: The system encountered a new enrollment action for a plan type for which a future dated Benefit Enrollment record already exists. The existing enrollment record was inserted by an event which precedes the current event. The system deleted the future Benefit Enrollment record (and all associated dependent/beneficiary, investment and billing records where applicable). MSGData1: Plan_Type; MSGData2: Effdt)				
Message Data:	60	← Specific data to assist you in your search. In this case, the information is about Plan Type 60			
	2004-05-16				

Return to Search

Annotations:
 - Red arrow pointing to '1 of 1': If more than one message for this employee, you can scroll here
 - Red arrow pointing to '60': The very informative message text

SPECIAL BENEFITS ADMINISTRATION PROCESSES

PROCESSING SPECIFIC EMPLOYEES THROUGH BENEFITS ADMINISTRATION

There are times when you need to process a specific employee or employees through Ben Admin rather than all employees who might be part of a schedule. Your reasons may be varied, but the typical reason is that you need to process someone quickly to meet a payroll deadline. When you process Ben Admin for a specific employee, you will still be going through all the normal Ben Admin processing steps—the process does not change. The only difference is that you are processing for specific employees. The process is simple, and it is done via the Run Control page.

STEP 1: NAVIGATE TO THE RUN CONTROL PAGE

To get to the Run Control page, you will go here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#) ← **Navigation**

Run Control

Find an Existing Value

Run Control ID: ← **Enter Run Control ID**

Case Sensitive

[Basic Search](#)

[Add a New Value](#) ← **Press Search**

STEP 2: ENTER SCHEDULE

After you press Search, you will be taken to the Schedule and Checkpoint Restart page where you will enter your Schedule ID:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#)

Schedule and Chkpt Restart | **Participant Lists** | [OE/Snapshot](#) | [Passive Event Processing](#)

Run Control ID: 110EM ← You will be going here next [Report Manager](#) [Process Monitor](#)

Process Date: 06/17/2004

*Schedule ID: Office of Mgmt & Budget ← Enter your Schedule ID

*EM Process Mode: ← This is always selected

BAS Type: E Event Maintenance

Company: ND State of North Dakota

BAS Group ID: 110 Office of Mgmt & Budget

Restart/Debug Information		Restart Position	
Chk Point Interval in Minutes:	<input type="text" value="0"/>	Benefit Program:	Passive Event Id:
BAS Processing Phase:	R Ready	Event Date:	
<input type="checkbox"/> Record Eligibility Results		EmplID:	Ben Rcd#: 0
		Event ID:	<input type="button" value="Clear"/>

[Schedule and Chkpt Restart](#) | [Participant Lists](#) | [OE/Snapshot](#) | [Passive Event Processing](#)

STEP 3: ENTER PARTICIPANT (EMPLOYEE)

After you have entered your Schedule ID, you will select the Participant Lists tab. There you will enter the individual employee (or employees) that you wish to process. Ben Admin will only process those employees on this run. Before coming to this page, make sure that you know the Emplid and the Event ID (if the employee has more than one event). When you select the Participants Lists tab, you will be taken here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > **Run Control**

[Schedule and Chkpt Restart](#) | [Participant Lists](#) | [OE/Snapshot](#) | [Passive Event Processing](#)

Run Control ID: 110EM [Report Manager](#) [Process Monitor](#) **Run** ← Press Run to go to Process Scheduler

Process From Participant List EM Process Mode: Process Existing Events Only

Click this box "Process Only Participant(s). When you do, the Emplid field will magically open.

Process Only Participant(s)			
*EmplID	Name	Ben Rcd#	Event ID
7006849	Sam, Yosemite	0	1

Enter the Emplid. To add additional Emplid's, press the + button to the right.
Press the search icon to select the Event ID
To add or delete Emplid's

[Schedule and Chkpt Restart](#) | [Participant Lists](#) | [OE/Snapshot](#) | [Passive Event Processing](#)

STEP 4: PROCESS BEN ADMIN

The final step is to press RUN, then go to Process Scheduler and process the Ben Admin job. When it is finished, you can check the status of the event by going to the Processing Controls Update page, or the Event Status Update page.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > **Run Control**

Process Scheduler Request

User ID: gknudsen Run Control ID: 110EM ← **Your Run Control ID**

Server Name: PSNT Run Date: 06/17/2004 [calendar icon]
 Recurrence: Run Time: 4:14:50PM
 Time Zone: **Reset to Current Date/Time**

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Benefits Administration	PSPBARUN	COBOL SQL	(None) [v]	(None) [v] [icon]

← **The benadmin process**

← **Press OK to start the process**

OK **Cancel**

FORCE FINALIZING EVENTS

There are times when you will need to finalize an event, and you may not be ready to do so. This is called “Force Finalize”. When you tell the system to finalize an event, it brings that event to a Finalized/Enrolled (FE) process status, even if it has been processed with errors. If the event is at a process status of Entered (ET) or Election Error (EE), the system loads the employee’s valid elections to the Base Benefits records. If the event is at any other process status, the system applies the appropriate default elections and loads them into the Base Benefit records. The system also applies and loads default elections to replace elections that have been made in error.

The reasons that you might want to “Force Finalize” an event are as follows:

1. You have just done a new hire and payroll is looming. The employee has not returned their elections to you, and you cannot wait any longer. You need to get them into default coverage, and make sure they get enrolled into PERS, leave, basic life, etc. before payroll is run.
2. You have just done a Job change where there is a significant change in the employee’s benefit eligibility because of the change. As with #1 above, you need to get elections loaded prior to payroll.
3. You have an Election Error (EE) and you cannot figure it out. Rather than hold up the other valid elections while you try to solve this problem, you want to load the valid elections to make sure that the employee gets most of their coverage. You can come back to the Election Error problem after payroll runs.

Since some of the employee’s benefit coverage will be defaulted due to “Force Finalizing”, and that default coverage may not be what they ultimately want, you will have to go back at a later time to enroll them in coverage they do want. To do that, you will use the PRN (As needed enrollment) event. The PRN event is discussed in a later section.

STEP 1: SELECT EMPLOYEES TO FINALIZE

You can force-finalize individual participants with the Final check box on either the Event Status Update page or the Processing Controls Update page. To go to the Processing Controls Update page, you will go here:

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Processing Controls Update**

BenAdmin Processing Controls

Required Search Fields

Schedule ID: Mayville State University EM
 EmplID: **Enter your Schedule ID**

Optional Search Fields

Benefit Program: Address Eligibility Changed
 Event Classification: MultiJob Indicator Changed
 Event Status: Open for Processing **Select Open Events** Job Eligibility Changed
 Process Status: Notified **In this example, selected employees with a status of Notified (they have their enrollment forms)** Job Eligibility Changed
 Process Indicator:

Finalize/Apply Defaults Event Out of Sequence Event Disconnected

Press Search to find the employees

In this example, we want to select all employees who have been Notified. This means that the enrollment forms have been created. and they have their benefit enrollment forms. You are probably not going to get the PERS or other provider forms back before payroll.

STEP 2: FORCE FINALIZE THE EVENT

Once you press the Search button, you will be taken to the results page. Find the employees that you need to finalize, and select the Final/Dflt button.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Processing Controls Update** [New](#)

BenAdmin Processing Controls

Search Results								View All	First	1-7 of 7	Last
Sched ID	EmplID	Ben Rcd#	Event Date	Event Class	Event ID	Pgm	*Event Status				
MAYEM	0190844	0	Carlson,Michelle Aasen	03/22/2004	Misc Chng	1	HA1	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Final/Dflt	Finalize selected	
Process Status:	Notified	*Process Indicator:	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Disconnected	Suppress Forms:			
MAYEM	0504231	0	Grund,Abby Lynn Paulsrud	04/01/2004	Misc Chng	1	HA1	<input type="checkbox"/> Open	<input checked="" type="checkbox"/> Final/Dflt	Finalize selected	
Process Status:	Notified	*Process Indicator:	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Disconnected	Suppress Forms:			
MAYEM	0524975	0	Gillis,Mandey Jo	08/22/2003	Misc Chng	1	HA2	<input type="checkbox"/> Open	<input type="checkbox"/> Final/Dflt	Finalize NOT selected	
Process Status:	Notified	*Process Indicator:	Normal Prc	<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Disconnected	Suppress Forms:			

STEP 3: FINALIZE THE EVENT

After you have selected those employees that you want to finalize and saved your changes, the next step is to go to the Run Control page to process Ben Admin. Once the process has been run, the Process Status will change to Finalized/Enrolled (FE), and the event will close. The way you fill out the Run Control page is the same. To get there, go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > **Run Control**

PROCESSING MANUAL EVENTS

There will be times when you need to trigger a benefits administration event just because you need to change an employee's benefit coverage. These are not the normal events that occur because of some change to the Job record. They are just "because". The event to be processed is a PRN or PRT event, and it is added manually to the BAS Activity table. Here are some reasons that you might want to change an employee's coverage:

1. A newly hired employee has decided to change their elections within 30 days of their hire date. The hire event has already been processed, and you need to change their current enrollments.
2. The employee did not make their elections in time for the payroll process, and you defaulted some of their coverage. You now have their elections, and you want to change the default coverage.
3. An employee is enrolled in after tax coverage. This may be for dental, or vision, or life. Since the employee can opt out at anytime, they have decided to opt out. You need to terminate their coverage.
4. A mistake was made, either by the employee or by you, and the employee was enrolled in the wrong coverage. You need to correct that mistake.
5. An employee wants to enroll in, change or stop their deduction to a savings plan. This is allowed anytime throughout the year. You need to process the employee's election.

There are other reasons. But whatever the reason, when you need to add or change benefit coverage and there is not a Job action to trigger an event, you will need to use the PRN event. If you need to terminate benefit coverage, you will need to use the PRT event. You cannot go directly into the Base Benefits tables and make the changes. In order to make the change, you need to go through the Ben Admin steps.

Because no one knows what the change will be, when you trigger the PRN event, you will be able to elect any coverage the employee is eligible for. In other words, all options are opened up just like they would be with a Hire event. When you trigger the PRT event, you will be able to terminate coverage the employee no longer wants. Obviously, this is very powerful, and care must be

taken to make only the changes necessary and comply with PERS and other provider policies. The PRN/PRT event works differently than the other events. These are the steps you will go through to process the event:

STEP 1: ADD PRN/PRT EVENT TO BAS ACTIVITY

This is where the PRN/PRT event deviates from the other Ben Admin events. All other Ben Admin events are triggered by some action to the Job record. When an employee’s Job record is updated, BAS Activity is automatically updated with the event, and the event stays there until it is scheduled. With the PRN/PRT event, there is no Job action to trigger the event. In order to make the event available to Ben Admin, you will need to manually insert the event into the BAS Activity table. After inserting the PRN/PRT event into BAS Activity, the event processes just like any other event in Ben Admin. This is how the PRN event is done (the steps are the same for the PRT event):

First, go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **BAS Activity**

After you navigate to BAS Activity, you will see the BAS Activity page with any number of unscheduled events. Your job will be to press the  sign and manually enter the PRN event.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **BAS Activity** ← Navigation [New Window](#)

BenAdmin Activity

*EmpID	Name	*Action Source	Ben Rcd#	Empl Rcd#	*Event Date	Event Effseq	*BAS Action	Suppress Forms	COBRA Action
0050041	Ahlschlager, Jennifer H	JobChg	0	0	02/01/2004	0	HIR	Print Enrl	-
0146244	Grube, Greg R	JobChg	0	0	05/25/2004	0	XFR		-
0156804	Smith, Joyce Y	JobChg	0	0	05/25/2004	0	REH		-
0292511	Purdy, Kenneth I.	JobChg	0	0	05/25/2004	0	XFR		-
0429708	Bauer, Tina M.	JobChg	0	0	02/01/2004	0	XFR		-
0459897	Larson, Angela M	JobChg	0	0	02/24/2004	0	HIR		-
7007002	Retiree2, Early	MultiJobChg	0	0	01/01/2004	0	MJC		-
7007207	Jones, Smarty	JobChg	0	0	05/25/2004	0	HIR		-

Press the plus (insert) key

Save Refresh

After you press , a new manual event will be inserted. You will enter the Emplid, the event date, and the BAS Action of PRN.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **BAS Activity** [New Window](#)

BenAdmin Activity

*EmplID	Name	*Action Source	All Jobs	Ben Rcd#	Empl Rcd#	*Event Date	Event Effseq	*BAS Action	Suppress Forms	COBRA Action
0050041	Ahlschlager, Jennifer H	JobChg		0	0	02/01/2004	0	HIR	Print Enrl	-
0146244	Grube, Greg R	JobChg		0	0	05/25/2004	0	XFR		-
0156804	Smith, Joyce Y	JobChg		0	0	05/25/2004	0	REH		-
0292511	Purdy, Kenneth I.	JobChg		0	0	05/25/2004	0	XFR		-
0429708	Bauer, Tina M.	JobChg		0	0	02/01/2004	0	XFR		-
0459897	Larson, Angela M	JobChg		0	0	02/24/2004	0	HIR		-
7007002	Retiree2, Early	MultiJobChg		0	0	01/01/2004	0	MJC		-
7007207	Jones, Smarty	JobChg		0	0	05/25/2004	0	HIR		-
7006849	Sam, Yosemite	Manual	<input checked="" type="checkbox"/>	0	0	06/22/2004	0	PRN		-

 Save Refresh

Enter the Emplid here (points to 7006849)
Shows that this is a manual event (points to Manual)
Enter the effective date of the PRN event (points to 06/22/2004)
Enter PRN as the event class (points to PRN)
If you mess up, press here to delete the row (points to -)
Make sure to press Save when you are done (points to Save)
After entering the Emplid, press Refresh to display the name (points to Refresh)

STEP 2: PERS SCHEDULING

After manually inserting the PRN event, the event will process like all other Ben Admin events. PERS will run the scheduling process to schedule the PRN event.

STEP 3: VALIDATE SCHEDULE AND PROGRAM ASSIGNMENT

Go to the Event Status Update or Processing Controls Update page to verify that the PRN event has been scheduled and that a Benefit Program has been assigned.

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Event Status Update** ← **Navigation**

Event Status Update

Find an Existing Value

EmpID: ← **Enter Emplid here**

Benefit Record Number:

Search **Clear** [Basic Search](#)

← **Press Search**

STEP 4: PREPARE OPTIONS

After verifying the event is scheduled, the next step is to prepare options. You will go to the Run Control page and process the Ben Admin job. You can do this for all employees in your schedule, or you can process your PRN event by itself. To get to the Run Control page, go here:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > **Run Control** ← **Navigation**

Run Control

Find an Existing Value

Run Control ID: ← **Enter your event maintenance Run Control ID here**

Case Sensitive

Search **Clear** [Basic Search](#)

[Add a New Value](#) ← **Press Search**

STEP 5: ELECT OPTIONS

Once options are prepared, you will need to elect options. This is where you will need to take care. All the employee's eligible options will be available for election—as if they were a new hire. However, you do not want to elect all options. You only want to elect those options where some change needs to be made. Just find the plan type(s) where you need to make the election, and enter the Option Code. The rest of the plan types will default to what the employee currently has. For the PRT event, all options that the employee is enrolled in will be displayed. You need to remove the option that needs to be terminated, or enter the deduction amount for savings plan changes. To elect options, you will go here:

The screenshot shows the 'Election Entry' page with the following elements and annotations:

- Navigation:** Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Use](#) > **Election Entry** ← Navigation
- Tabs:** Event / Participant Selection | **Option Election** | Dependents / Beneficiaries
- Select by Schedule:** [Select by Schedule](#)
- Select By Participant:**
 - Schedule ID: ← Enter your Schedule ID
 - EmpID: ← Enter EmpId
 - Ben Rcd#:
 - Event ID:
 - Search** ← Press Search to elect options for your employee
- Data Entry Configuration:**
 - Defer Dep/Benef Enrollment
 - Defer Savings Investments
 - Hide Unused Items and Links
 - Validate When Saved
- Buttons:** Validate Elections, Save, Refresh
- Footer:** [Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#)

STEP 6: FINALIZE AND ENROLL

After you have entered the elections, the final step is to Finalize/Enroll. This step will enroll the employee into the Base Benefits record, and close the event. To Finalize/Enroll, you will need to process Ben Admin by going to the Run Control page:

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Process](#) > [Run Control](#) ← **Navigation**

Run Control

Find an Existing Value

Run Control ID: ← **Enter your event maintenance Run Control ID**

Case Sensitive

[Basic Search](#)

[Add a New Value](#) ← **Press Search**

BENEFITS ADMINISTRATION REPORTING

Several reports designed to help review Benefits Administration process results are delivered with Benefits Administration. All of these reports can be accessed here

[Home](#) > [Compensate Employees](#) > [Administer Automated Benefits](#) > **Report**

ELIGIBLE PARTICIPANTS REPORT

Navigation: Compensate Employees, Administer Automated Benefits, Report, Eligible Participants Rpt

1. The Eligible Participants report (BAS001) lists by Schedule ID and benefit program employees that are eligible to participate in the State or Campus benefit programs.
2. For each employee, the Eligible Participants lists employee ID, name, event date, plan type and descriptions, option code, coverage code, benefit plan and deduction class. It inserts a page break at the benefit program level.

INELIGIBLE PARTICIPANTS REPORT

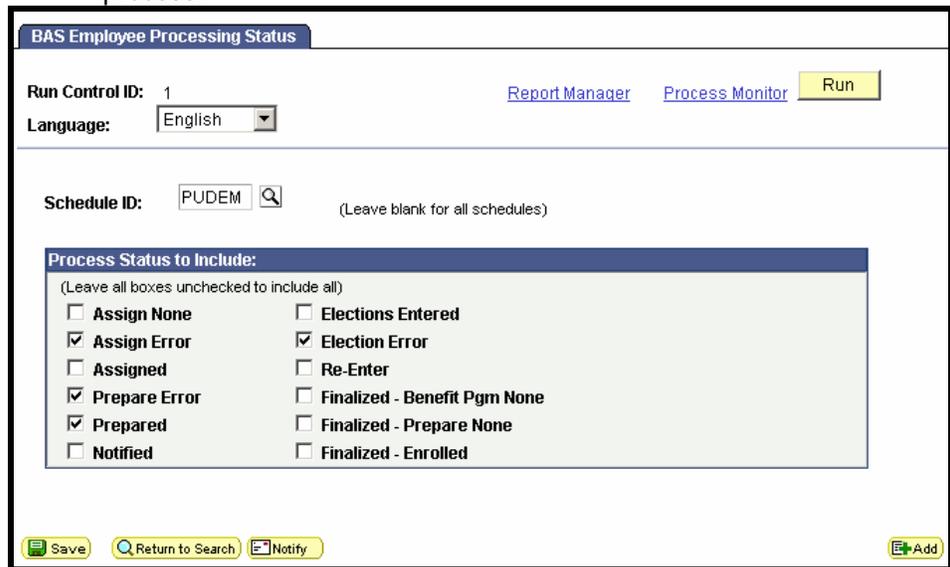
Navigation: Compensate Employees, Administer Automated Benefits, Report, Ineligible Participants Rpt

1. The Ineligible Participants report (BAS010) lists all people who are ineligible for any benefit program and their eligibility parameters, such as birthdate and status.
2. This report can be used to help research the reason for ineligibility.

EMPLOYEE PROCESSING STATUS REPORT

Navigation: Compensate Employees, Administer Automated Benefits, Report, Employee Process Status Rpt

1. To create an audit trail of processing statuses for each employee, the Employee Process Status report can be printed after each run of the Benefits Administration process.



BAS Employee Processing Status

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Schedule ID: PUDEM (Leave blank for all schedules)

Process Status to Include:
(Leave all boxes unchecked to include all)

<input type="checkbox"/> Assign None	<input type="checkbox"/> Elections Entered
<input checked="" type="checkbox"/> Assign Error	<input checked="" type="checkbox"/> Election Error
<input type="checkbox"/> Assigned	<input type="checkbox"/> Re-Enter
<input checked="" type="checkbox"/> Prepare Error	<input type="checkbox"/> Finalized - Benefit Pgm None
<input checked="" type="checkbox"/> Prepared	<input type="checkbox"/> Finalized - Prepare None
<input type="checkbox"/> Notified	<input type="checkbox"/> Finalized - Enrolled

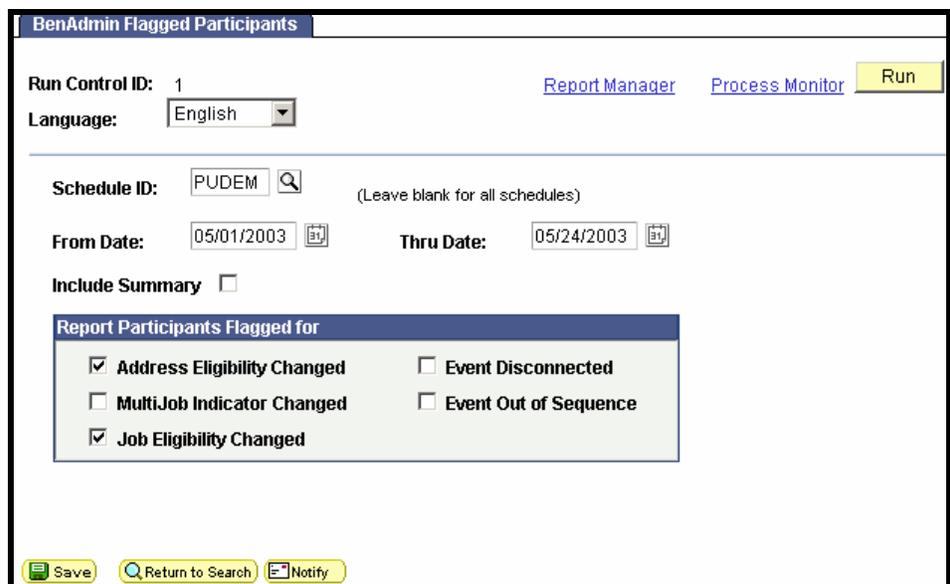
[Save](#) [Return to Search](#) [Notify](#) [Add](#)

2. To print an Employee Status Report that is limited to employees of a specific schedule, enter the appropriate Agency or Campus **Schedule ID**.
3. Indicating which Process Status to Include can further refine this report. If all boxes are left unchecked, all event statuses will be included.

FLAGGED PARTICIPANTS REPORT

Navigation: Compensate Employees, Administer Automated Benefits, Report, Report on Flagged Items

1. The Flagged Participants report prints out a list of the employee events that have been flagged during processing because the events were disconnected, or because the events were determined to be potential candidates for reprocessing. If you think you need to reprocess an event, call PERS Helpdesk or the NDUS Helpdesk.



BenAdmin Flagged Participants

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Schedule ID: PUDEM (Leave blank for all schedules)

From Date: 05/01/2003 Thru Date: 05/24/2003

Include Summary

Report Participants Flagged for

<input checked="" type="checkbox"/> Address Eligibility Changed	<input type="checkbox"/> Event Disconnected
<input type="checkbox"/> MultiJob Indicator Changed	<input type="checkbox"/> Event Out of Sequence
<input checked="" type="checkbox"/> Job Eligibility Changed	

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

2. You can choose to have the Flagged Participants report display information about each flag that helps you troubleshoot the reason the event was flagged, or you can have the system print a "summary" version of the report that provides a minimum of information about each listed event.
3. Enter the appropriate Agency or Campus **Schedule ID** for the employees the system should search through for reprocessing flags.
4. In **From Date** and **Thru Date**, enter the date range the system should refer to when searching for flagged employees. The system will only list employees who were flagged for events with event dates within the date range specified.

5. In the **Report Participants Flagged for** group box, select the flags that the system should use when compiling the report.
6. You can also select the **Include Summary** check box to have the system include summary information on all flagged employee events found by the system.

APPENDIX A: EMPLOYEE EVENT SUMMARY

EMPLOYEE EVENT DETAIL-PARTICIPANT PAGE

Navigation: Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Summary

To review detailed information about an employee's event, navigate to the *Employee Event Summary* page.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Inquire](#) > Employee Event Summary

Participant		Plan Type	Option and Cost
Sched ID:	110EM	Office of Mgmt & Budget	
EmplID:	7006849	Sam,Yosemite	
			Benefit Rcd#: 0

Event Information			
ID:	1	Empl Rcd#:	0
Date:	04/12/2004	Effseq:	0
Status:	Closed to Processing		Priority:
Class:	MSC Miscellaneous Change		400
Source:	Job Data Change	<input type="checkbox"/> Multi-Activity Indicator	

Eligibility Information			
Empl Rcd#:	0	COBRA Action:	
Addr Effdt:	01/01/2003	Job Effdt:	04/12/2004
Effseq:	0		

Processing Information			
Benefit Program:	SA1 State Regular Employees	<input type="checkbox"/> Address Eligibility Changed	
Process Status:	Finalized - Enrolled	<input type="checkbox"/> MultiJob Indicator Changed	
Status Date:	06/13/2004	<input type="checkbox"/> Job Eligibility Changed	
Process Indicator:	Normal Processing	<input type="checkbox"/> Event Out of Sequence	
Election Source:	Online	<input type="checkbox"/> Event Disconnected	
Excess Credit:	Cash	<input checked="" type="checkbox"/> Available through Self Service	
Option Notify:	06/12/2004	Election Rcvd:	
Confirm Notify:		Confirm Rcvd:	
Finalize/Apply Defaults	<input type="checkbox"/>	Suppress Forms:	Print Both
Enrl/Print Days:	0		

The *Employee Event Summary-Participant* page displays event status, event processing, and eligibility information for an employee's specific event.

The **Event Information** group box displays the event's **ID**, **Status**, **Class**, **Source**, **Date**, **EffSeq**, and **Priority**.

In **Status**, the system displays a status code that indicates whether the event is Open for Processing, Closed for Processing, or Void.

In **Source**, the system displays the source of the event. The source could be triggered by a change to an employee's address, union code, or job information, a passive event, or the insertion of a manual event.

Event Priority is the priority level of the event class. The system uses Event Priority to determine the order of processing for events that occur for an employee on the same event date, but which have different event classes.

If the **Multi-Activity Indicator** check box is on, this event is the result of a situation where the system located multiple activity records from BAS_ACTIVITY that had the same event date, and event class and merged them into a single event.

The **Eligibility Information** group box displays information the system uses for determining eligibility for the event. If the event is associated with an action that may make the employee eligible for COBRA coverage, the **COBRA Action** will display the action code. If the event originated from an Address or Job data change, the **Addr Effdt**, and **Job Effdt** along with the **EffSeq** of the event will be displayed.

The **Processing Information** group box displays information about the current processing status of the event. The **Benefit Program** to which the employee has been assigned, the **Process Status** of the event, the **Status Date** of the process status, the **Process Indicator**, and the **Election Source** will all be displayed. If an enrollment statement has been printed for this event, the date of the print will be displayed in **Option Notify**. When an election is entered for the event, the system date the elections were entered will be displayed. The date the **Confirmation Letter** was printed will also be displayed in this group box. If the event was finalized and/or defaults were applied, the **Finalize/Apply Defaults** check box would be turned on. The method the system used to deal with **Excess Credits** is displayed. If changes have been made to the Address, Union Code, or Job Data or if the event was processed out of sequence or disconnected, the appropriate flags would also be turned on.

EMPLOYEE EVENT DETAIL-PLAN TYPE PAGE

Navigation: Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Status-Plan Type tab

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Inquire](#) > **Employee Event Summary**

Participant | Plan Type | Option and Cost

Sched ID: 110EM EmpID: 7006849 Ben Rcd#: 0 Event ID: 1

Plan Types Find | View All First ◀ 4 of 25 ▶ Last

Plan Seq:	Plan Type: 2D Dependent Life - Other
Option Code:	Benefit Plan:
Curr Election: Only	<input type="checkbox"/> Elections Allowed
Enroll Action: Terminate	<input type="checkbox"/> BAS Error
Ignore Plan: No	<input type="checkbox"/> Proof Received
Coverage Elect: Term	
	Coverage Code:
	Coverage Begin: 05/01/2004
	Deduction Begin: 04/01/2004
	Coverage Elect: 06/13/2004
	Addl Pay Eff:

Life Insurance

Life/Add Covrg: 1	Flat Amount:	Factor x Salary:	Benefits Base: 1
--------------------------	---------------------	-------------------------	-------------------------

This page, *Employee Event Detail, Plan Type*, displays information on the plan types assigned to the employee's event. Through this page, plan type coverage information associated with the event can be obtained. Use the scroll bar to move from one Plan Type to another.

Curr Election is an indicator that explains why coverage might be terminated after event processing has occurred.

Yes	The employee had coverage in this Plan Type as of the Event Date
No	The employee did not have coverage in this Plan Type as of the Event Date.
Only	The employee had coverage in this Plan Type as of the Event Date, but the employee is no longer eligible for coverage in this Plan Type as a result of the event, leading the system to terminate the employee's coverage
Future	The employee has a future dated election in this Plan Type that the system will terminate

When the **Elections Allowed** check box is turned on, it means the employee can elect options in this plan type.

After finalization, **Enroll Action** is set and reflects what action occurred. The possible values for Enroll Action are None, Enroll, and Terminate. The results of the following Enroll Action values are as follows:

None	No action occurred for this plan type and none is taken.
Enroll	Coverage Elect will be set to Waive or Elect.
Term	Coverage Elect will be set to Terminate.

Note: An employee may receive an Enroll Action of None if the election for the given plan type matches the employee’s current election. If the employee stays in the same benefit plan for twenty years, there will be only one enrollment record instead of twenty. Employees will also receive an Enroll Action of None if there is an error with the election or no current election, and the event is force finalized.

If **BAS Error** is turned on, the system has encountered an error during eligibility and event rule processing for this plan type.

Note: If BAS Error is turned on be sure to check the Messages page.

This page also displays the **Ignore Plan** action that the system followed to process this plan type.

In the **Dates** group box, the system displays the **Plan Enroll** date, the **Coverage Begin** date, the **Deduction Begin** date, and the **Coverage Elect** date.

In the bottom left corner of the *Employee Event Summary-Plan Type* page, the **Option Code**, **Benefit Plan** and **Coverage Code** elected are displayed. If required proof has been received, the **Proof Received** checkbox will be turned on.

When the system finalizes the employee, the **Enroll Action** and **Coverage Elect** fields are set. Until finalization, these fields are populated with an Enroll Action default value of None and a Coverage Elect default value of Elect.

In the bottom right corner of the *Employee Event Summary-Plan Type* page, information specific to the plan type will be displayed.

EMPLOYEE EVENT DETAIL-OPTION AND COST PAGE

Navigation: Compensate Employees, Administer Automated Benefits, Inquire, Employee Event Status—Option and Cost tab.

The next page, *Employee Event Summary-Option Elections*, displays the employee’s option details for the event’s benefit plans along with displaying data on the system-calculated cost information for each plan option in the employee’s benefit plan elections.

Home > [Compensate Employees](#) > [Administer Automated Benefits](#) > [Inquire](#) > **Employee Event Summary**

Participant | Plan Type | Option and Cost

Sched ID: 110EM EmpID: 7006849 Ben Rcd#: 0 Event ID: 1

Plan Types Find | View All First ◀ 9 of 25 ▶ Last

Plan Seq: 20 Plan Type: 20 Basic Life

Options Find | View All First ◀ 1 of 1 ▶ Last

Option Seq: 1 ID: 10 Type: Option

Benefit Plan: BASIC Coverage Code:

Option Code: 1 Option Level: 1

Default Election Proof Required History Only

Coverage Base: 1300.00 Premium Base: 1300.00

Ded Class: Taxable

Pay Periods: First Second Third Fourth Fifth

Option Cost

Cost ID	Cost Type	Annual Amt	Deduct Amt
10	Price		

In the **Options** group box, the **Option Seq**, **Option ID**, **Option Type**, **Benefit Plan**, **Covrg Cd**, **Option Code**, **Option Level**, **Coverage Base**, **Premium Base**, **Ded Class**, and **Pay Periods** the deductions will be taken are displayed.

If the **Default Election** check box is turned on, it means that the option is a default option that can be assigned as a default to employees who fail to make their elections. It does not mean this option has been assigned to the employee as a default option. When **Proof Required** is turned on, it means the employee must pass proof rules to legitimately enroll in the plan.



The **History Only** check box identifies options the employee is eligible for, but cannot choose until an event such as Open Enrollment.

APPENDIX B: DEFAULT COVERAGE

STATE AGENCIES

The following table shows the benefits that a newly hired state employee will be enrolled in if no elections are made—assuming that they are eligible for the benefit plan.

Plan Type	Description	Default Coverage
10	Medical	Waive
11	Dental	Waive
14	Vision	Waive
1Z	Employee Assistance Program	EAP Provider selected by the agency
20	Basic Life	Basic Life \$1300 of coverage
21	Supplemental Life	Waive
2A	Spouse Supplemental Life	Waive
2E	Supplemental Life-Flex	Waive
25	Dependent Life	Waive
4B,4C, 4D, 4E	457 Plan	No coverage
50	Sick	Standard Sick Leave Plan Accelerated plan for Supreme Court
51	Vacation	Standard Vacation Plan Accelerated plan for Supreme Court
5D	Comp Time	Comp Time
60	Flex Spending Health	No coverage
61	Flex Spending Dependent Care	No coverage
70	PERS	Retirement plan that the employee is eligible for (State Retirement, Highway Patrol Retirement, Judges Retirement, National Guard Retirement)

HIGHER ED

The following table shows the benefits that a newly hired employee will be enrolled in if no elections are made—assuming that they are eligible for the benefit plan.

Plan Type	Description	Default Coverage
10	Medical	Waive
11	Dental	Waive
14	Vision	Waive
1Z	Employee Assistance Program	EAP Provider per Campus
20	Basic Life	Basic Life \$1300 coverage
2E	Supplemental Life-Flex	Waive
21	Supplemental Life	Waive
25	Dependent Life	Waive
2A	Spouse Supplemental Life	Waive
2B	UND Basic Life	UND Basic Life \$5,000 coverage
2C	UND Supplemental Life-Flex	Waive
2I	UND Supplemental Life	Waive
23	UND AD&D	Waive
2D	UND Dependent Life	Waive
2Z	UND Spouse Life	Waive
3Y	Long Term Disability	TIAA Disability Waiver
3Z	Long Term Disability	TIAA Disability Income
46 and 4Z	403(b) Plan	No Coverage
47	Grandfathered TIFR Plan	No Coverage
49	457 Plan TIAA-CREF	No Coverage
4B,4C, 4D, 4E	457 Plan	No coverage
50	Sick	Sick Leave Plan
51	Vacation	Vacation Plan
5D	Comp Time	Comp Time
5X	Dependent Sick Leave	Dependent Sick Leave Plan
60	Flex Spending Health	No coverage
61	Flex Spending Dependent Care	No coverage
70	Retirement Plan	NDPERS
7A	Retirement Plan	TIAA-CREF

HIGHER ED – FEDERAL EMPLOYEES

The following table shows the benefits that a newly hired Federal employee will be enrolled in if no elections are made—assuming that they are eligible for the benefit plan.

Plan Type	Description	Default Coverage
10	Medical	Waive
11	Dental	Waive
14	Vision	Waive
1F	Federal Health	Waive
1Z	Employee Assistance Program	EAP Provider per Campus
20	Basic Life	Basic Life \$1300 coverage
2E	Supplemental Life-Flex	Waive
21	Supplemental Life	Waive
25	Dependent Life	Waive
2A	Spouse Supplemental Life	Waive
23	Federal Basic Life	Waive
2Z	Federal Life – Option A	Waive
2C	Federal Life Option B	Waive
2D	Federal Life Option C	Waive
3Z	Long Term Disability	TIAA Disability Income
42	Federal TSP	No Coverage
46 and 4Z	403(b) Plan	No Coverage
49	457 Plan TIAA-CREF	No Coverage
4B,4C, 4D, 4E	457 Plan	No coverage
50	Sick	Sick Leave Plan
51	Vacation	Vacation Plan
5D	Comp Time	Comp Time
5X	Dependent Sick Leave	Dependent Sick Leave Plan
60	Flex Spending Health	No Coverage
61	Flex Spending Dependent Care	No Coverage
7X	Federal Retirement	FERS Retirement Plan
7Y	Federal Retirement	CSRS Retirement Plan
7Z	Federal TSP	No Coverage