

Changing an Employee's Health Benefits

1.	Click the Compensate Employees link. 
2.	Click the Administer Base Benefits link. 
3.	Click the Use link. 
4.	Click the Health Benefits link. 
5.	Click in the field in which you want to search. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" .
7.	Click the Search button. 
8.	Select the desired entry.
9.	NOTE: The Elections page will be populated with the current coverage selected by the employee. Click the Add a new row at row 1 button to insert another row into the employee's coverage record. 
10.	Click the Choose a date button. 
11.	Select the desired entry. Click 22 . 
12.	NOTE: The Deduction Begin Date defaults to the date entered in the Coverage Begin Date field. NOTE: The Deduction Begin Date is the effective date for both the start and termination. It should match the effective date of the PAR action.
13.	Select the entry in the Benefit Plan field. Click in the Benefit Plan field to select JP . 
14.	Enter the desired information into the Benefit Plan field. Enter a valid value, e.g. "2G" .
15.	Click the Save button. 

16.	NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button.
17.	Click the OK button. 
18.	The procedures required to change an employee's health benefits are entered. End of Procedure.