Enrolling an Employee with Eligibility Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Benefits Administration** link. Benefits Administration
4.	Click the **Enrollment with Eligibility** link. Enrollment with Eligibility
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	In the **Effective Date** field enter the same date you entered in the Enrollment Effective Date on the Employee Master.
7.	Click the **Find** button.
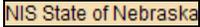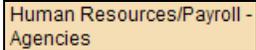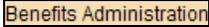
8.	Review the following fields in the Header:
	
	  Benefit Group
	  Benefit Status - This field must be ACTIVE (A)
	  Agency Original Hire Date
	  Pay Frequency

9.	On the grid, choose each row that contains a benefit plan or plan option in which you want to enroll the employee by clicking the check box for that row. **Note:** Some Categories require an election where you must elect or waiver one plan.
10.	After selecting the rows click the **Row** button.
11.	Click the **Elect** menu. Elect
12.	If any of the plans that you choose requires an amount or rate, the Change Amount or Rate form appears.
13.	Type the amount or rate that the employee pays in the **Employee Payroll Ded DBA** field. If applicable, complete the **Employer Paid Benefit DBA** field as well.

14.	Click the **OK** button.
15.	A check mark appears on the row of each plan elected. You can undo an incorrect election if necessary. To do so choose the election on the grid, click Row, Mistaken Enrollment.
16.	Click the **Form** button.
17.	Click the **Submit** menu. Submit
18.	**Note:** If a plan was not selected in a category that requires an election (ex. Medical), the **Retest Eligibility** window appears. Read the directions and click **OK** to return to the Work with Enrollment with Eligibility screen. Elect a required benefit plan or plan option. (The required plan will be highlighted.)
19.	Click the **Close** button.
20.	You have successfully completed this lesson. **End of Procedure.**