Enrolling an Employee with Eligibility
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in
NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and
Regulations, and State policies. For further information concerning State Statutes and policies,
please refer to both internal agency resources and the Department of Administrative Services
website: http://www.das.state.ne.us/.

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Enrolling an Employee with Eligibility Overview

To enroll an employee in benefit plans that have eligibility requirements, you use the enrollment with eligibility feature. For you to use this feature, the employee must be assigned to a Benefit Group. When you enroll an employee, the system displays only the Plans assigned to the Benefit Group that has been assigned to the Employee Master record. The enrollment process tests for eligibility and assigns the applicable enrollment status and date to the employee's record, depending on which eligibility requirements are met.

When an employee is enrolled in benefits, the instructions for any employee-paid deductions and any State-paid benefit amounts are automatically created in the Employee Instructions, in the Payroll system. This integration increases data integrity and reduces errors.

The system displays the selected employee's Benefit Group information:

- Benefit Group Rule
- Pay Frequency
- Benefit Status
- Date Started

Warning: You must have completed the Enrollment Effective Date field on the Employee Master prior to Enrolling an Employee in Benefits using Enrollment with Eligibility.
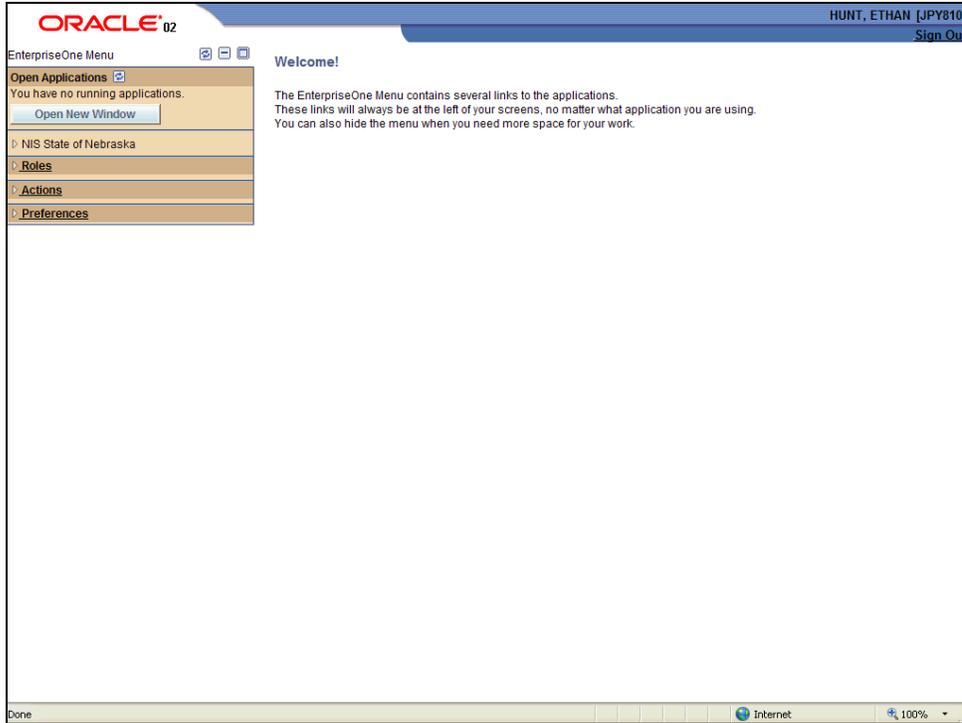
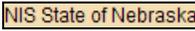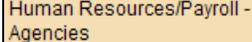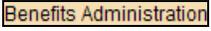## Enrolling an Employee with Eligibility Lesson

Procedure

In this lesson you will learn how to enroll an employee with eligibility.

Step	Action
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
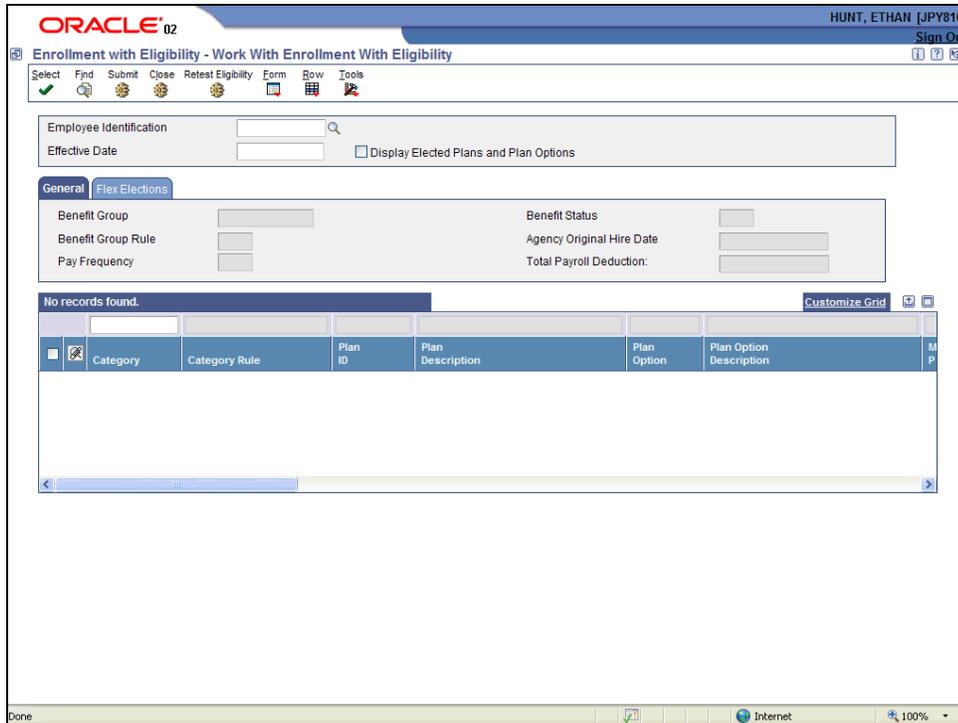
Step	Action
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	In the **Effective Date** field enter the same date you entered in the Enrollment Effective Date on the Employee Master.
7.	Click the **Find** button.
8.	Review the following fields in the Header: **Benefit 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.

Step	Action
12.	If any of the plans that you choose requires an amount or rate, the Change Amount or Rate form appears.

Step	Action
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.

Step	Action
16.	Click the **Form** button.
17.	Click the **Submit** menu.
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.**