

Enrolling an Employee with Overrides
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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 Overrides

Enrolling an Employee with Overrides Overview

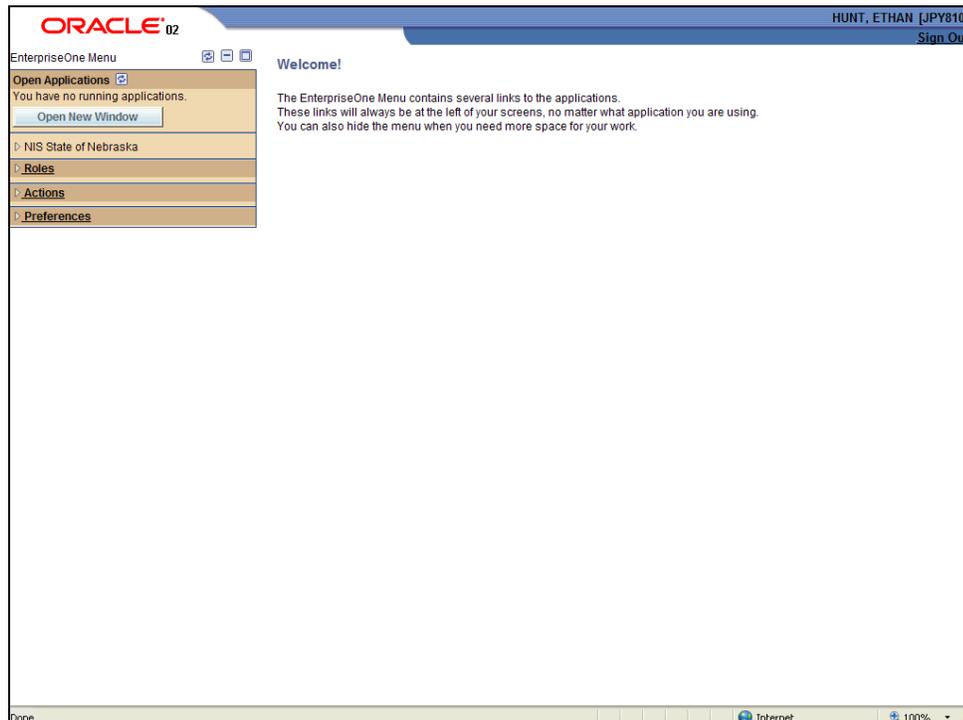
Use enrollment overrides when you need to waive eligibility requirements for specific employees. **Using this method of entry, the system does not check for eligibility rules.** This should only be used when you cannot use Enrollment with Eligibility.

This work instruction shows how to use enrollment overrides to enroll employees in plans for which they would not typically meet the eligibility requirements.

Enrolling an Employee with Overrides Lesson

Procedure

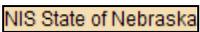
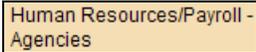
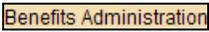
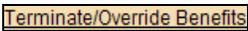
In this lesson you will learn how to enroll an employee with overrides.

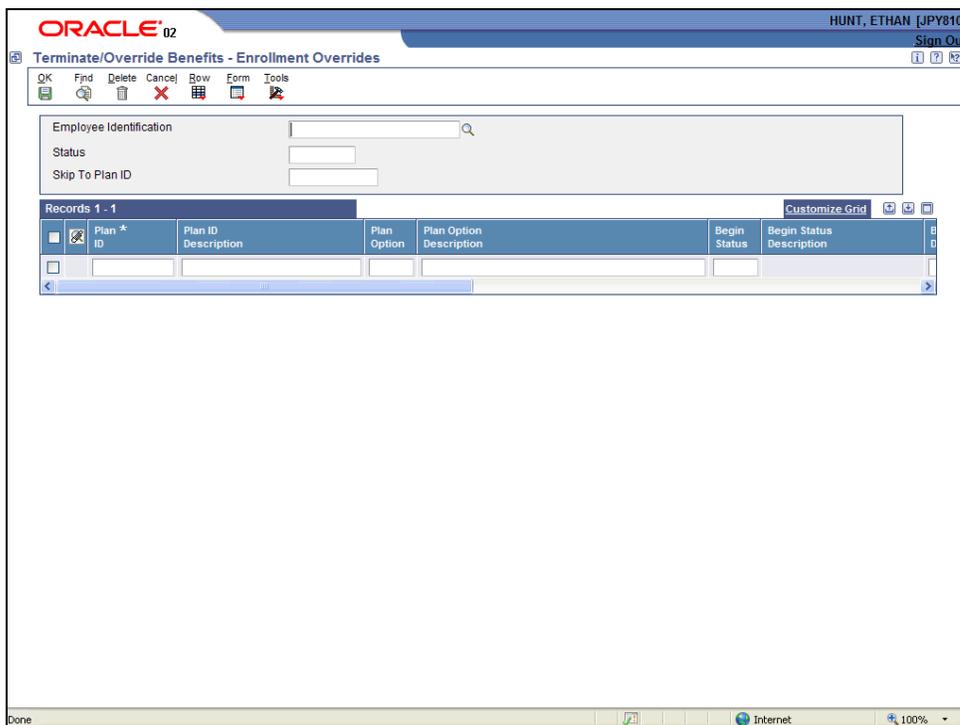


Training Guide

Enrolling an Employee with Overrides

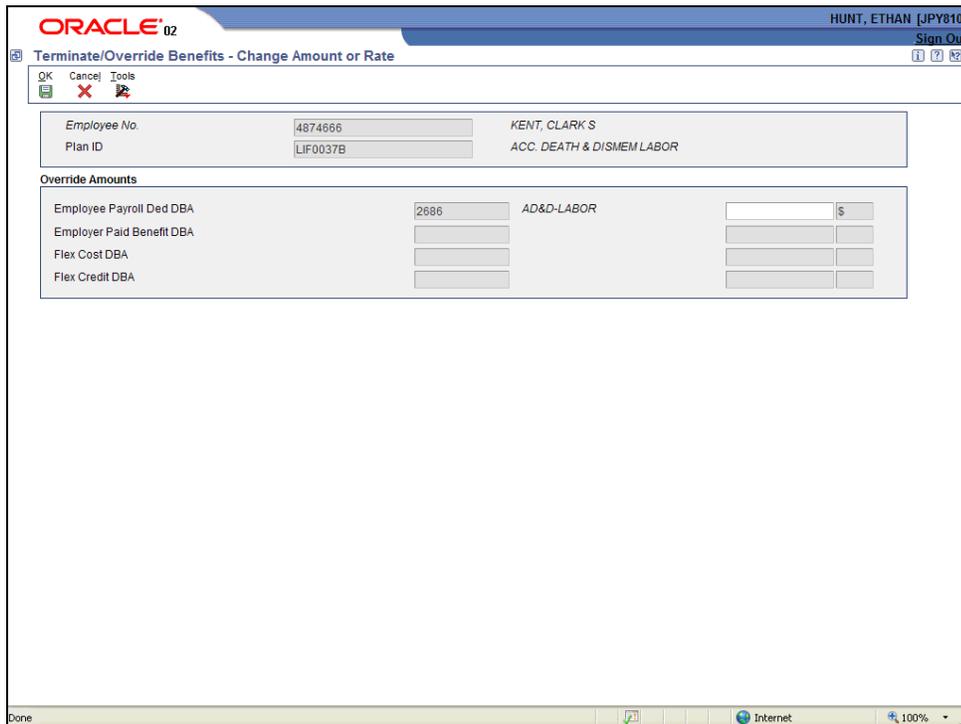


Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Benefits Administration link. 
4.	Click the Terminate/Override Benefits link. 



Step	Action
5.	Enter the employee's address book number in the Employee Identification field.
6.	Click the Find button. 
7.	The system shows all of the plans in which the employee is currently enrolled.

Step	Action
8.	<p>To enroll the employee in a plan, complete the following fields in the first blank row on the grid:</p> <p style="margin-left: 40px;">Plan ID Plan Option (if applicable) Begin Status Begin Date Eligible Date Participation Date</p> <p>Use the Visual Assist tool if necessary.</p>
9.	<p>When you are finished completing the fields click the OK button.</p> 



Step	Action
10.	<p>Note: If the plan requires an amount or rate, the Enrollment Overrides – Change Amount or Rate window appears.</p> <p>Type the amount or rate that the employee pays in the Employee Payroll Ded DBA field, if required.</p>

Training Guide

Enrolling an Employee with Overrides



Step	Action
11.	Click the OK button. 
12.	You have successfully completed this lesson. End of Procedure.