

Changing Enrollment of Dependent-Beneficiary
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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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Changing Enrollment of Dependent-Beneficiary

Changing Enrollment of Dependent-Beneficiary Overview

When you end the enrollment of an employee in a plan, the system will also end the enrollment of any dependents/beneficiaries attached to the employee's plan. If the employee will be starting a new plan, you will also need to attach the dependents/beneficiaries to the new plan. Please refer to the Work Instructions for 'Enrolling Dependent/Beneficiary' to attach the dependent/beneficiaries to the new plan(s).

Note: For part-time employees enrolled in a plan that requires an amount/rate to be entered, changing the amount rate actually ends the plan with the old rate and starts the same plan with the new amount/rate. In this case, the dependents/beneficiaries enrollment will also be ended and will need to be re-enrolled in the same plan again with the new date of the new amount/rate.

Warning: Only use these work instructions to make changes that DO NOT affect the employee's enrollment. For example, to make a correction to enrollment or date of a dependent/beneficiary enrollment. If you need to make changes to a dependent/beneficiary record that also affects the employee's enrollment, please refer to the work instructions for Changing Enrollment with Eligibility.

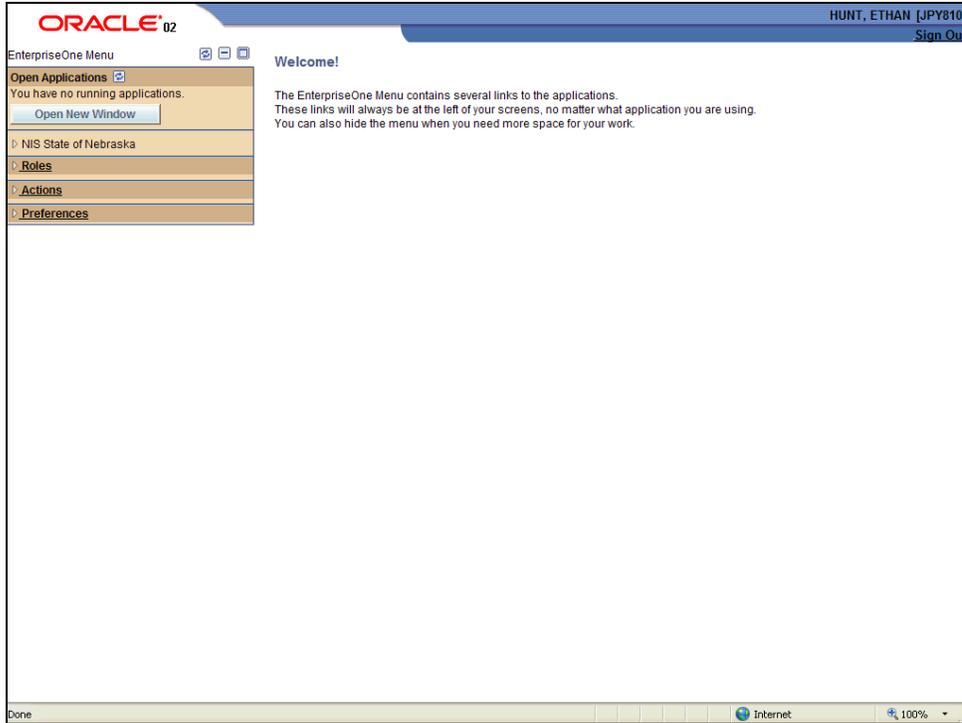
Changing Enrollment of Dependent-Beneficiary

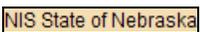
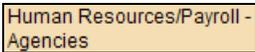
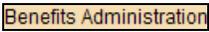
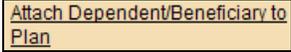
Procedure

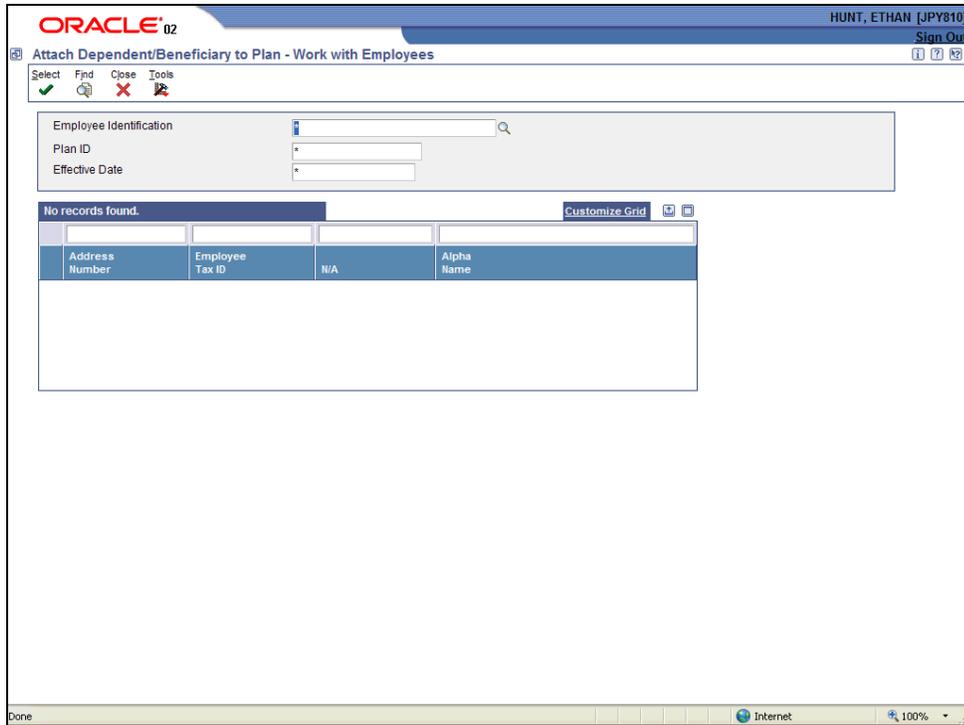
In this lesson you will learn how to change the enrollment of a dependent/beneficiary.

Training Guide

Changing Enrollment of Dependent-Beneficiary



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 Attach Dependent/Beneficiary to Plan link. 



Step	Action
5.	Enter the employee's address book number in Employee Identification field.
6.	Click the Find button. 
7.	Click the Select button. 

Training Guide

Changing Enrollment of Dependent-Beneficiary



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Attach Dependent/Beneficiary to Plan - Dependents/Beneficiaries By EE

Work with Employees Dependents/Beneficiaries By EE

Employee Identification: 4874666 KENT, CLARK S

Plan ID: []

Effective Date: *

Records 1 - 4 Customize Grid

	Dep./Ben. * Address	Dependent/Beneficiary Name	Tax ID Number	R * L	Description	Plan ID
<input type="checkbox"/>	4874819	KENT, LOIS	999010003	S	SPOUSE	DEN0213B
<input type="checkbox"/>	4874819	KENT, LOIS	999010003	S	SPOUSE	LIF0046B
<input type="checkbox"/>	4874819	KENT, LOIS	999010003	S	SPOUSE	MED0431B

Done Internet 100%

Step	Action
8.	Check mark the row of the dependent/beneficiary you want to make a change to. <input type="checkbox"/>

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Attach Dependent/Beneficiary to Plan - Dependents/Beneficiaries By EE

Work with Employees Dependents/Beneficiaries By EE

Employee Identification: 4874666 KENT, CLARK S

Plan ID: *

Effective Date: *

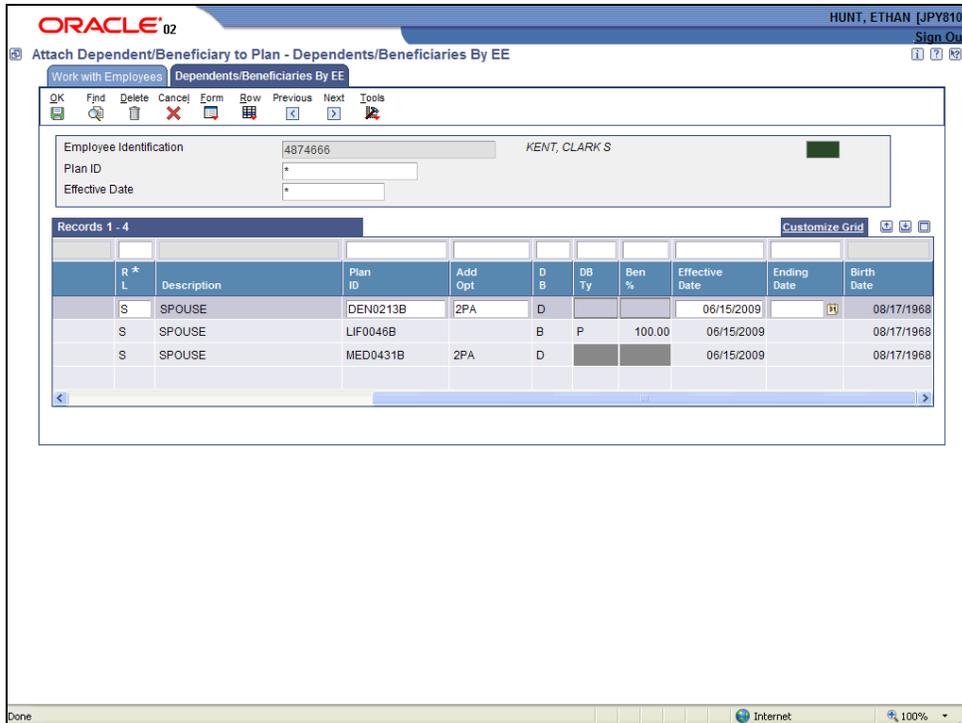
Records 1 - 4 Customize Grid

	Dep./Ben. * Address	Dependent/Beneficiary Name	Tax ID Number	R * L	Description	Plan ID
<input checked="" type="checkbox"/>	4874819	KENT, LOIS	999010003	S	SPOUSE	DEN0213B
<input type="checkbox"/>	4874819	KENT, LOIS	999010003	S	SPOUSE	LIF0046B
<input type="checkbox"/>	4874819	KENT, LOIS	999010003	S	SPOUSE	MED0431B

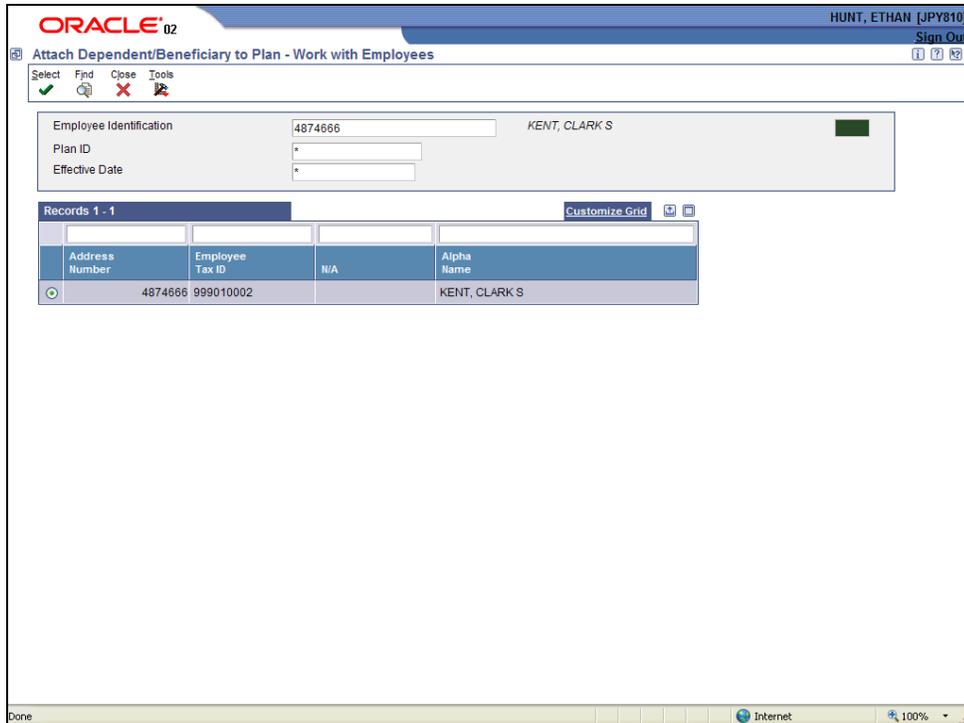
Step	Action
9.	Scroll to the right.

Training Guide

Changing Enrollment of Dependent-Beneficiary



Step	Action
10.	Enter the date you want the benefits to stop in the Ending Date field.
11.	<p>Repeat these steps if you want to end dependent/beneficiary enrollment for any other plans.</p> <p>If you want to re-enroll the dependent/beneficiary in a corrected plan or correct a date go to the first blank line and enter the dependent/beneficiary Address Book Number, R L, Plan ID, Add Opt (if applicable), Dep/Ben Ty (if applicable), Ben % (if applicable), and Effective Date.</p> <p>Note: You must use the same effective date that the employee is enrolled in the plan otherwise you will not see the dependent/beneficiary assignment through the Terminate/Overrides screen.</p>
12.	<p>Click the OK button.</p> 
13.	<p>Click the Cancel button.</p> 



Step	Action
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.