

## **Changing Enrollment of Dependent-Beneficiary**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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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 Training Guides for 'Enrolling Dependent/Beneficiary' to attach the dependent/beneficiaries to the new plan(s).

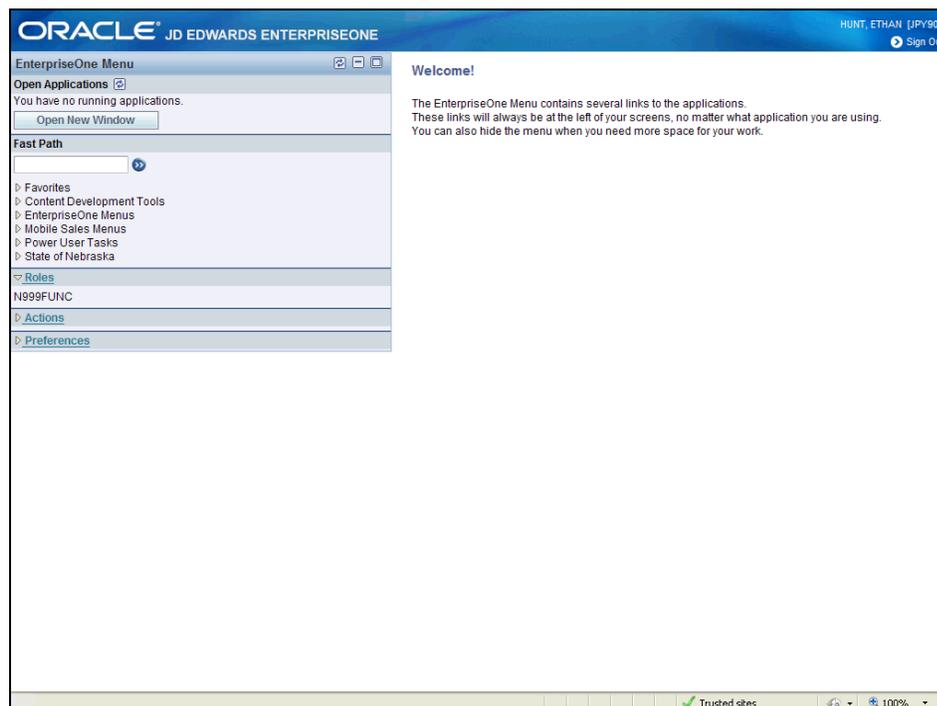
**Note:** For part-time employees enrolled in a plan that requires an amount/rate to be entered, changing the amount rate actually ends the plan with the old rate and starts the same plan with the new amount/rate. In this case, the dependents/beneficiaries enrollment will also be ended and will need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

**Warning:** Only use these training guides 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.

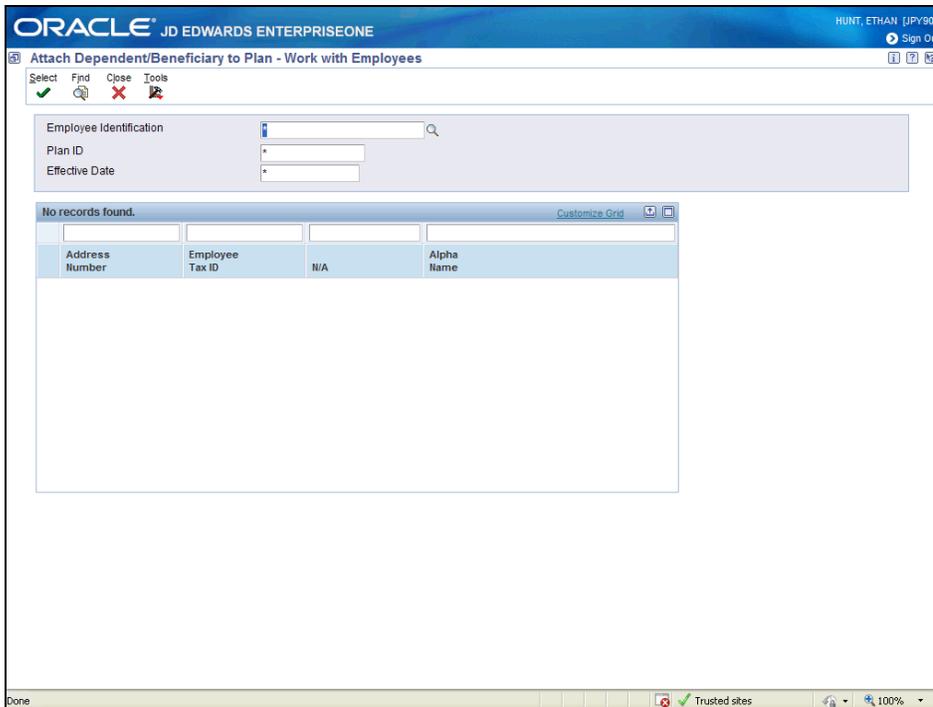


# Training Guide

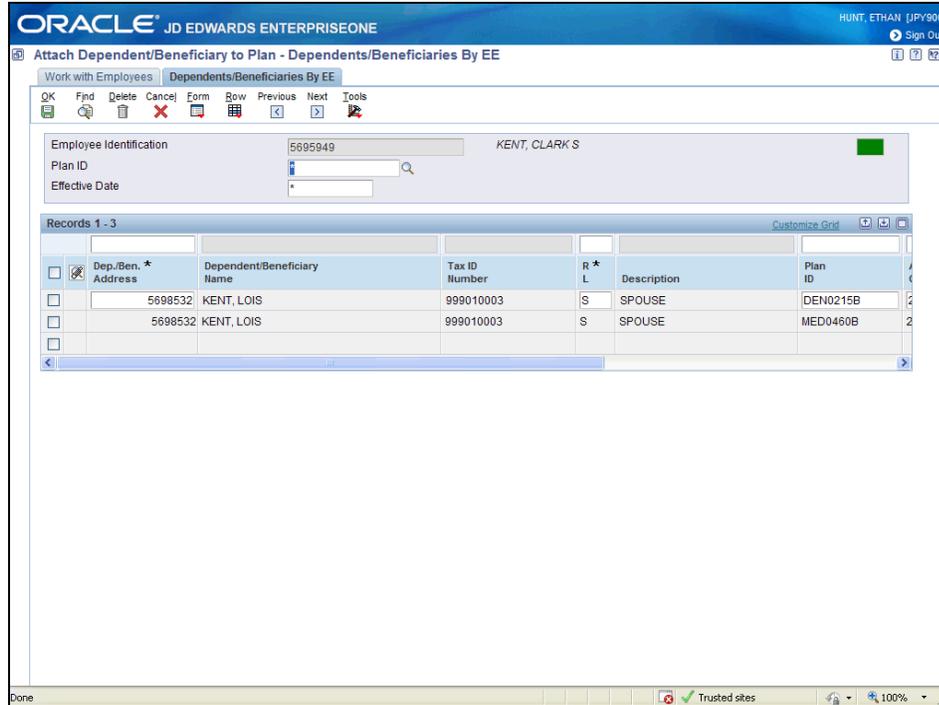
## Changing Enrollment of Dependent-Beneficiary



Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Human Resources</b> link. 
3.	Click the <b>Benefits Administration</b> link. 
4.	Click the <b>Attach Dependent/Beneficiary to Plan</b> link. 



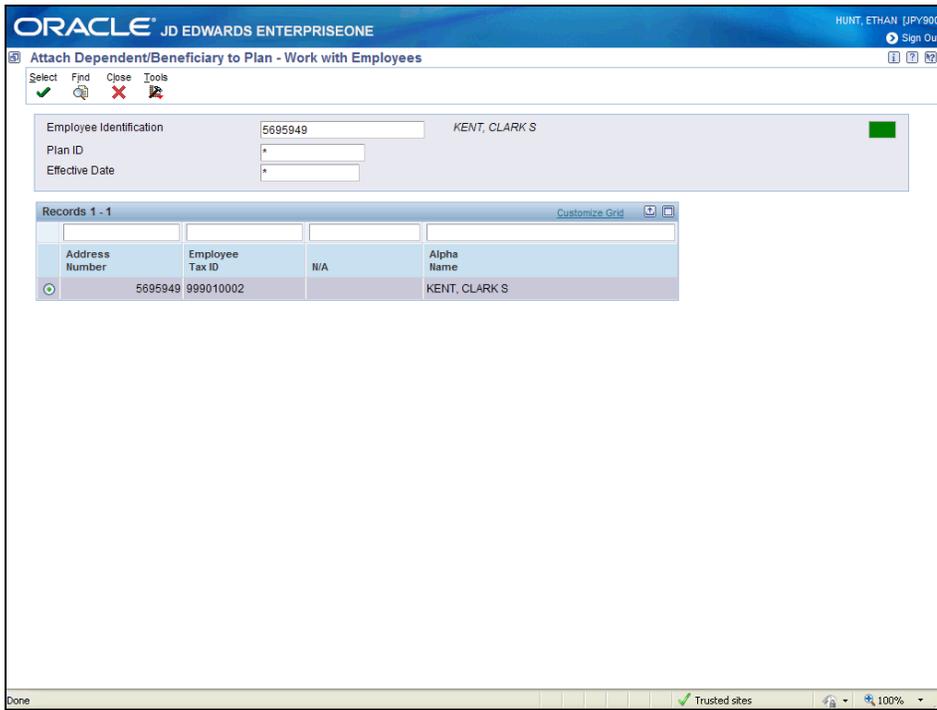
Step	Action
5.	Enter the employee's address book number in <b>Employee Identification</b> field.
6.	Click the <b>Find</b> button. 
7.	Click the <b>Select</b> button. 



Step	Action
8.	Check mark the row of the dependent/beneficiary you want to make a change to. <input type="checkbox"/>
9.	Scroll to the right. 
10.	Enter the date you want the benefits to stop in the <b>Ending Date</b> field.
11.	Repeat these steps if you want to end dependent/beneficiary enrollment for any other plans.  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 <b>Address Book Number, R L, Plan ID, Add Opt</b> (if applicable), <b>Dep/Ben Ty</b> (if applicable), <b>Ben %</b> (if applicable), and <b>Effective Date</b> .  <b>Note:</b> 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.
12.	Click the <b>OK</b> button. 
13.	Click the <b>Cancel</b> button. 

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## Changing Enrollment of Dependent-Beneficiary



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