Enrollment of 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.

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/.

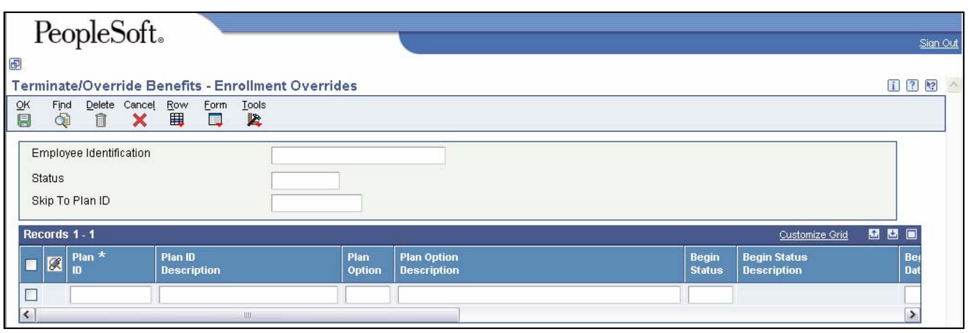
Navigation

Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Benefits Administration > Terminate/Override Benefits

Steps

Start this instruction from the Terminate/Override Benefits – Enrollment Overrides window.



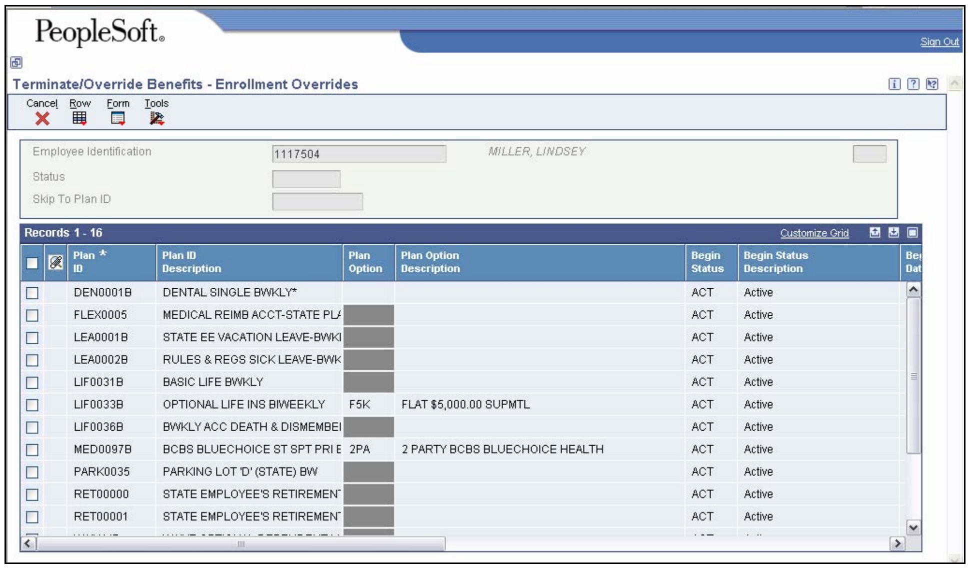
1. Locate the employee for whom you need to enter plans by completing the following field:

   - Employee Identification

2. Click **Find**.

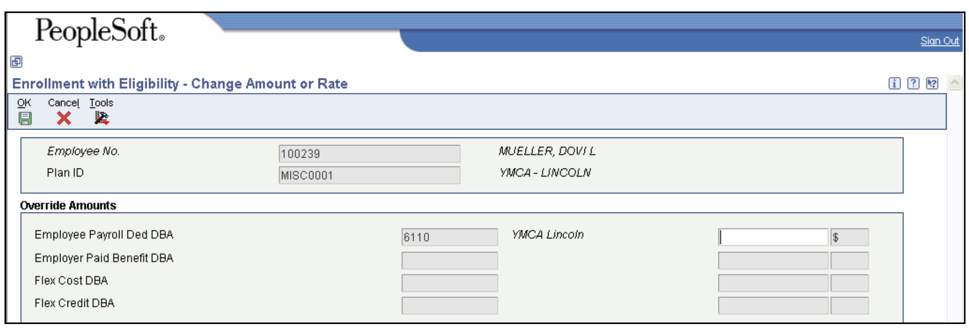
   The system shows all of the plans in which the employee is currently enrolled.

3. To enroll the employee in a plan, complete the following fields in the first blank row on the grid:
   - Plan ID
   - Plan Option (if applicable)
   - Begin Status
   - Begin Date
   - Eligible Date
   - Participation Date



4. Click **OK**.

   If the plan requires an amount or rate, the Enrollment Overrides – Change Amount or Rate window appears.



5. Type the amount or rate that the employee pays in the Employee Payroll Ded DBA field, if required.
6. Click **OK** to return to the Terminate/Override Benefits - Enrollment Overrides window.

To enroll the same employee in other plan(s), repeat steps 3-6 on the next blank row on the grid.

7. Click **OK.** You will return to the main menu.

You MUST click **OK** here to accept the changes/additions made.

8. To re-inquire on your employee, from the menu, click on **"Terminate/Override Benefits"**
9. Enter the employee number in the Employee Identification field in the header.
10. Click **Find.**
11. Note that the new plan(s) has been assigned to the employee as a payroll deduction.
12. Click **Cancel.**