

## **Change 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).

 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.

 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.

These work instructions show how to:

[Change Enrollment of Dependent/Beneficiary](#)

### **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**

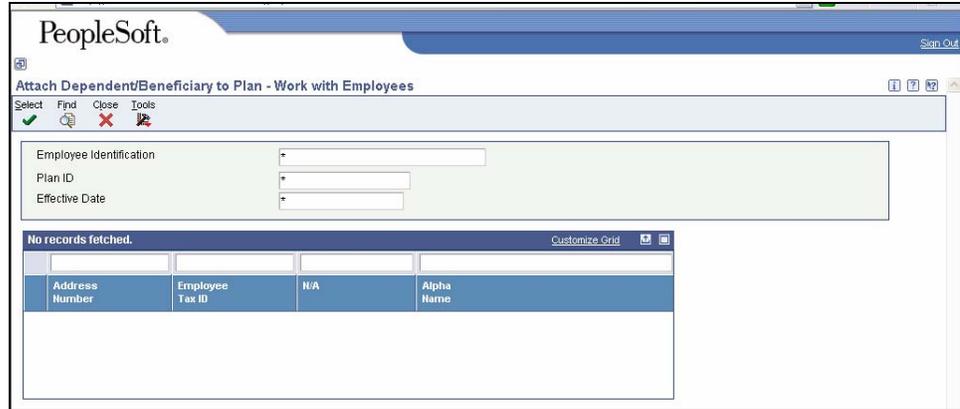
Click Roles, HR\_PR  
(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)

Human Resources and Payroll - Agencies > Benefits Administration > Attach Dependent/Beneficiary to Plan

### **Steps**

#### **Change Enrollment of Dependent/Beneficiary**

Start this instruction from the Attach Dependent/Beneficiary to Plan - Work with Employee window.



1. Enter employee address book number in Employee Identification field you want to make changes to.
2. Click **Find**.



3. Click **Select**. The Attach Dependent/Beneficiary to Plan – Dependent/Beneficiary by EE window appears.



4. Check mark the row of the dependent/beneficiary you want to make a change to.
5. Click in the **Ending Date** field for the plan enrollment you want to stop and enter the date.

PeopleSoft® Sign Out

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

Work with Employees Dependents/Beneficiaries By EE

OK Find Delete Cancel Form Row Previous Next Tools

Employee Identification: 107351 TEST, BARBARA A

Plan ID: \*

Effective Date: \*

Records 1 - 10 Customize Grid

	Add Opt	D/B	DB Ty	Ben %	Effective Date	Ending Date	Birth Date
D0118B							
N0004M		D			12/01/2004		10/03/1987
N0004M		D			12/01/2004		06/02/1990
N0004M		D			12/01/2004		02/28/1992
D031M		B	P	34.00	12/01/2004		10/03/1987
D031M		B	P	33.00	12/01/2004		06/02/1990
D031M		B	P	33.00	12/01/2004		02/28/1992
D033M	F5K	B	P	34.00	12/01/2004		10/03/1987
D033M	F5K	B	P	33.00	12/01/2004		06/02/1990
D033M	F5K	B	P	33.00	12/01/2004		02/28/1992

6. Repeat steps 4-5 if you want to end dependent/beneficiary enrollment for any other plans.
7. 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, RL, plan ID, add opt, D/B, dep/ben type, ben %, and effective date.
  -  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.
8. Click **OK**.
9. Click **Cancel**. You will return to the Attach Dependent/Beneficiary to Plan – Dependent/Beneficiary by EE window.
10. Click **Close**.