# Entering the Enrollment Effective Date for ESS - New Hire

## Overview

What is the Enrollment Effective Date and why is it so important when using the ESS New Hire Event?

Prior to an employee enrolling for benefits through the New Hire Event, HR staff must enter the Enrollment Effective Date. This is the **first day of the pay period in which premiums will be pulled from the employee's payroll.**

This work instruction includes:

Entering the Enrollment Effective Date

## 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/.
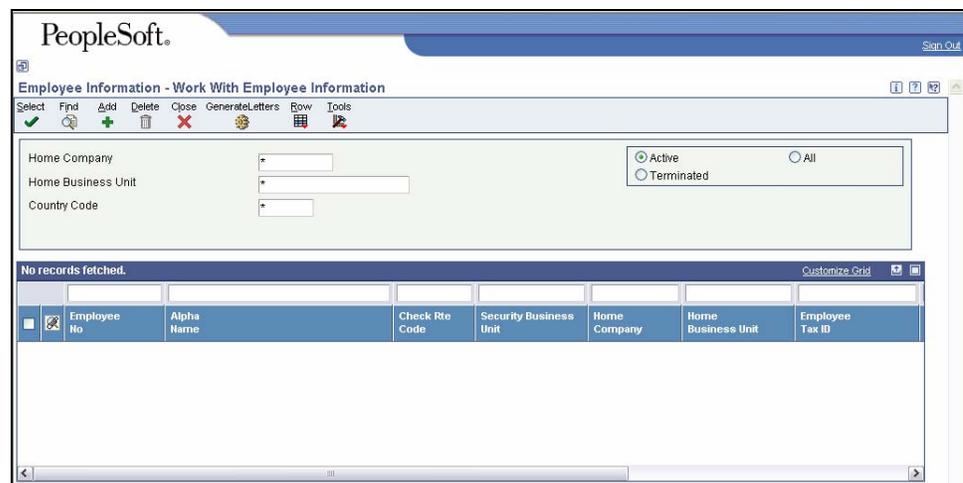
## Navigation

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

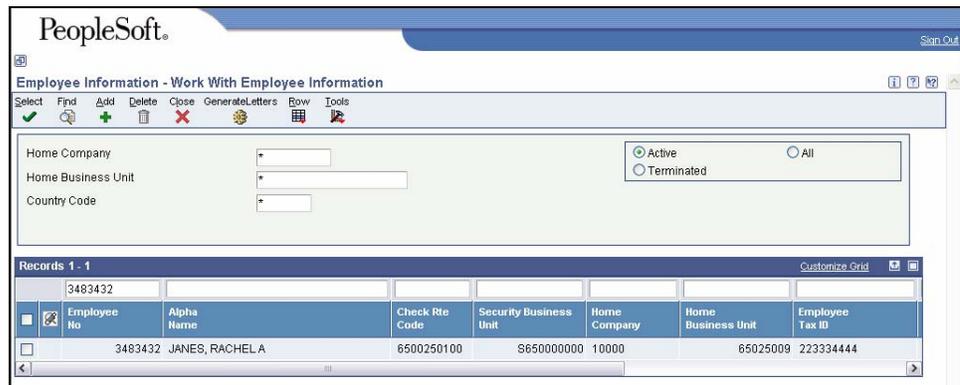State of Nebraska/HR_PR > Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

## Steps

Start this instruction from the Employee Information - Work with Employee Information window.
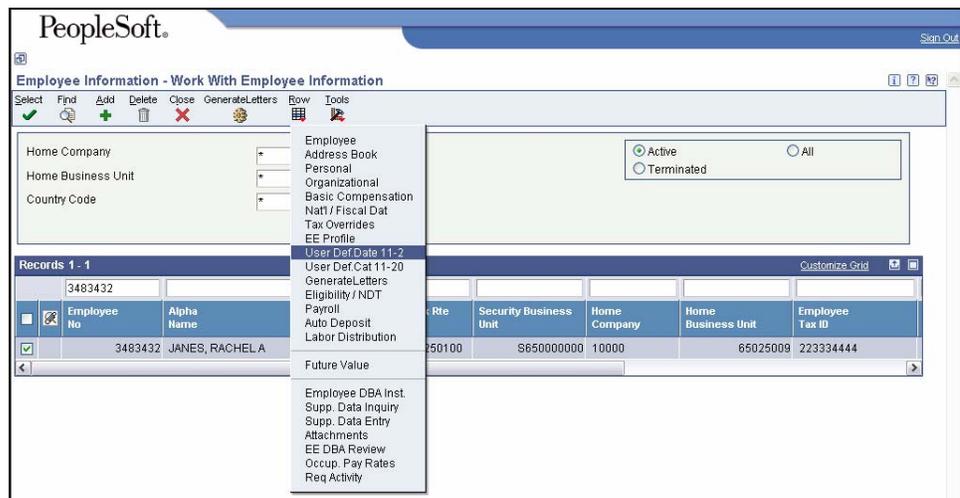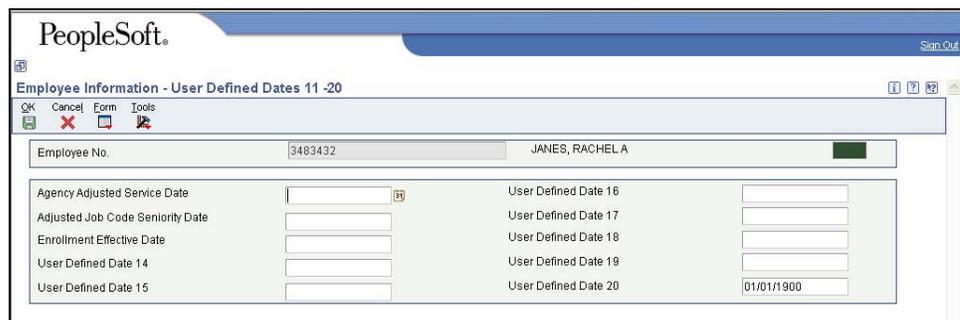
1. Enter the employee's Address Book number in the Employee No field in the QBE line.

2. Click **Find**.



3. Choose the employee by placing a checkmark to the left of the row.



4. Click **Row, User Def Date 11-2.** The User Defined Dates 11-20 window appears.



5. Complete the following field:

   - Enrollment Effective Date - enter the **first day of the pay period in which the premiums for the elected benefit plans will be pulled from the employee's payroll.**

In this example, the employee is paid **biweekly** and in order for deductions to be effective April 1st, the first day of the payroll for April premiums is dated 3/23/06 (Using a B07 pay cycle agency payroll date).



In this example, the employee is paid **monthly** and in order for deductions to be effective April 1st, the first day of the payroll for April premiums is dated 3/01/06.



6.  Click **OK**.  The Change Reason window appears.



7.  Enter 001 (New Hire) in the Change Reason field.

8.  Click **OK** to return to the Work with Employee Information window.

9.  Click **Close**.