New Hire Benefit Event – Employee Self Service

Overview

New employees verify, update, and add their personal information and enroll in benefits on the Employee Self Service New Hire benefit event. You can choose benefit plans appropriate for your benefit group or you can elect to waive any or all benefits. At the end of the enrollment, you will have a confirmation statement with an **electronic signature** to confirm the elections that have been made.

Before starting the New Hire Benefit Event:

- Have your NIS User ID and Password available
- Have your Social Security Number and your dependents' Social Security number(s), date(s) of birth, and address information available
- Read the Benefit Guide, including information about your cost/Contribution for the different Benefit plans. Entry into the New Hire event is a "one time" benefit election. Please have your benefit decisions made prior to this point.
    - Please note that some plans require a Primary Care Physician (PCP). You may want to determine who your PCP will be before beginning the New Hire Event by visiting the insurance carrier's website or State Personnel - Benefits website and searching for providers.

  If changes need to be made after receiving your final confirmation statement, contact your agency HR staff to make those changes within your 30 day time frame.

NIS Policies

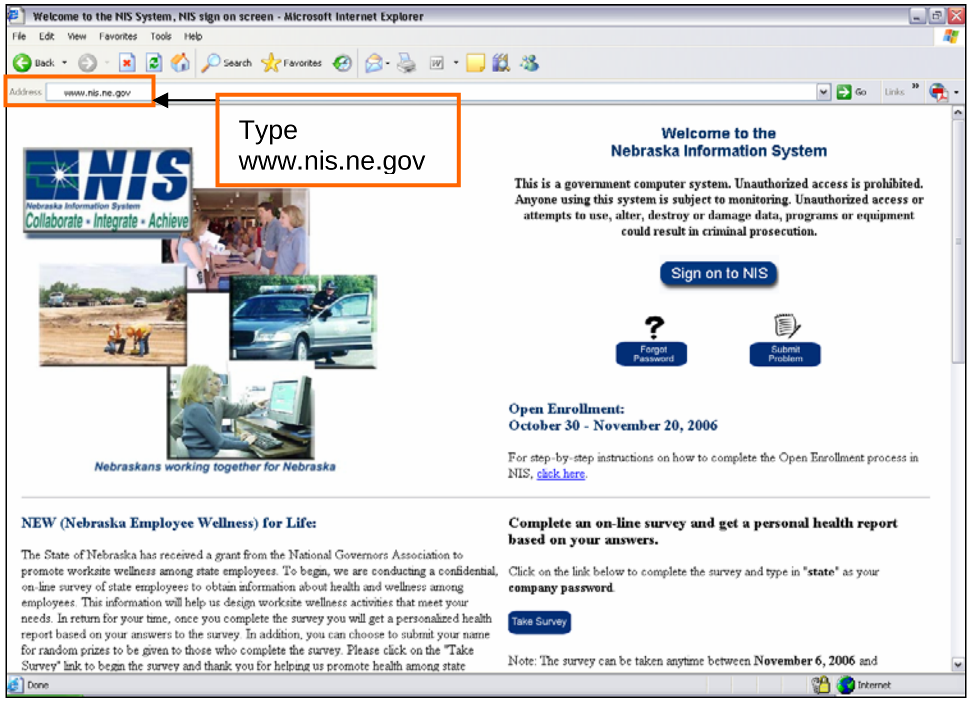
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

Employee Self Service > Agency # - (Agency Name) > Self Service Choices > Employee Benefits > New Hire

Steps

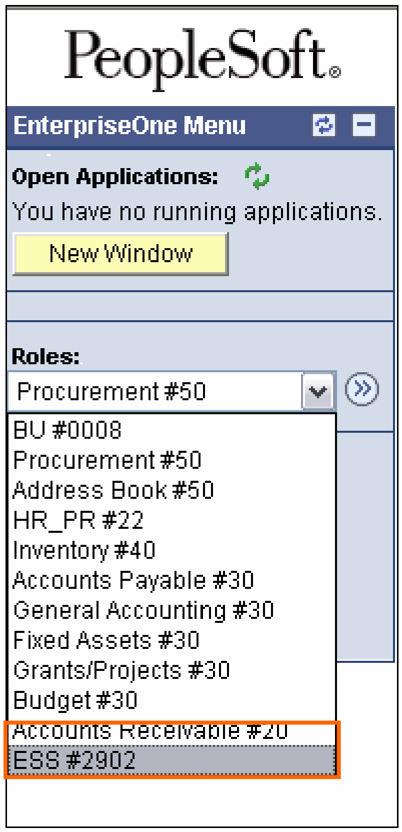
1. Open your internet browser (if using Internet Explorer, double click on the blue "e" icon.)
2. Navigate to the NIS sign on Screen by typing the following in the address: "www.nis.ne.gov".



3. Click the **Sign on to NIS** button.

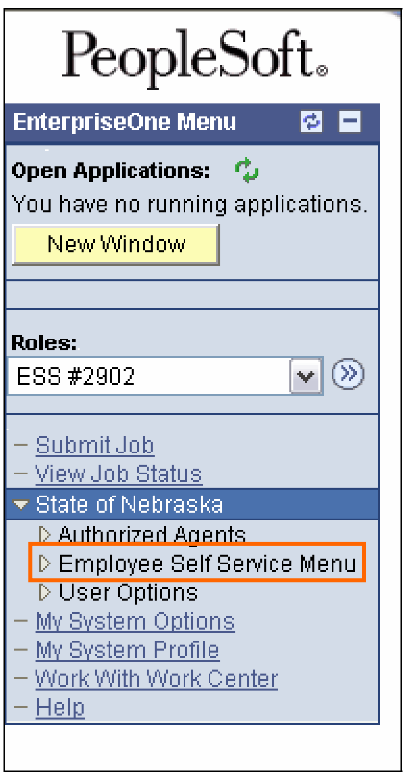
4. Enter your unique **User ID** in the User ID field and press the tab key on the keyboard.
5. Enter your **password** in the Password field.
6. Click **Sign In**.

7. Click the **drop-down arrow**.

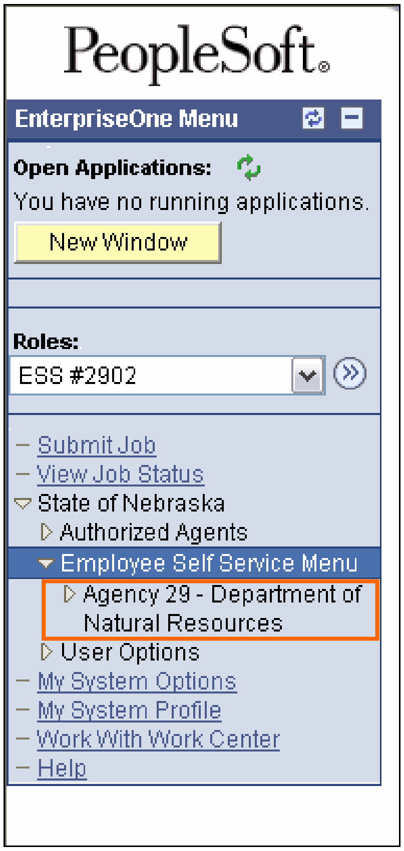


8. Click your **ESS role**.

9. Click the **double right arrows** to the right of the Role.
10. Click the **State of Nebraska** menu.

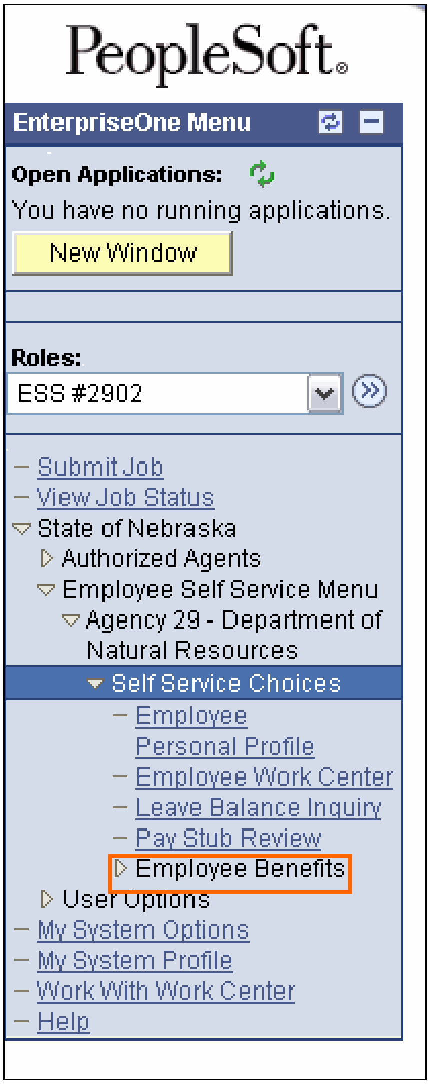


11. Click the **Employee Self Service** Menu.

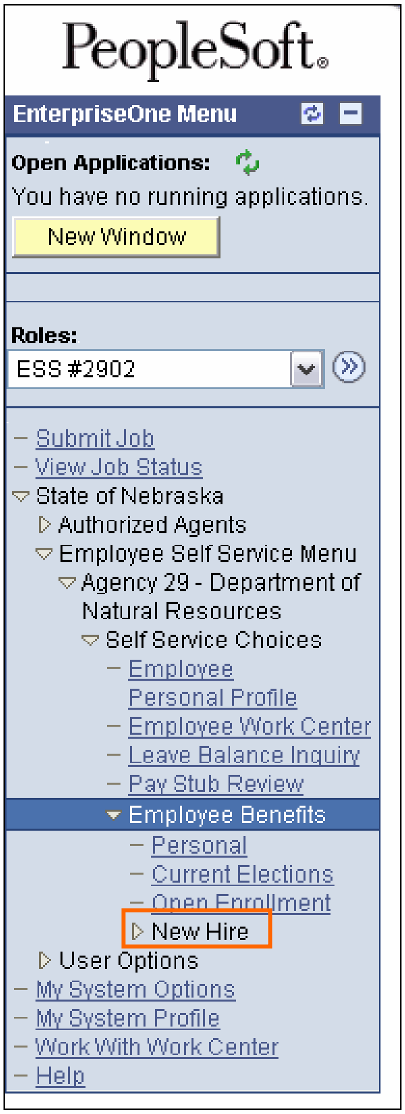


12. Click your **Agency** menu.

13. Click **Self Service Choices.**

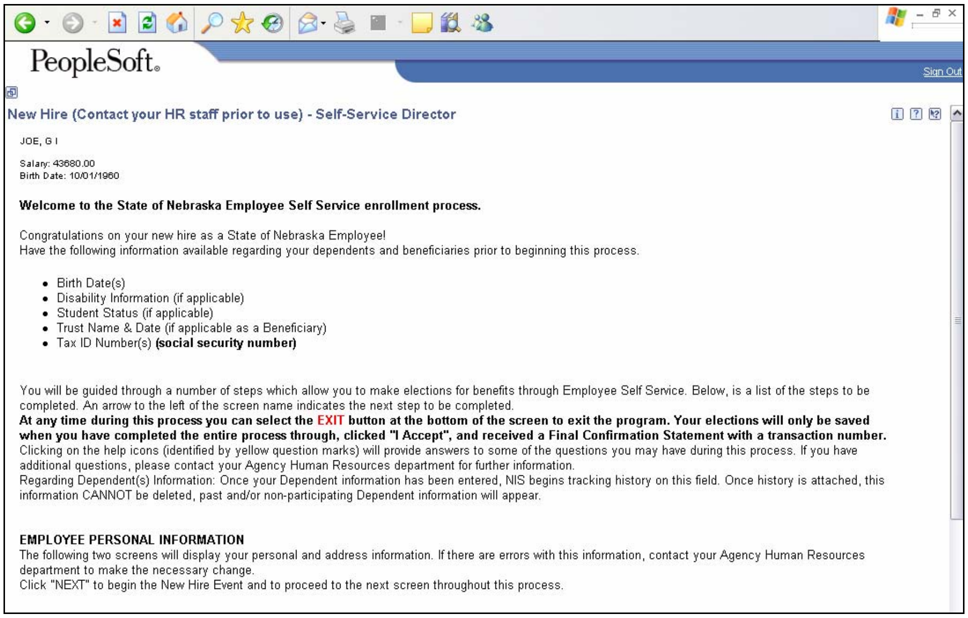


14. Click **Employee Benefits**.



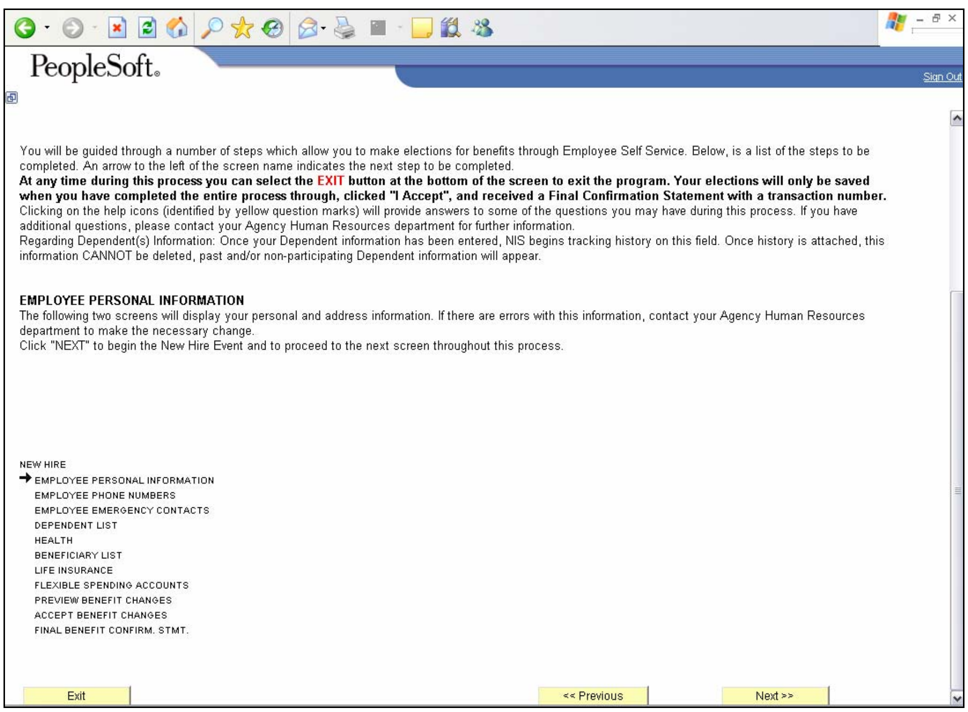
15. Click **New Hire**.

16. Click **New Hire** (Contact your HR staff prior to use).

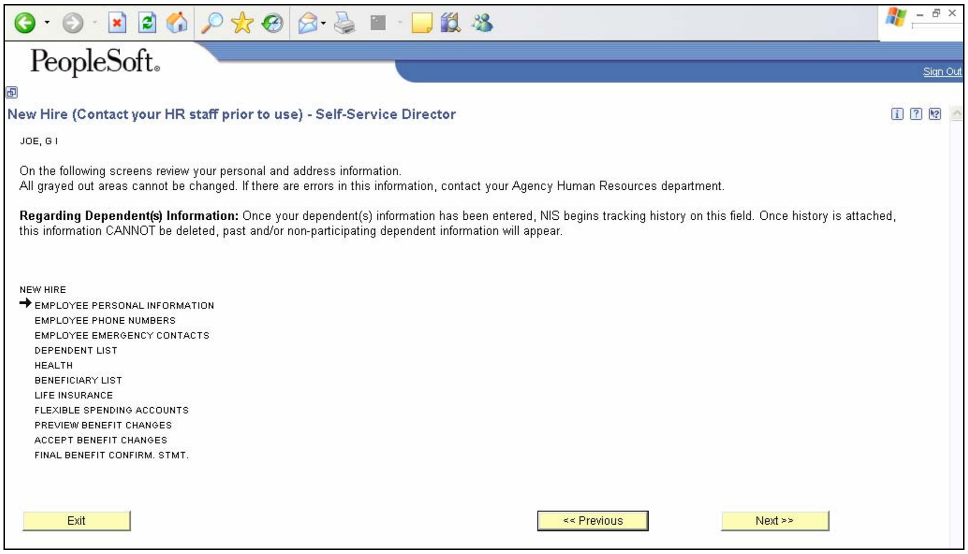


17. On New Hire – Self-Service Director, read the instructions to help you process your new hire open enrollment request.

You will need to scroll down to see the entire page.



18. Click the **Next >>** button.



19. On the second New Hire – Self-Service Director window, read the additional instructions that guide you through the process and click the **Next >>** button to proceed to the next step. The New Hire - Employee Personnel Information window will appear.

20. Review the following fields:

    a. Mailing Name

    b. Employee Number

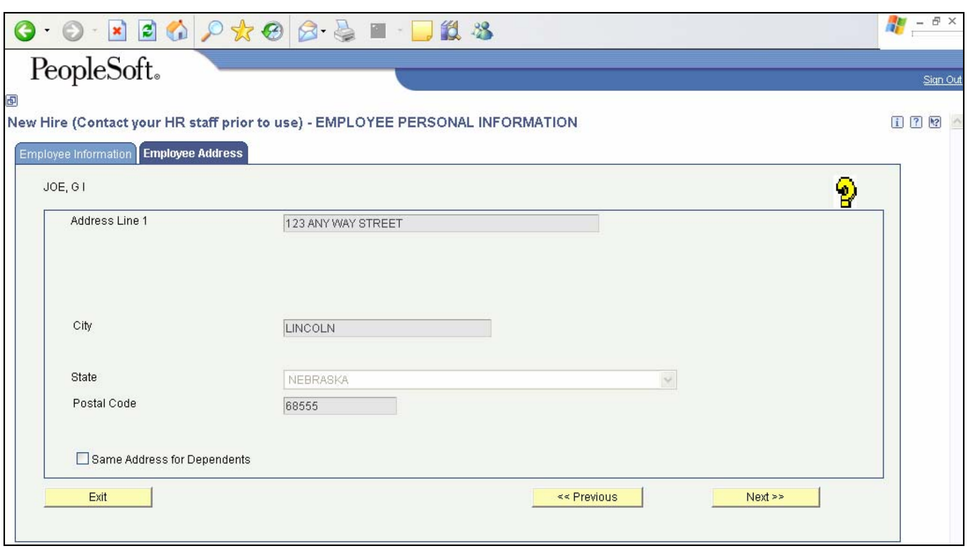
    c. Tax ID

    d. Supervisor

    e. Business Unit

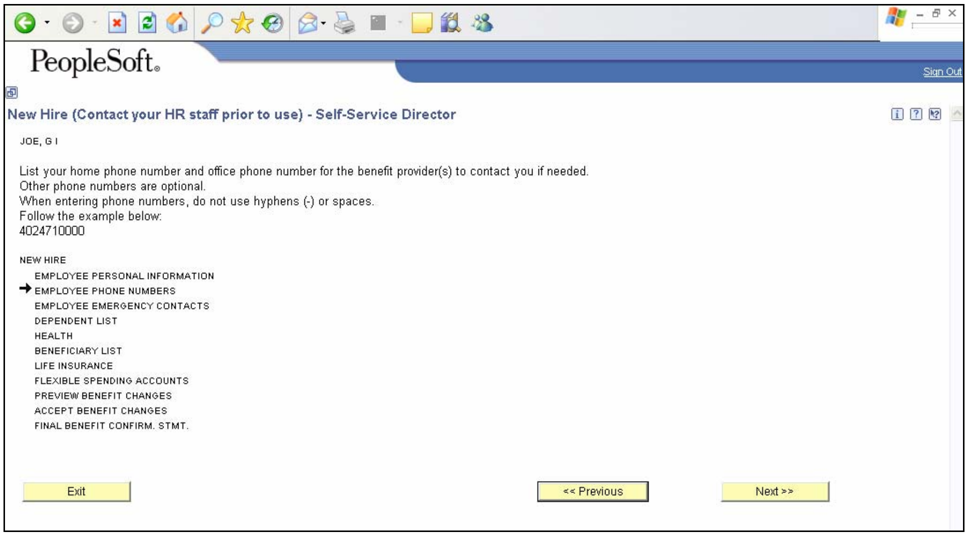
If there are errors in the grayed out fields, please contact your Human Resources Department within your agency.

21. Click the **Next >>** button.

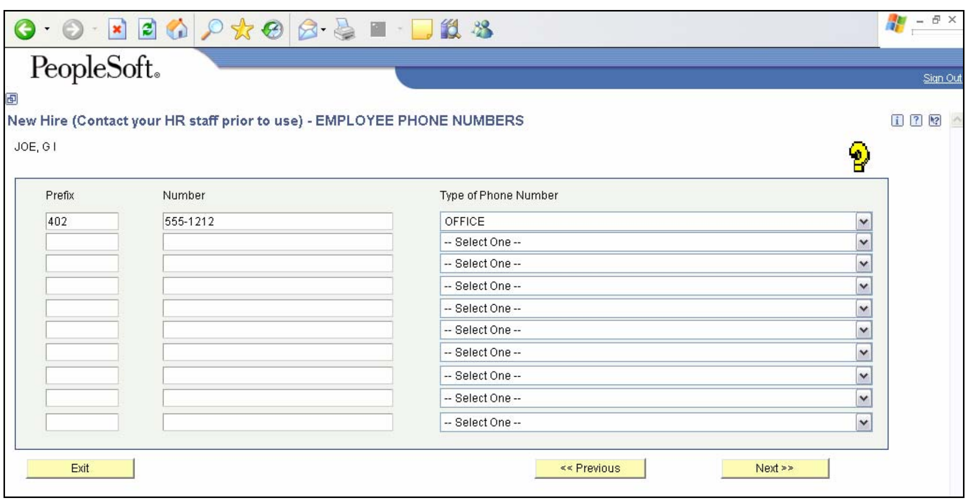


22. On the **Employee Address** tab, review your address information.

23. Update and complete (in capital letters) any of the following fields:
    a. Address Line 1
    b. City
    c. State
    d. Postal Code (Zip Code)
24. Click the **Next >>** button.



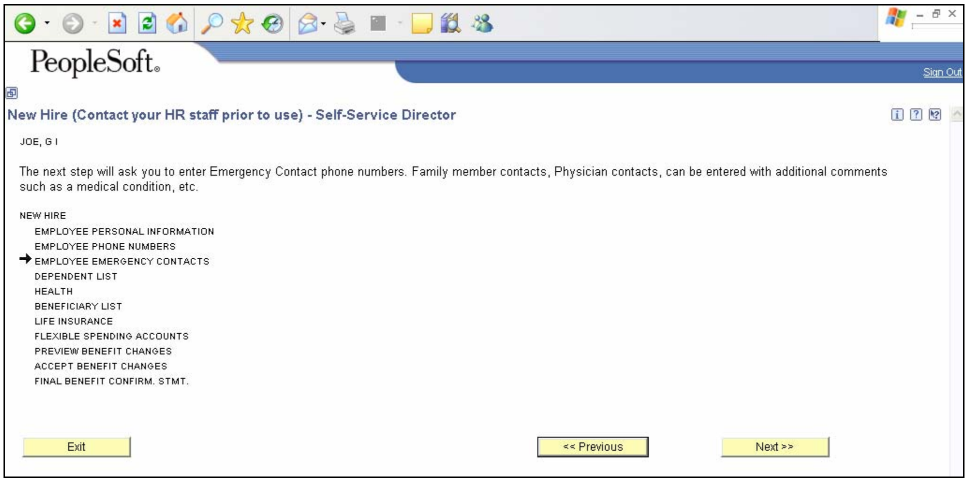
25. On New Hire – Self-Service Director, read the instructions for the next step, Employee Phone Numbers. They must be entered without any punctuation (i.e.: hyphen, parenthesis, etc.)
26. Click the **Next >>** button. The New Hire - Employee Phone Numbers window appears.



27. On New Hire – Employee Phone Numbers, complete the following fields:
    e. Prefix (Area Code)
    f. Number
    g. Type of Phone Number

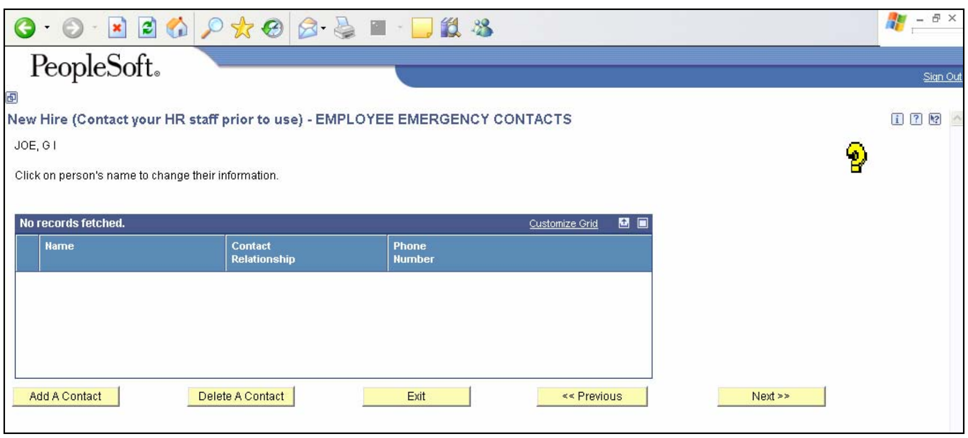
You are able to add up to 10 phone numbers.

28. Click the **Next >>** button.

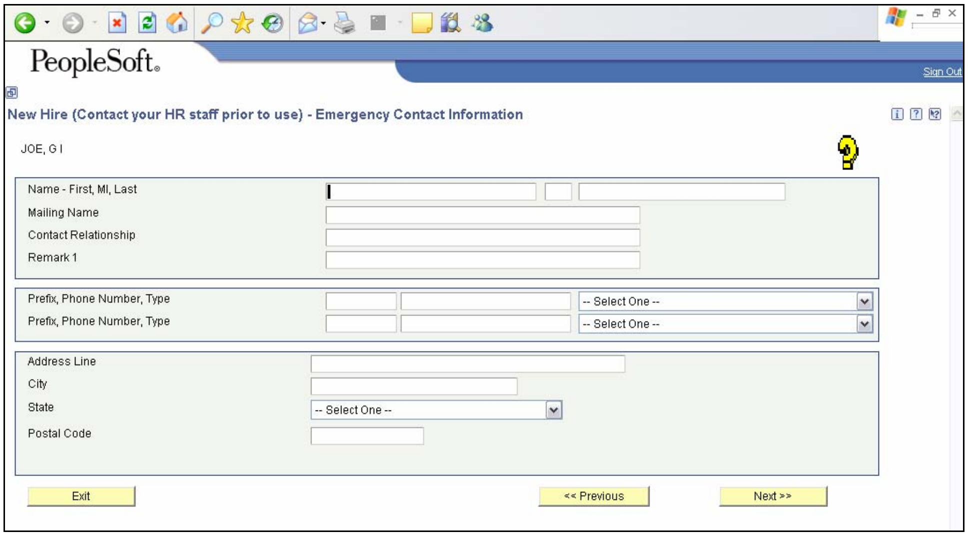


29. On New Hire – Self-Director, the Director form tells you that your next step is Employee Emergency Contacts.

30. Click the **Next >>** button. The New Hire - Employee Emergency Contacts window appears.



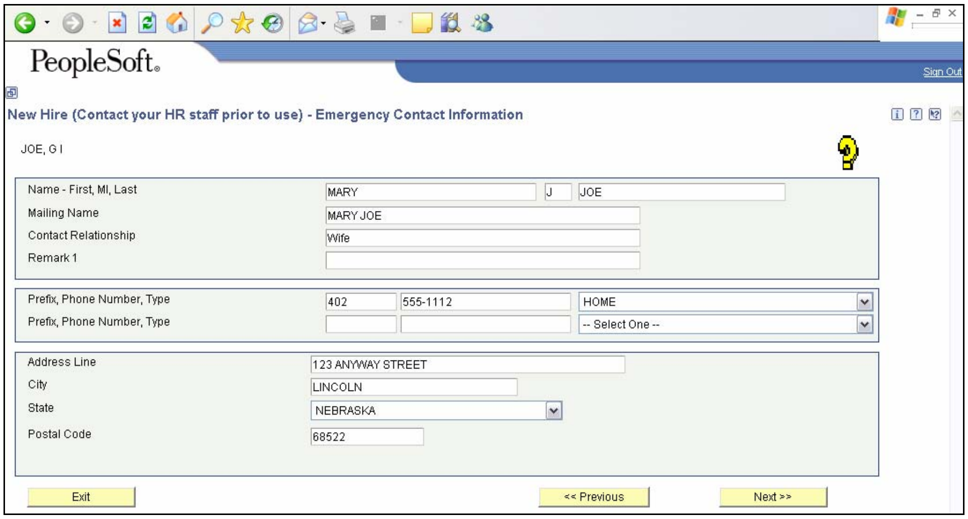
31. On New Hire – Employee Emergency Contacts, click the **Add a Contact** button. The New Hire - Emergency Contact Information window appears.



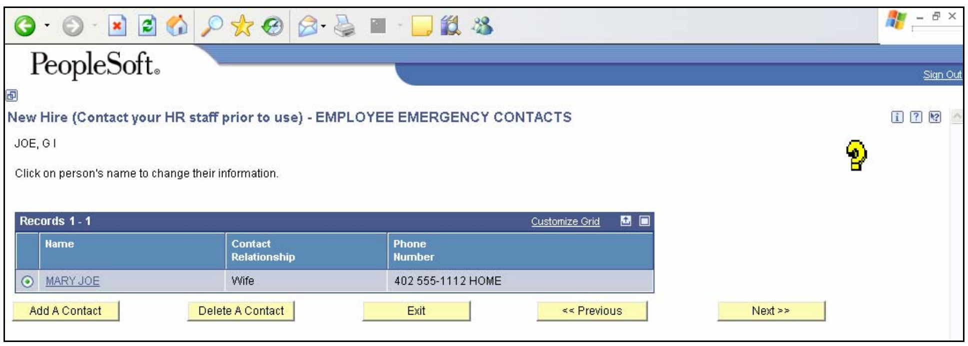
32. On New Hire – Emergency Contact Information, complete the following fields (in capital letters):

Do not use punctuation (i.e. hyphen, parenthesis, etc.)

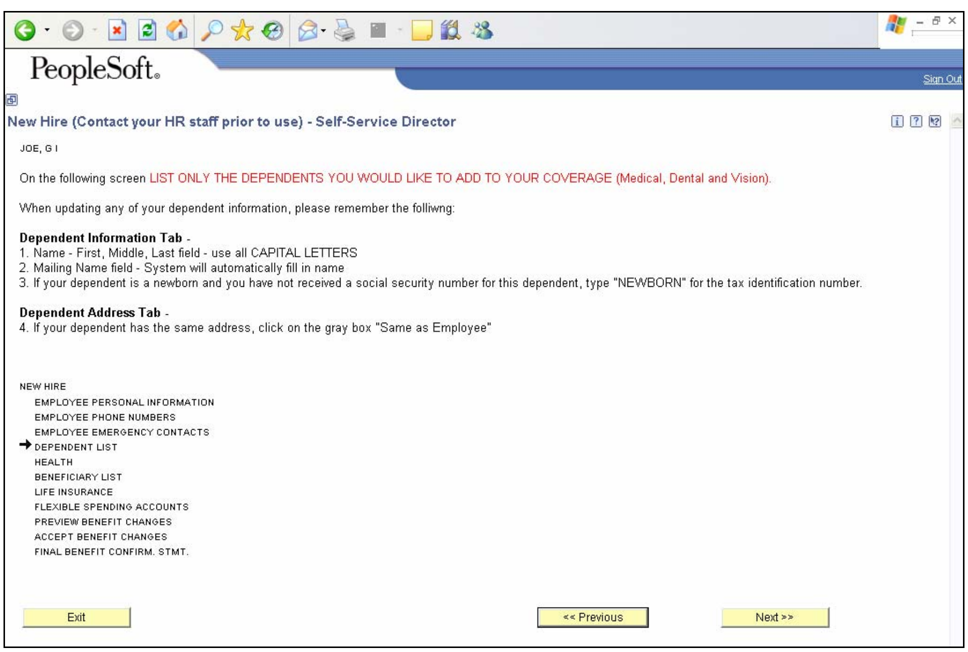
h. Name – First, MI (Middle Initial), Last
i. Mailing Name
j. Contact Relationship
k. Remark 1 – use for notes or description (i.e.: “Contact only in medical emergency.”)
l. Prefix (Area Code)
m. Phone Number
n. Phone Type
o. Address Line
p. City
q. State
r. Postal Code (Zip Code)



33. Click the **Next >>** button.

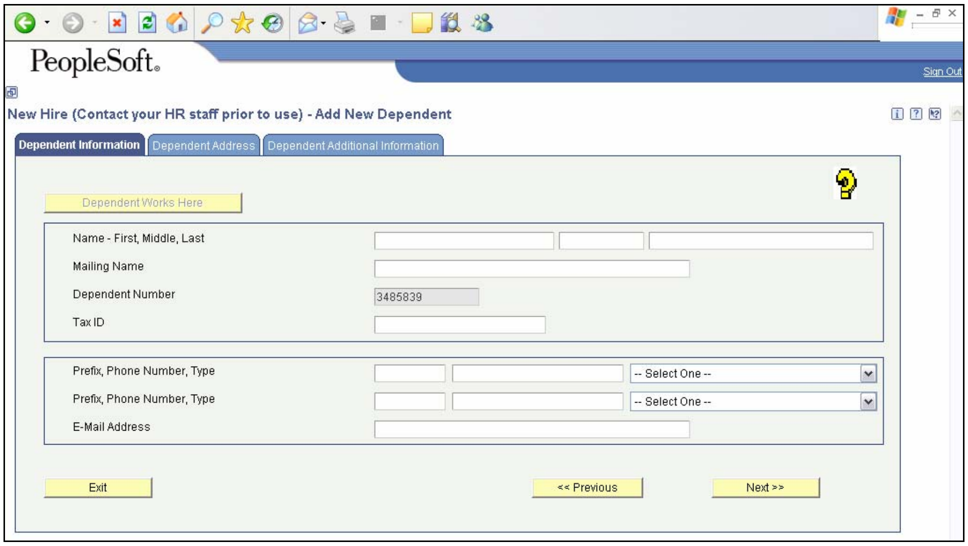


34. You can add another contact by repeating steps 17-19 and/or click the **Next >>** button to proceed to the next step.



35. On New Hire – Self-Service Director, the Director form gives you instructions for your next step, adding Dependent Information.
36. Click the **Next >>** button.
37. On New Hire – Dependent List, click the **Add New Dependent** button to add a dependent that you would like to cover and receive benefits.
38. On the New Hire – Add New Dependent, complete the following information on the **Dependent Information** tab:

    s. Name – First, Middle, Last



39. The **Mailing Name** field will automatically populate.
40. Enter the dependent's social security number into the **Tax ID** field.

When entering a newborn dependent/beneficiary for whom a social security number has not yet been assigned enter "NEWBORN"

When entering a trust or estate that has not yet been issued a number, enter "TRUST"

When the employee does not know the dependent/beneficiary social security number, enter "PENDING"

When the dependent/beneficiary does not allow use of their social security number, or they are unable to provide it, use "UNAVAILABLE

41. You can complete the following optional fields: (You can add up to two phone numbers.)

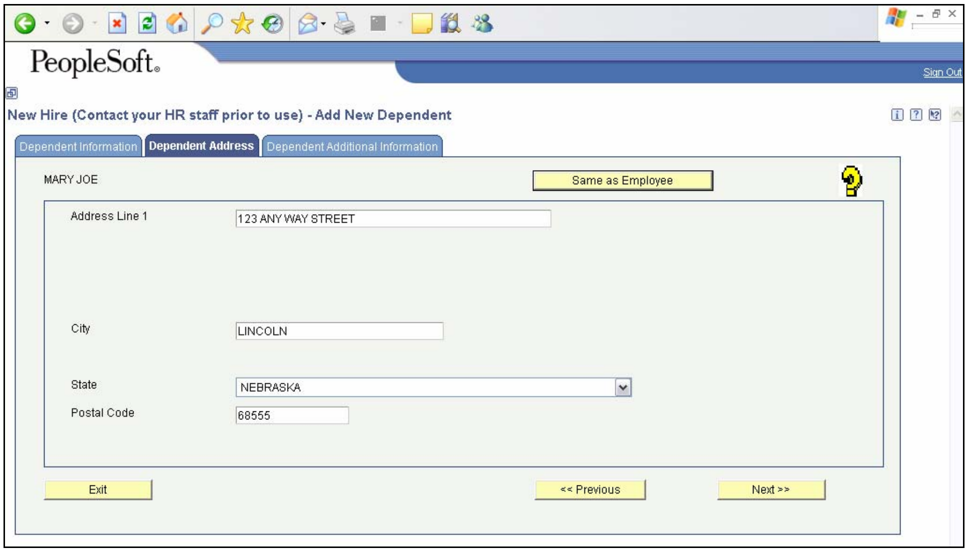
    t. Prefix (Area Code)

    u. Phone Number (do not use dashes; ex. 4025551234)

    v. Phone Type

    w. Email Address
42. Click the **Next >>** button.
43. On the **Dependent Address** tab, if the dependent's address is the same as the employee click the **Same as Employee** button.

This will automatically populate the address fields with the employee's address information.



44. If the address is different from the employee, complete the following fields:

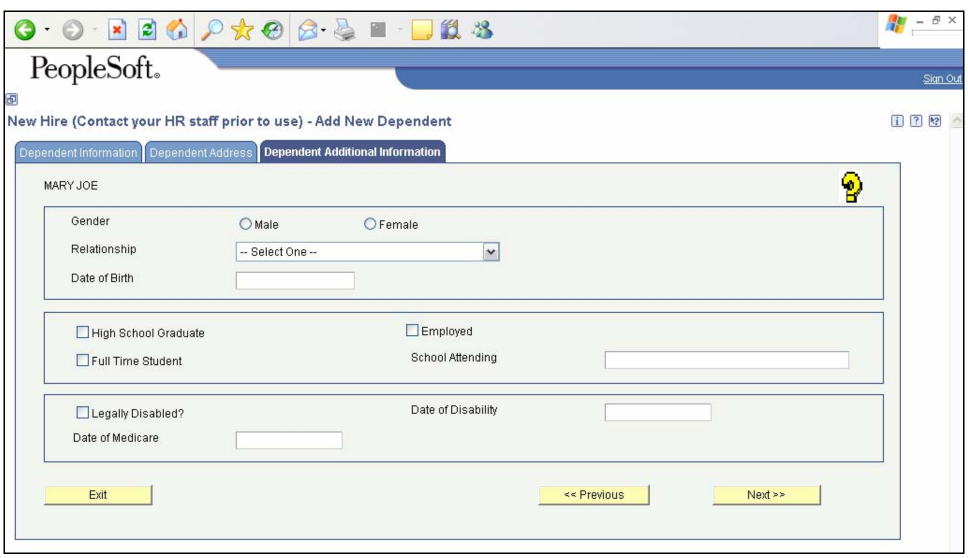
    x. Address Line 1 – street address

    y. City

    z. State

    aa. Postal Code (Zip Code)

45. Click the **Next >>** button. The New Hire **-** Update Dependent Information window appears.



46. On the **Dependent Additional Information** tab, complete the following fields and choose the options:

    bb. Gender (Required) – Select Male or Female

    cc. Relationship (Required) – Select Child/Step Child or Spouse

    dd. Date of Birth (Required) – (MMDDYY)

ee. High School Graduate

ff. Employed

gg. Full Time Student

hh. School Attending - free form text (do not include Elementary school)

ii. Legally Disabled

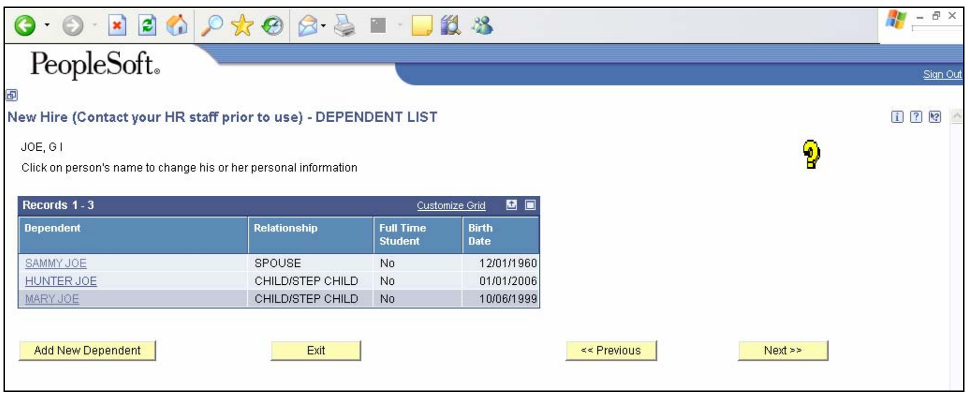
jj. Date of Disability (MMDDYY)

kk. Date of Medicare

47. Click the **Next >>** button.

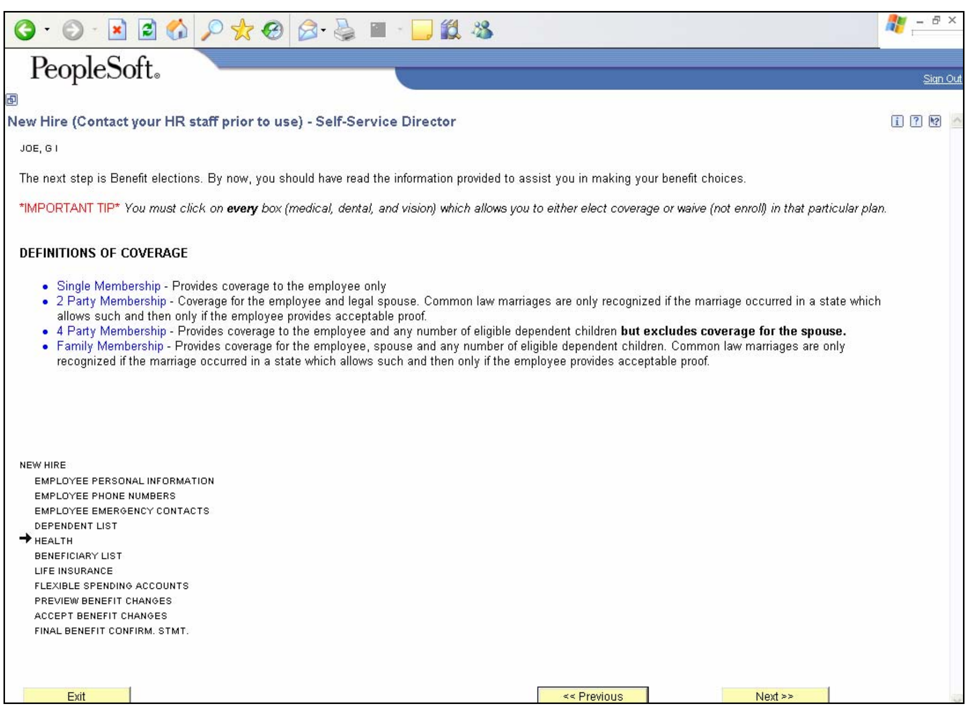
48. Repeat steps 23-33 for each additional Dependent.

If you need to edit a Dependent, click directly on the Dependent name.



49. Click the **Next >>** button.

50. On the New Hire – Self-Service Director, the Director form tells you that you that you will now elect benefits for you and your dependents.



51. Click the **Next >>** button. The New Hire - Health window appears.

52. On New Hire – Health, choose who will be covered under the following benefits by clicking the check box options for you and your dependents:

    ll. MEDICAL

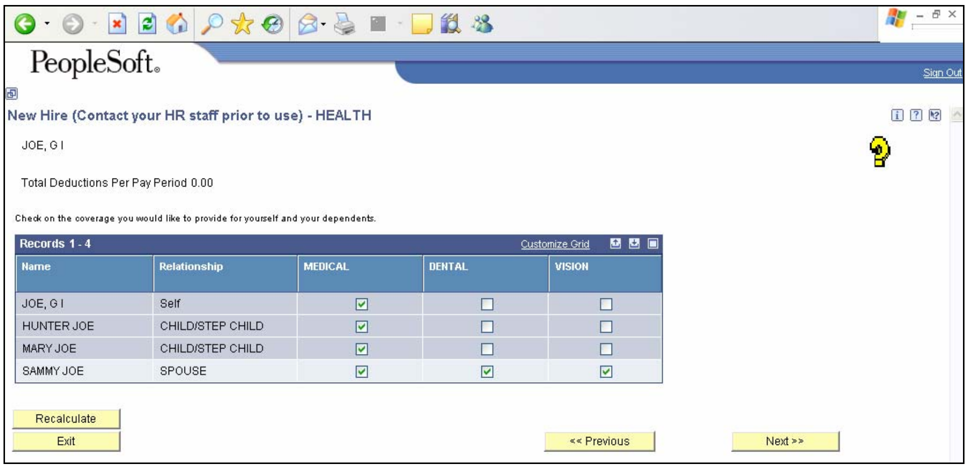
    mm. DENTAL

    nn. VISION

    oo. FLEXMED (This is an option for the **employee only**)

    pp. FLEXDEP (This is an option for the **employee only**)

If the Employee does not want to enroll in any benefits, they will check each box for themselves only and select the waiver plans.



53. Click the **Next >>** button. The New Hire - Elect Coverage window appears.

54. On New Hire – Elect Coverage, select from the appropriate medical plans available by clicking the check box to the left of the plan.

For all health benefits, the employee will see only the benefit plans that are available, based on their number of dependents being covered and their personal information. For Dental and Vision, when and if the employee chooses themselves and/or their dependents to be covered, the system will automatically enroll them into the appropriate benefit plan.

To find a Primary Care Physician (PCP), if required for the benefit plan selected, click into the PCP field and click the visual assist (magnifying glass icon). Choose the appropriate PCP and click Select. For more detailed instructions, please see the Find a Primary Care Physician instructions.

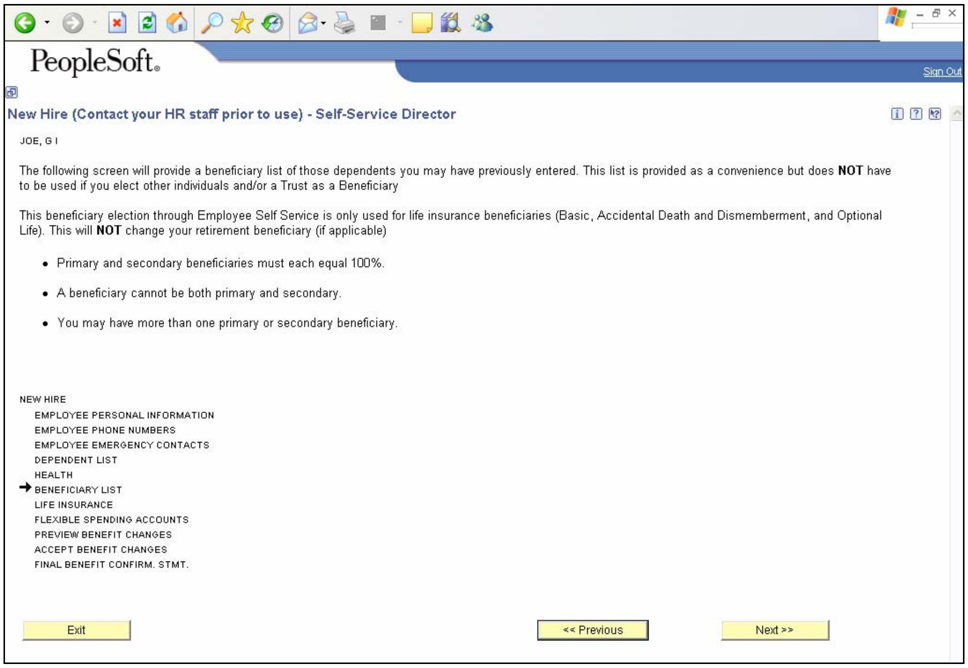
55. Click the **Next >>** button.

56. Repeat steps 40 and 41 until all Health Plans are complete.

On Flex Plans, elect the plans and then enter an amount for the Medical Care Reimbursement Account and/or the Dependent Care Reimbursement Account. (Use the amount per pay period.)

57. Click the **Next >>** button.

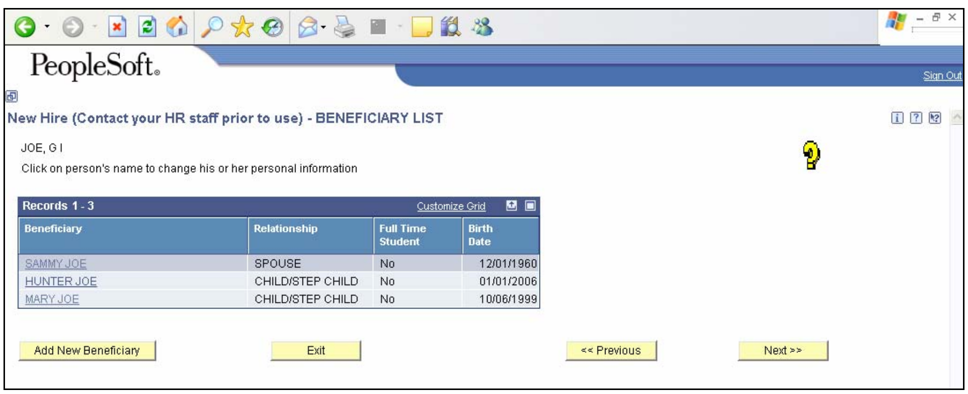
58. On the New Hire – Self-Service Director, follow the instructions to complete the following step, adding/revising beneficiaries.



59. Click the **Next >>** button.

60. On New Hire – Beneficiary List, click the **Add New Beneficiary** button to add a beneficiary.

61. To modify a beneficiary, click directly on the beneficiary name.



62. On New Hire – Add New Beneficiary, complete or modify the following information for on the **Beneficiary Information** tab:

    qq. Name – First, Middle, Last

63. The **Mailing Name** field will automatically populate.

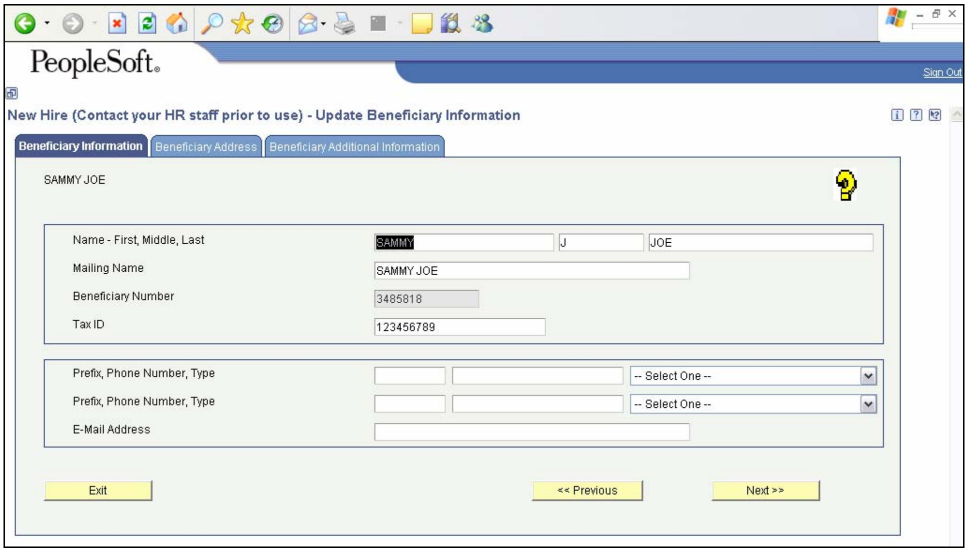
64. Enter or modify the beneficiary's social security number into the **Tax ID** field. (**Note:** If you do not know the **Tax ID**, enter **111111111** into the field.)

When entering a newborn dependent/beneficiary for whom a social security number has not yet been assigned enter "NEWBORN"

When entering a trust or estate that has not yet been issued a number, enter "TRUST"

When the employee does not know the dependent/beneficiary social security number, enter "PENDING"

When the dependent/beneficiary does not allow use of their social security number, or they are unable to provide it, use "UNAVAILABLE



65. Complete the following optional fields: (You can add up to two phone numbers.)

    rr. Prefix (Area Code)

    ss. Phone Number

    tt. Phone Type

    uu. Email Address

66. Click the **Next >>** button.

67. On the **Beneficiary Address** tab, if the beneficiary's address is the same as the employee, click the **Same as Employee** button.

This will automatically populate the address fields with the employee's address information.

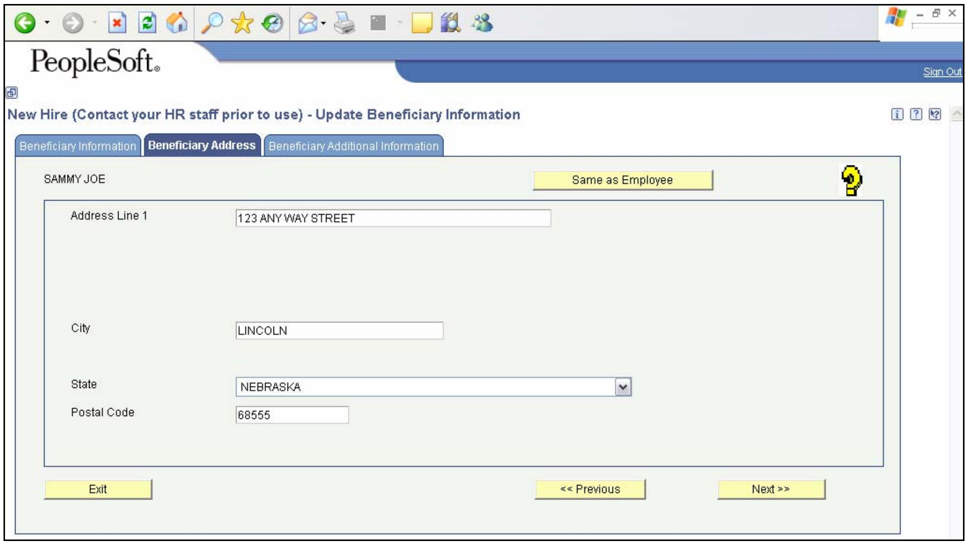
68. If the address is different from the employee, complete the following fields:

    vv. Address Line 1 – street address

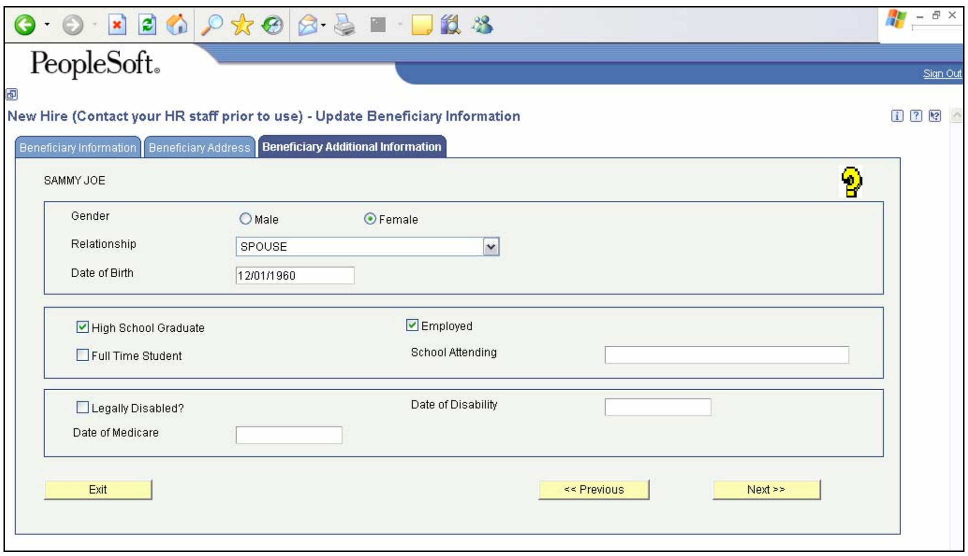
    ww. City

    xx. State

    yy. Postal Code (Zip Code)



69. Click the **Next >>** button.



70. On the **Beneficiary Additional Information** tab, complete the following fields and choose the following options:

zz. Gender (Required) – Select Male or Female

aaa. Relationship (Required) – Select Child/Child Step, Other, Parent (Step-Parent), Spouse, Trust\

bbb. Date of Birth (Required) – (MMDDYY)

ccc. High School Graduate

ddd. Employed

eee. Full Time Student

fff. School Attending - free form text (do not enter elementary school)

ggg. Legally Disabled

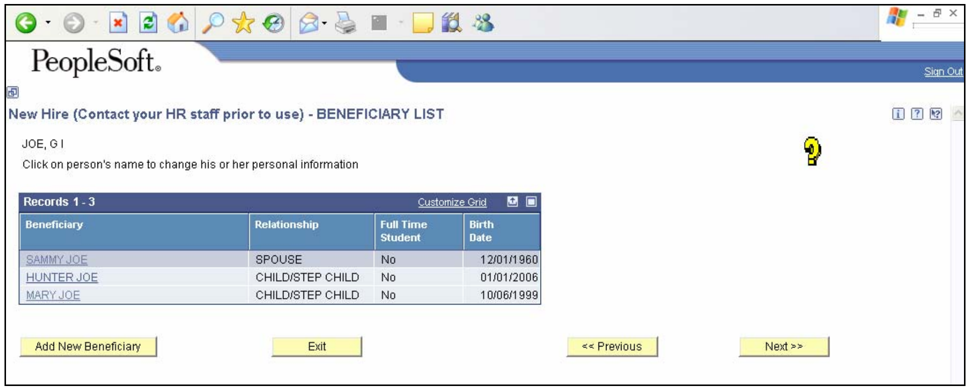
hhh. Date of Disability (MMDDYY)

iii. Date of Medicare

71. Click the **Next >>** button.

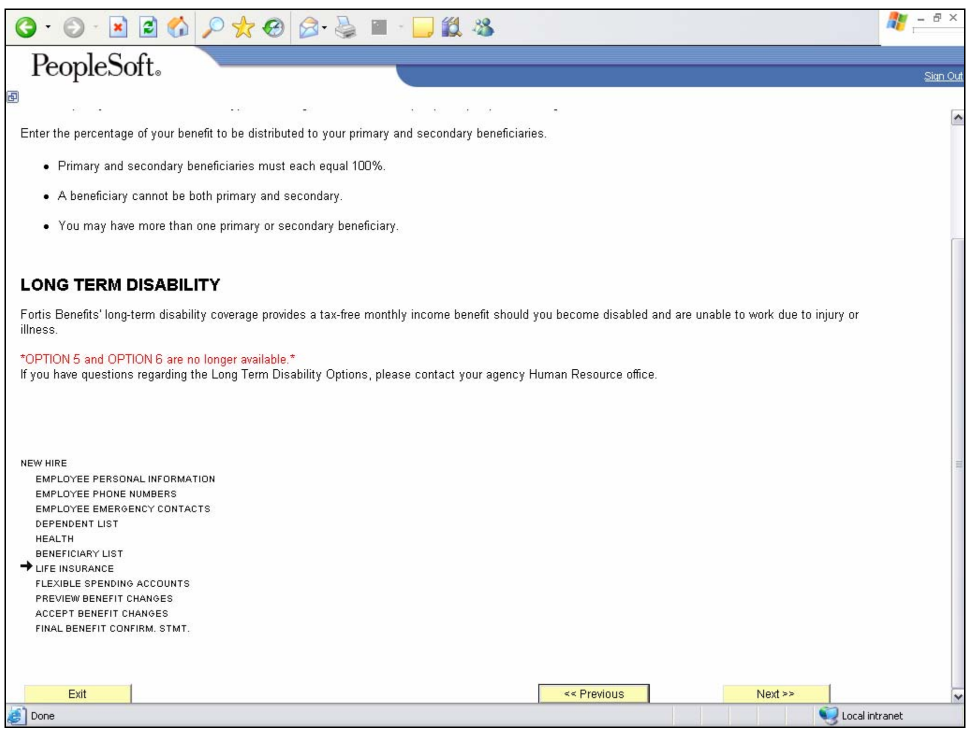
72. Repeat steps 46-57 to add or modify another beneficiary.

If you need to edit a beneficiary, click directly on the beneficiary name.

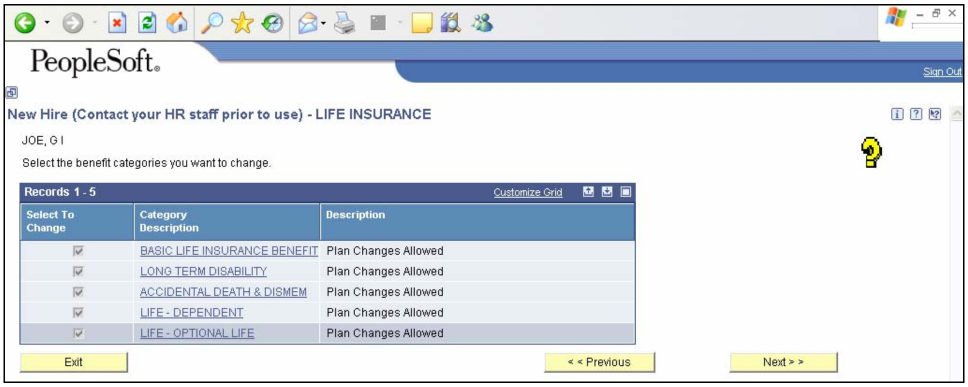


73. Click the **Next >>** button.

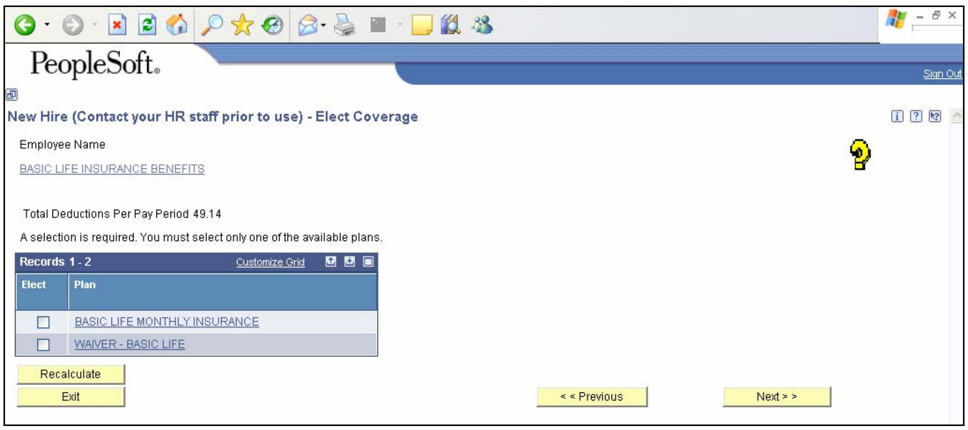
74. On New Hire – Self-Service Director, read the instructions for the next step, Life Insurance.



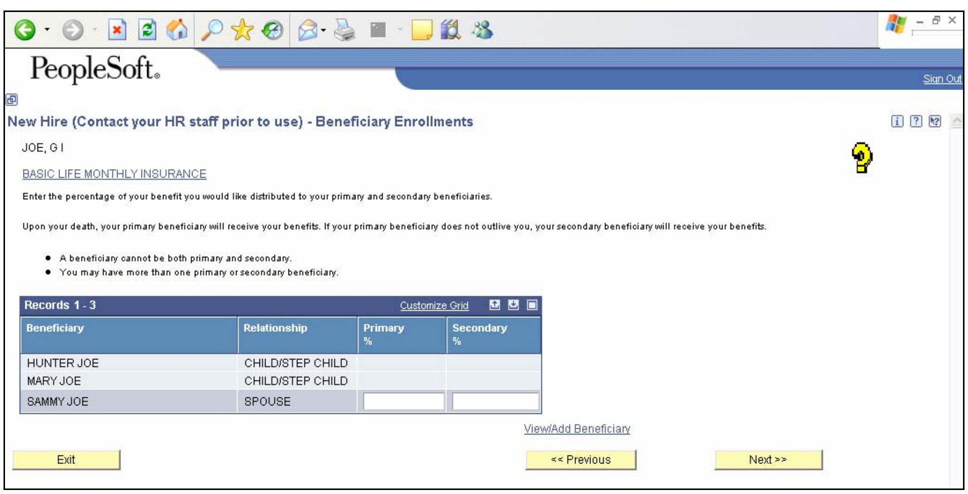
75. Click the **Next >>** button. The New Hire - Life Insurance window appears.



76. On New Hire – Elect Coverage, either elect one of the benefit plan(s) or waive the benefit by clicking the check box to the left.



77. Click the **Next >>** button. The New Hire - Beneficiary Enrollments window appears.



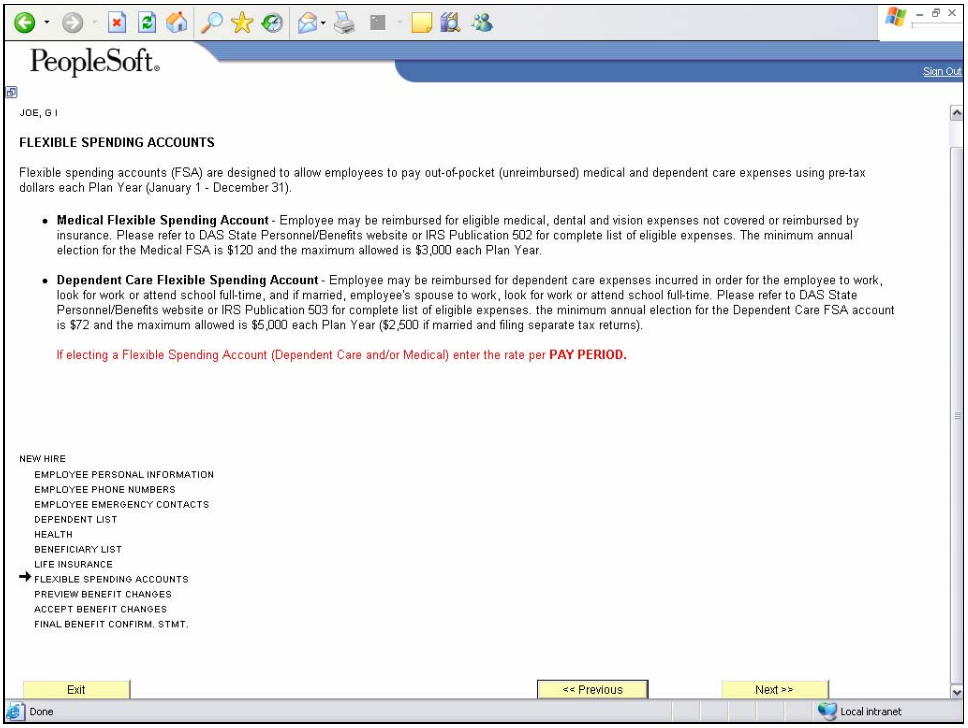
78. If you chose to elect a benefit plan, On New Hire – Beneficiary Enrollments, you will apply percentages to each of your beneficiaries to total 100% for the Primary Beneficiary and (if applicable) 100% for the Secondary Beneficiary.)

79. Click the **Next >>** button. You will return to the New Hire - Elect Coverage window.

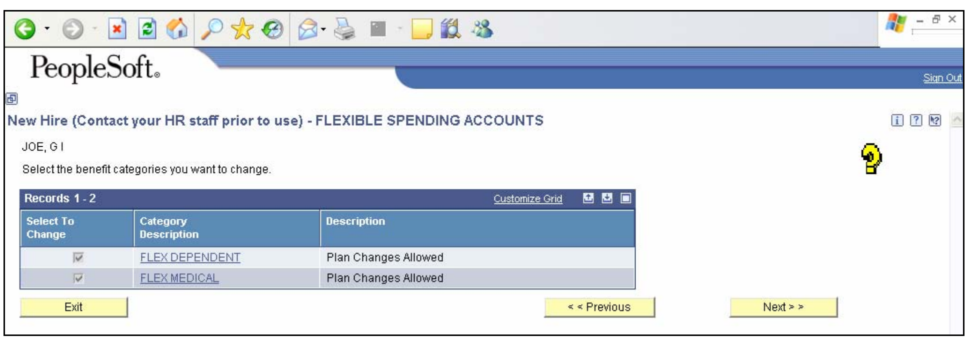
80. Repeat steps 62-65 for the following benefit options.

If you choose to waive any of the benefits, you will proceed to the next benefit until you are finished choosing Life Insurance and Disability. Also, Long Term Disability and Dependent Life will not have you assign beneficiaries.

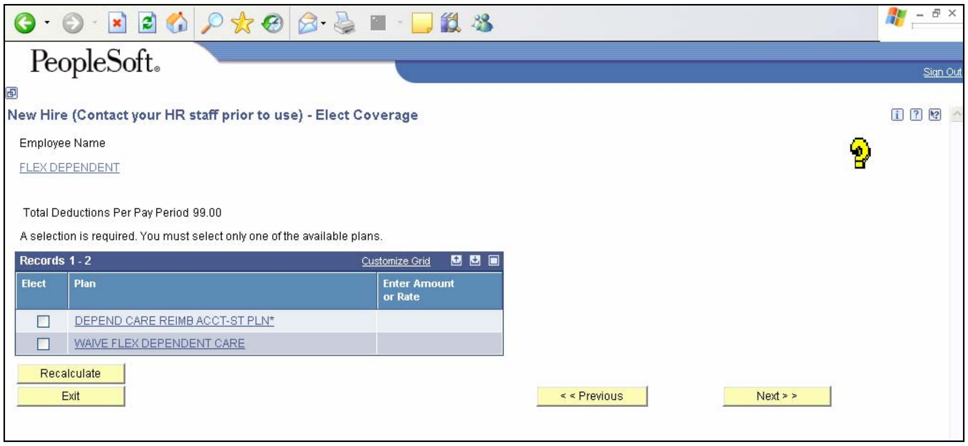
81. Click the **Next >>** button. On the Self Service Director, read the instructions for the next step, Flexible Spending Accounts.



82. Click the **Next >>** button. The Flexible Spending Accounts window appears.

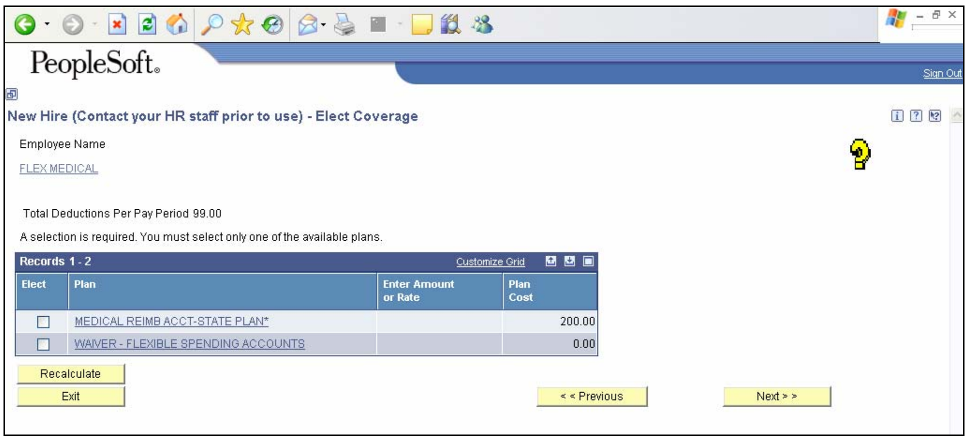


83. Click the **Next >>** button.



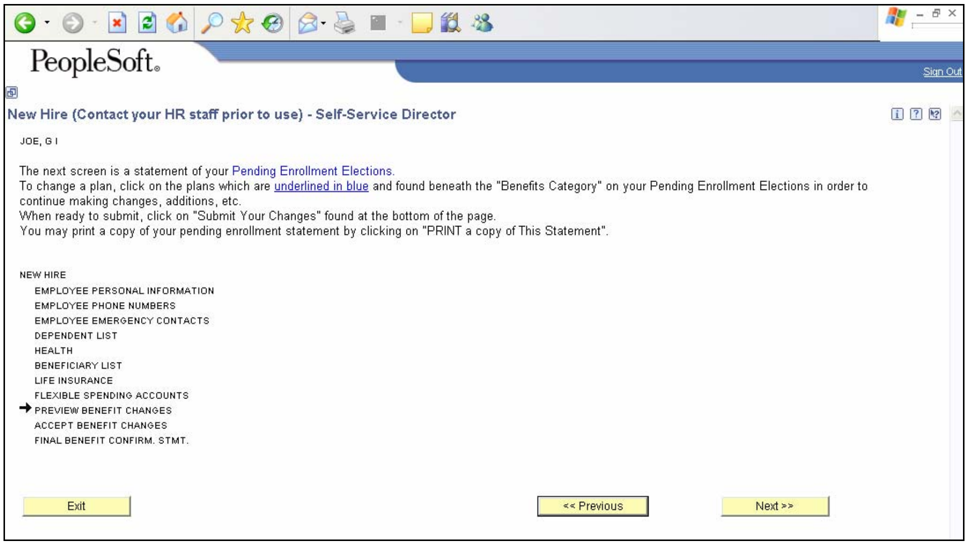
84. Either elect the plan(s) or waive the benefit by clicking the check box to the left.

85. Click the **Next >>** button.



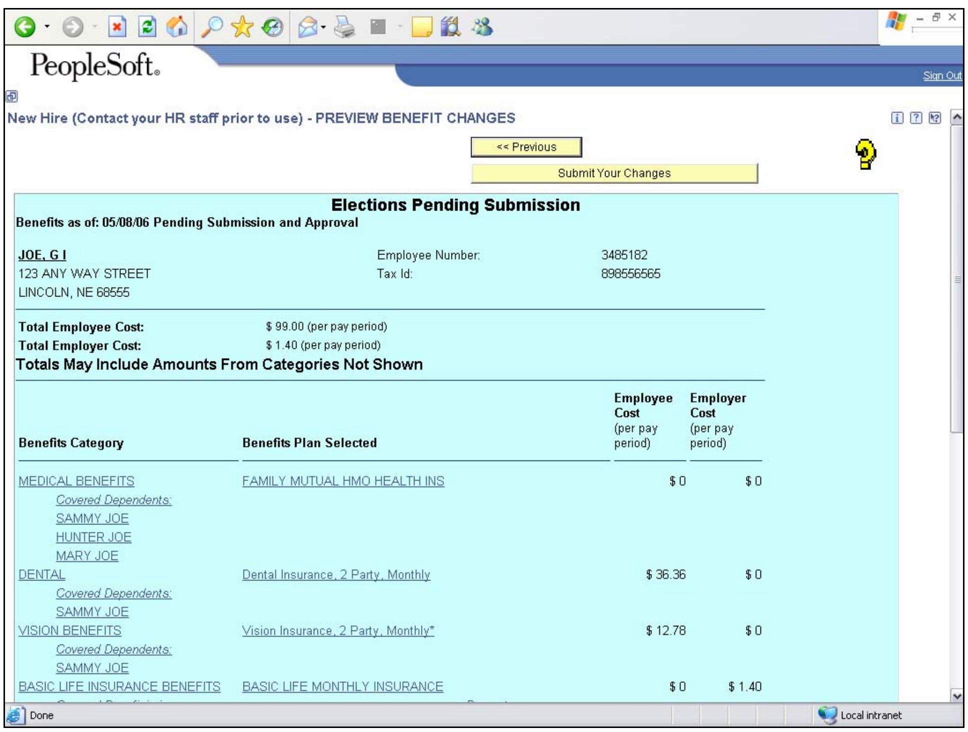
86. Either elect the plan(s) or waive the benefit by clicking the check box to the left.

87. Click the **Next >>** button. On New Hire – Self-Service Director, the Director form tells you that you will review your benefit elections on the Pending Confirmation Statement.

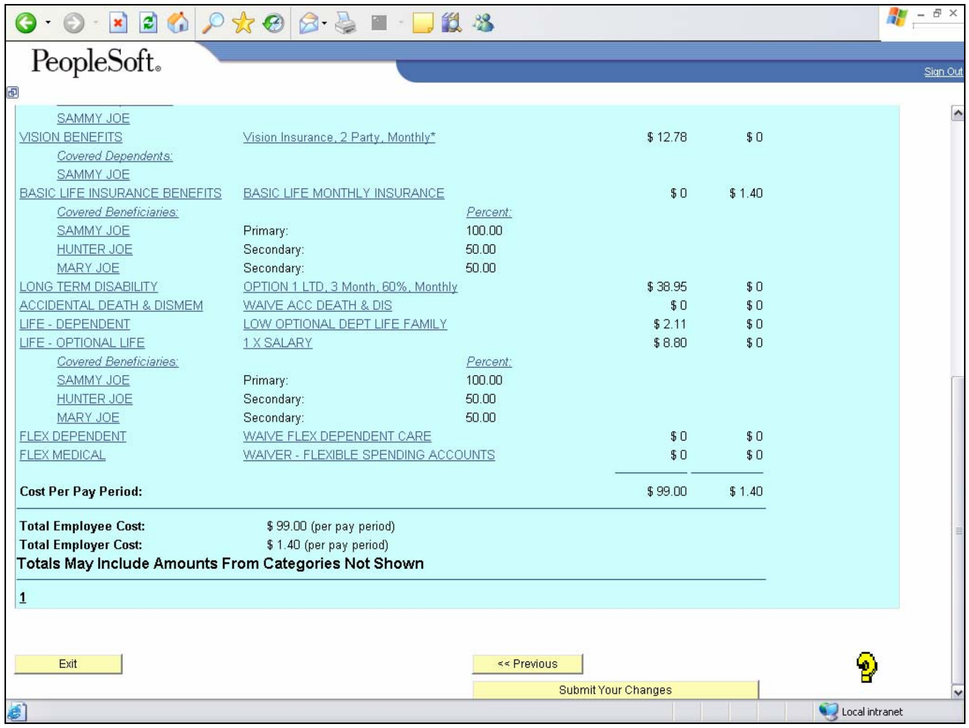


88. Click the **Next >>** button to review your benefit elections.

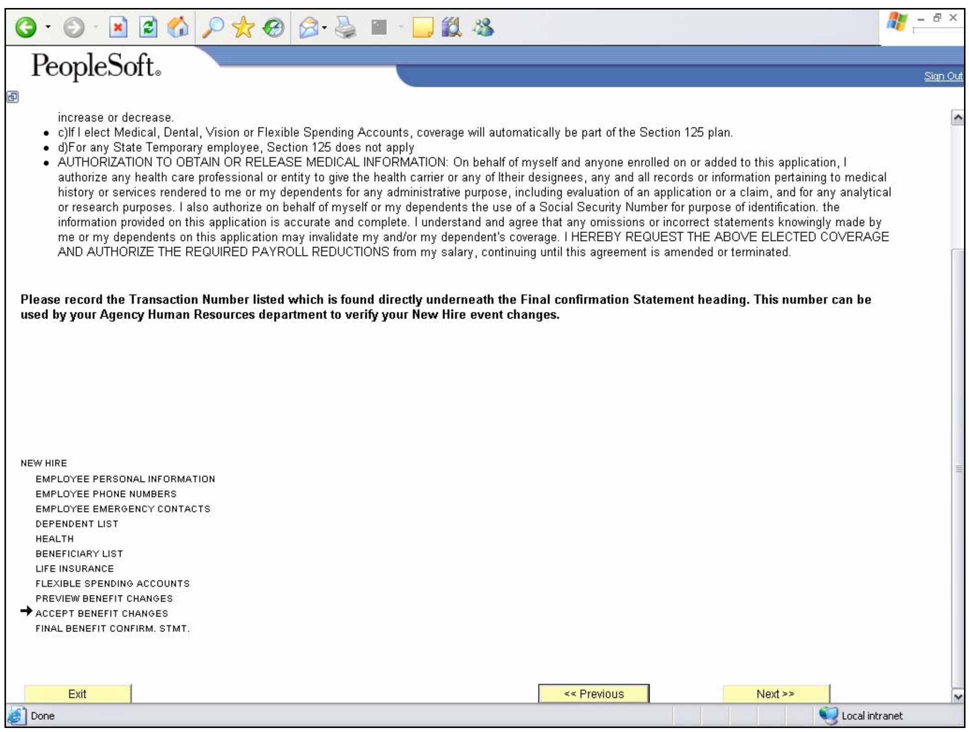
89. On New Hire – Preview Benefit Changes, make sure that the benefit elections are correct. These are the new elections that you have made. If they are not correct, you can click directly on the benefit in question, and go back to the benefit window to change your elections.



90. After reviewing your benefits, click the **Submit Your Changes** button. You will return to the Self Service Director window.



91. On New Hire – Self-Service Director, read the instructions for accepting your benefit elections.

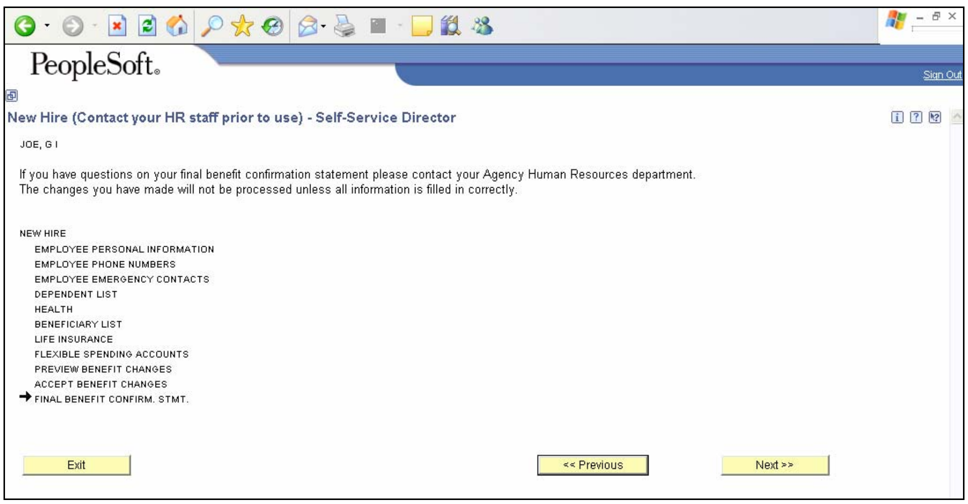


92. Click the **Next >>** button. The New Hire - Acceptance Form appears.

93. On New Hire – Acceptance Form, click the **I accept** button to accept your benefits.

If for any reason you would like to go back and change any of your elections, click the **<< Previous** button.

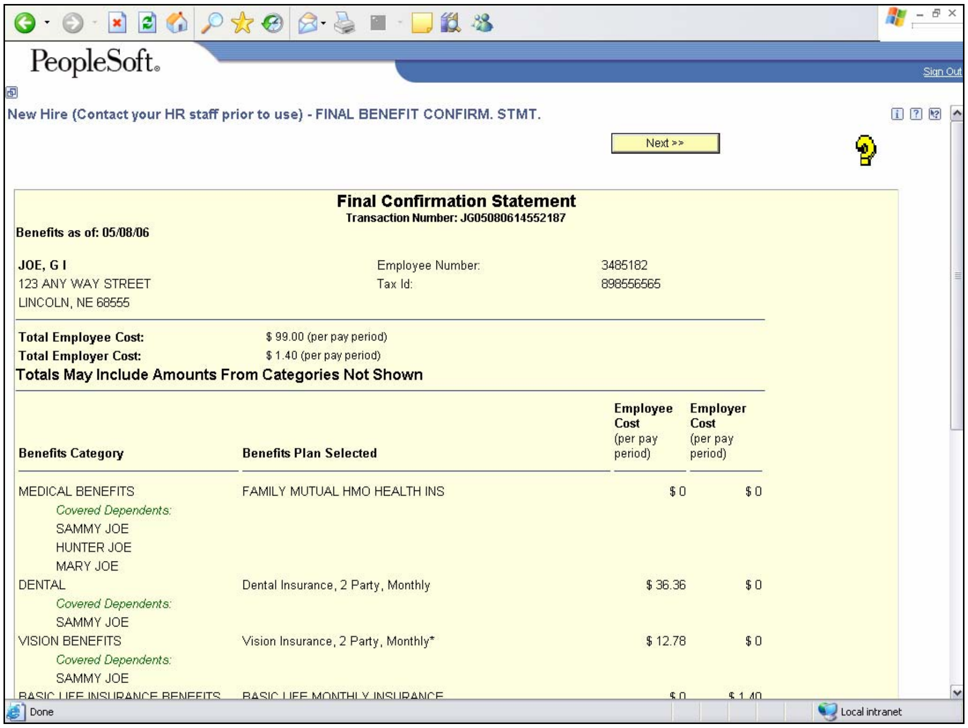
94. On New Hire – Self-Service Director, read the instructions.

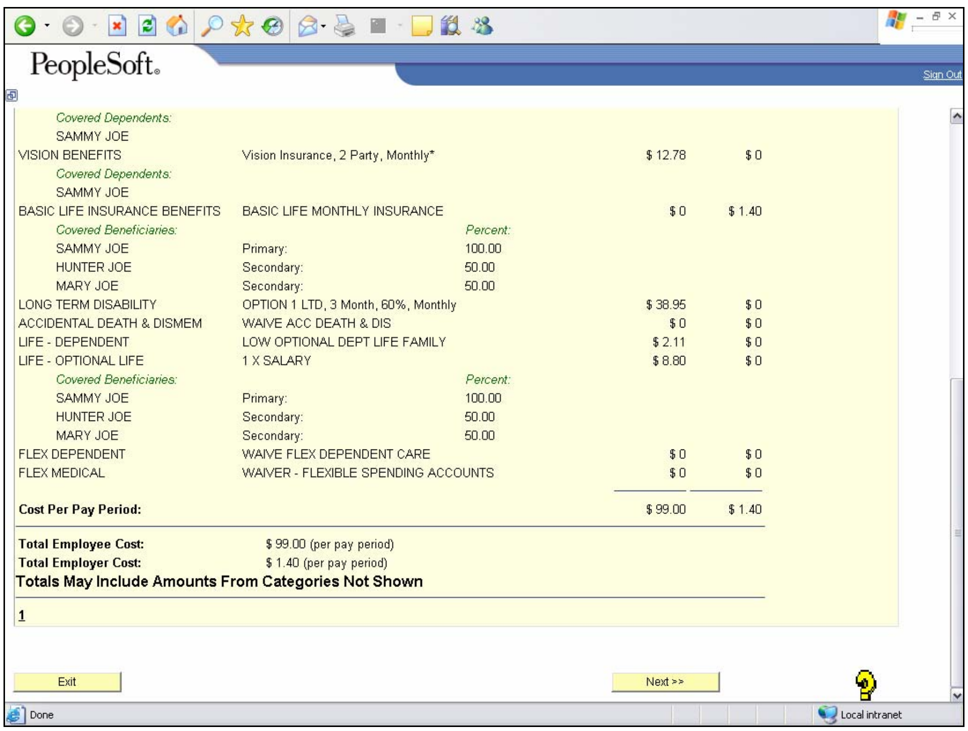


95. Click the **Next >>** button.

96. On New Hire – Final Benefit Confirm. Stmt., review and record your **Transaction Number** that is at the top of your Final Confirmation Statement.

You can print a copy of this form for record keeping purposes if desired.



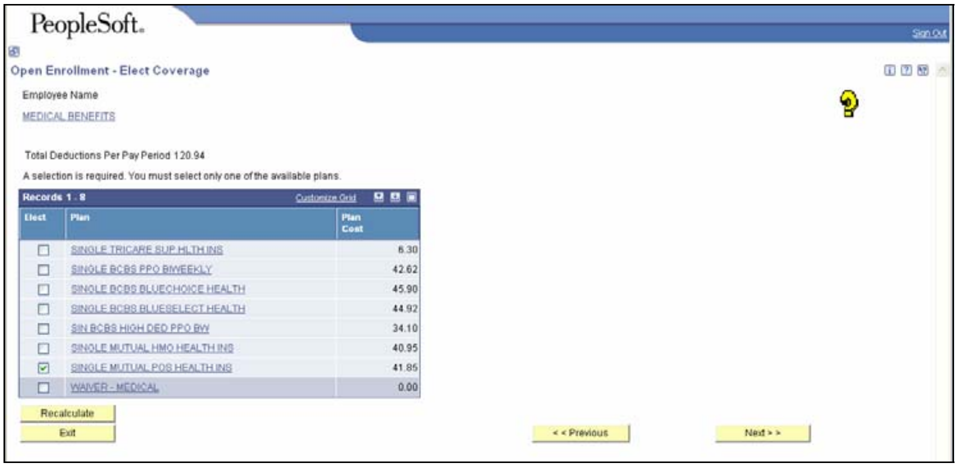


97. Scroll to the bottom of the page and click the **Next >>** button.
98. You will return to the menu.
99. Click **Sign Out**.

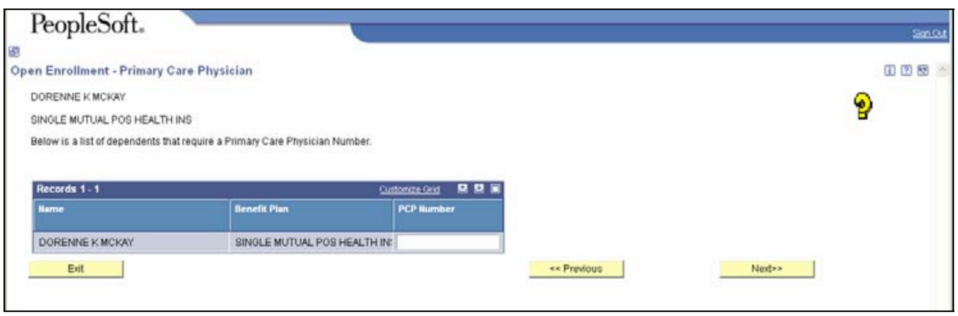
Find a Primary Care Physician

Some medical benefit plans require that a Primary Care Physician (PCP) be designated. If one is not designated by the employee, the insurance provider will choose one for the employee.

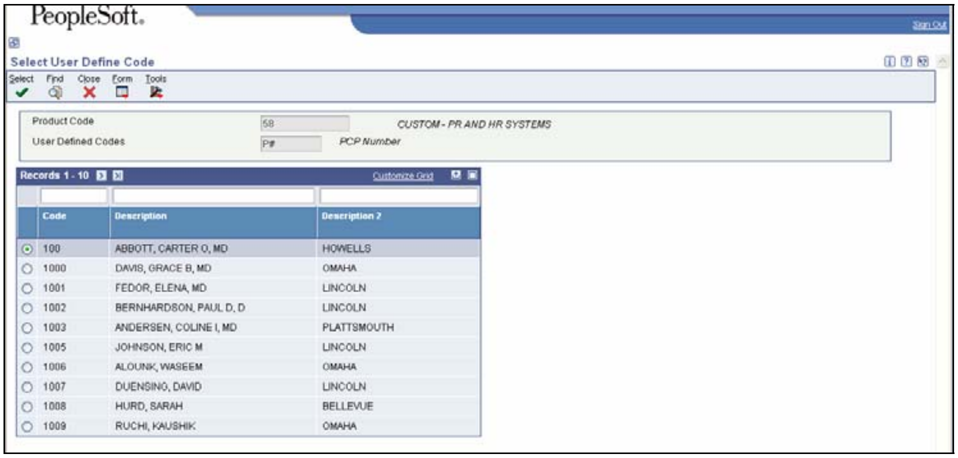
Start this instruction from the Open Enrollment - Elect Coverage window.



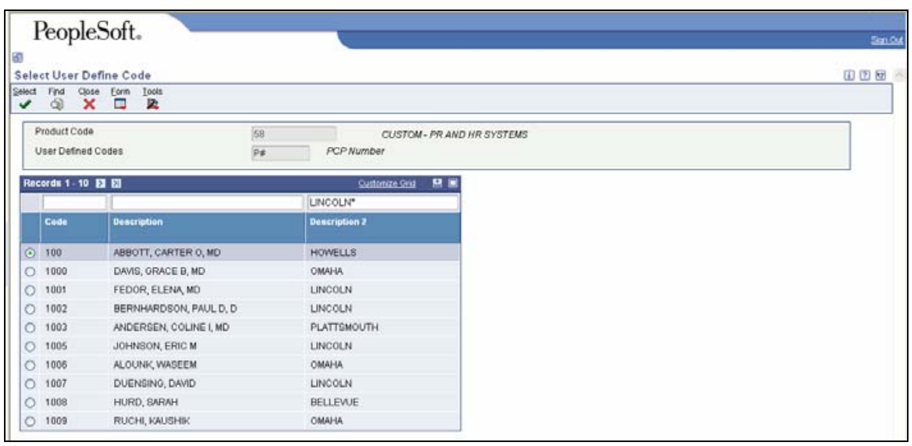
1. Choose the appropriate medical plan and click **Next**. If a PCP is required for this plan, the Primary Care Physician window will appear.



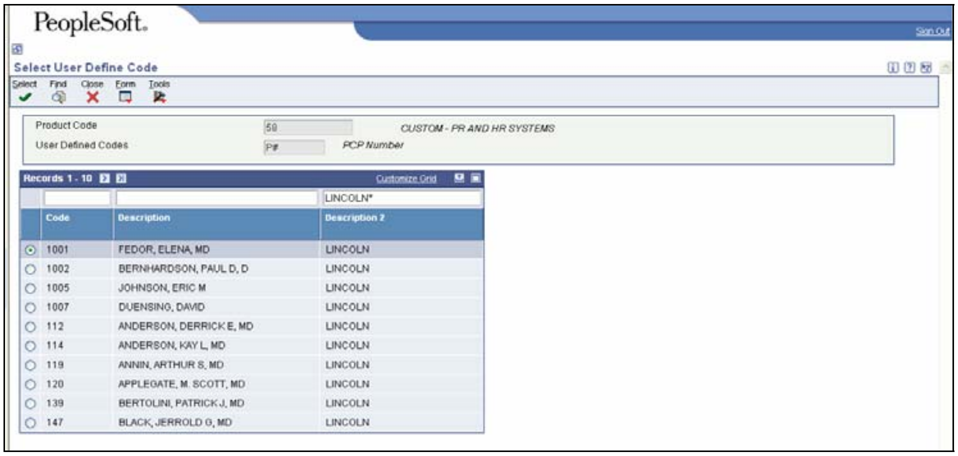
2. Click into the PCP number field in the grid. The Visual Assist (or magnifying glass Icon) appears in the PCP Number field in the grid, indicating that a searchable list of codes to entered into this field is available. The PCP Number is a **3-DIGIT NUMBER** internally assigned by NIS. Click the **Visual Assist Icon**.



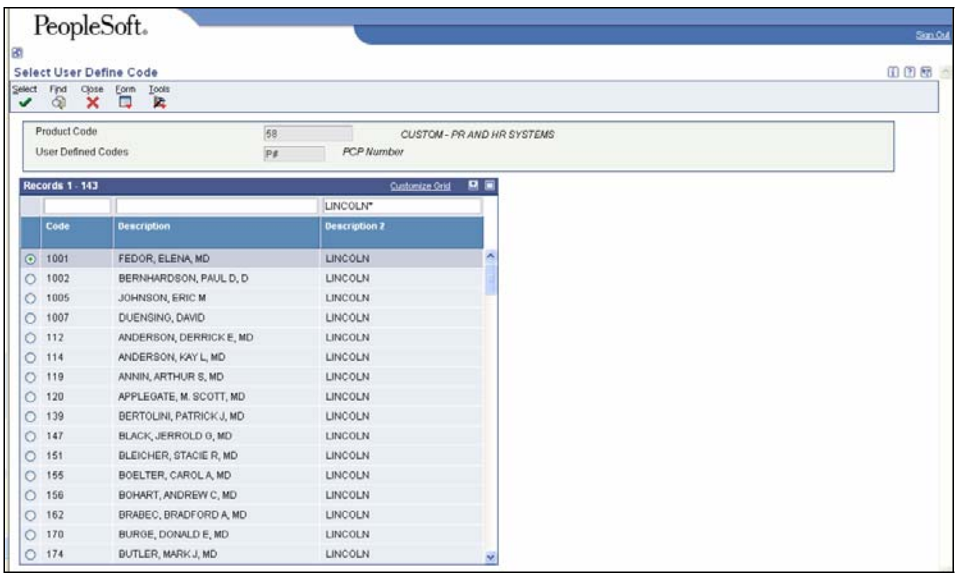
3. This grid provides a list of PCPs in the insurance carrier network.
4. The right arrow next to Records 1-10 () indicates that there are more options available. It does not indicate how many of these options are in this grid. To view all PCPs, click the arrow with a line behind it () to view the entire list in the grid.
5. The Query By Example (QBE) line of fields above the column titles allows employees to search for a specific entry in that column.
6. Type **LINCOLN*** (in ALL CAPS, and followed by an asterisk) in the QBE line to narrow the list to PCPs in Lincoln only. You could also search by the physician's name by entering "Smith*" (in Title Case, and followed by an asterisk).



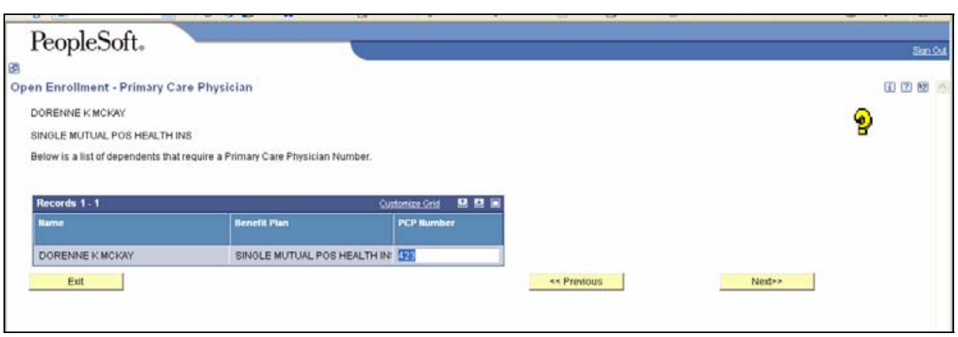
7. Click **Find**.



8. The right arrow next to Records 1-10 indicates that there are more options available. It does not indicate how many of these options are in this grid. To view all PCPs, click the right arrow with the line behind it to populate all records in the grid.



9. Click the radio button next to the appropriate PCP and click **Select**. The PCP number will appear in the PCP Number field on the Primary Care Physician window.



10. PCPs can be entered into this grid either by clicking on the Visual Assist Icon to see the available options OR by entering the PCP Number in the field if it is already known.

11. Click **Next** to continue with Dental, Vision, Life Insurance and Flexible Spending Elections. Return to Step 55.