Default Employee from Wellness PPO – HR Partner

NEBRASKA
AdministrativeServices
State Personnel Division

People · Service · Business
L I N K
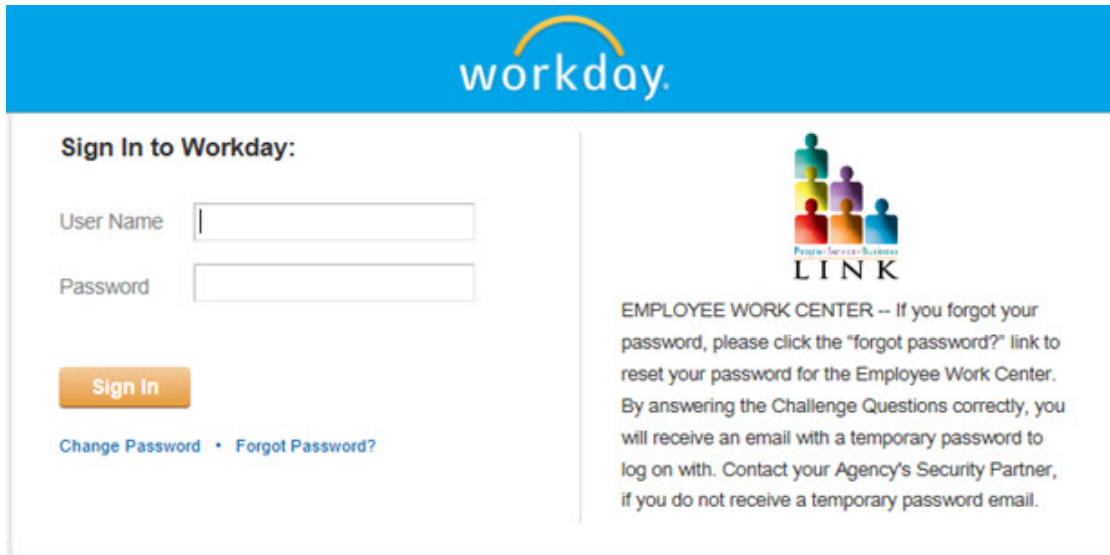
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Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.

Complete the Default from Wellness PPO

When an employee doesn't complete the requirements for the Wellness PPO, he/she will default to Regular PPO. These are the instructions for an HR Partner
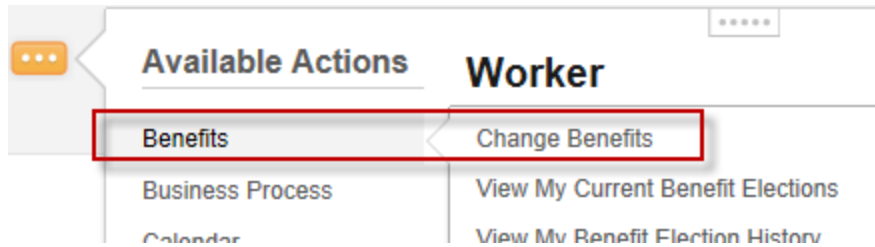
1. In the search box, type the employee's name or address book number for whom you want to trigger a life event, and then click the employee name.
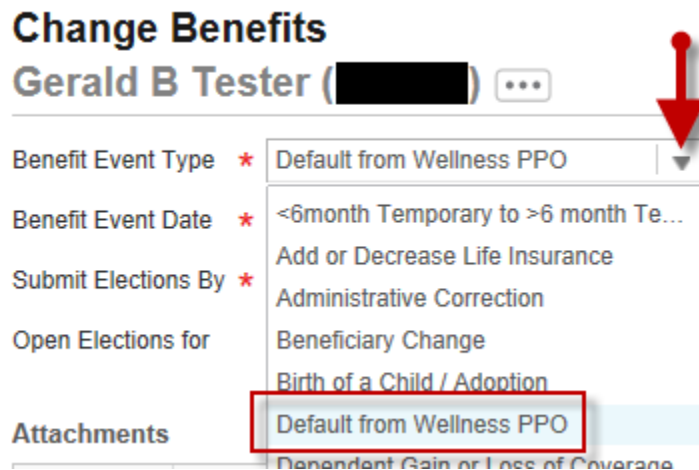

2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.
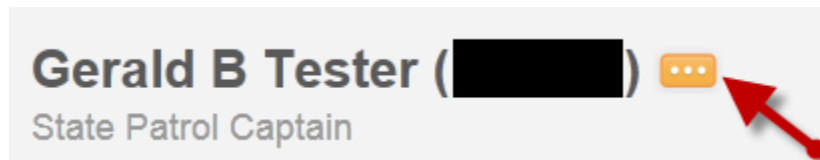
3. Hover over **Benefits** and click **Change Benefits**.

4. On the next screen, click the drop down arrow for **Benefit Event Type** field, and then click the **Default from Wellness PPO**.

5. On the **Benefit Event Date field**, enter the first of the month that you want the Default to Regular PPO to take place. If there will be premium adjustments, the HR partner will calculate the amounts and submit a premium correction through the Payroll and Financial Center.
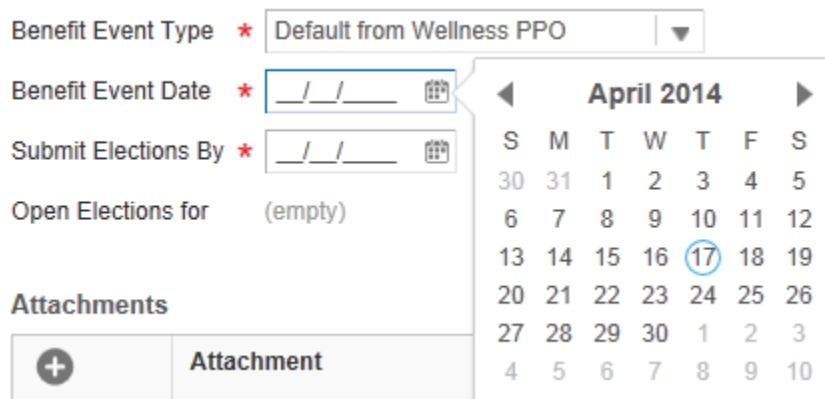
3. In the **Submit Elections By** date field, DO NOT enter a date … the date will automatically populate with the last day the employee can open the event.

4. On the **Change Benefits** page, click the green **Submit** button.

Change Benefits Elections

1. On the next screen, under **Change Benefits Elections**, click **Open.**

> **You have submitted**
> Benefit Event: ▮▮▮▮▮▮▮ on 04/01/2014 [•••]
>
> **Up Next**
> (ⓘ) ▮▮▮▮▮▮▮
>
> Change Benefit Elections
>
> [Open] ⬅━━━━━━━━●

2. The following window will open. It currently reflects the current enrollment in the Wellness Medical Plan.

Health Care Elections 4 items

	Benefit Plan	* Elect / Waive	Coverage
	Medical - United Health Care High Deductible Plan	◯ Elect ◉ Waive	
	Medical - United Health Care PPO Consumer Focused Health Plan (HSA Eligible)	◯ Elect ◉ Waive	
	Medical - United Health Care Regular Plan	◯ Elect ⬅━━━━ ◉ Waive	
	Medical - United Health Care Wellness Plan	◉ Elect ◯ Waive	Employee Only

3. Click the Elect radio box for **Medical - United Health Care Regular Plan** (this is the plan the employee needs to default to).

4. Be sure to also change the coverage level (i.e., Employee Only, Employee + Spouse, Employee + Child(ren), or Family).

5. Click **Continue.**

6. Make sure the Benefit Elections Review page shows the employee enrolled in the **Medical – United Health Care Regular Plan** with the Coverage Begin Date being the first day of the month you want the coverage to be effective.

Elected Coverages

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - United Health Care Wellness Plan	05/01/2014	04/07/2014	Employee Only

7. Click the **I Agree** box.

8. Click the green **Submit** button.
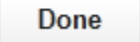

9. On the next screen, you can either Print a summary or click Done.
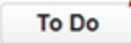

The event process will go through the review and approval steps.

Remaining Steps for Default from Wellness

1. When the event returns to the initiator, he/she **MUST click the Review for retro adjustments To Do.** The event **will not be finalized and moved to production** until the HR partner has completed that to do.

2. To finalize the event, click the green **Submit** button.

3. Once the Review for Retro Adjustments has been submitted, the HR partner will see the following screen. This indicates the Process was successfully completed.

4. Click **Done.**
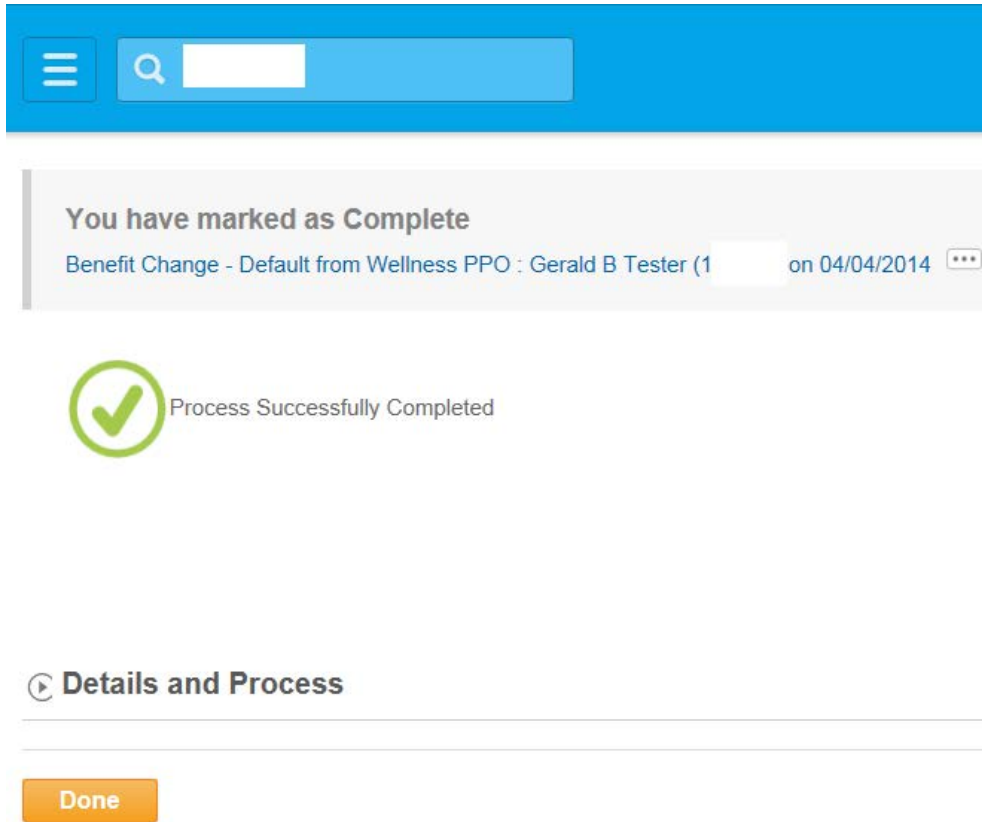
LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: https://ciohelpdesk.nebraska.gov/User/
Email: as.linkhelp@nebraska.gov
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