EMPLOYMENT STATUS CHANGE

EXAMPLES:

- Moving from a "temporary less than 6 months" to a "temporary greater than 6 months"

- Moving from a Union-covered position to a position covered by a different Union or to a non-Union position and vice versa
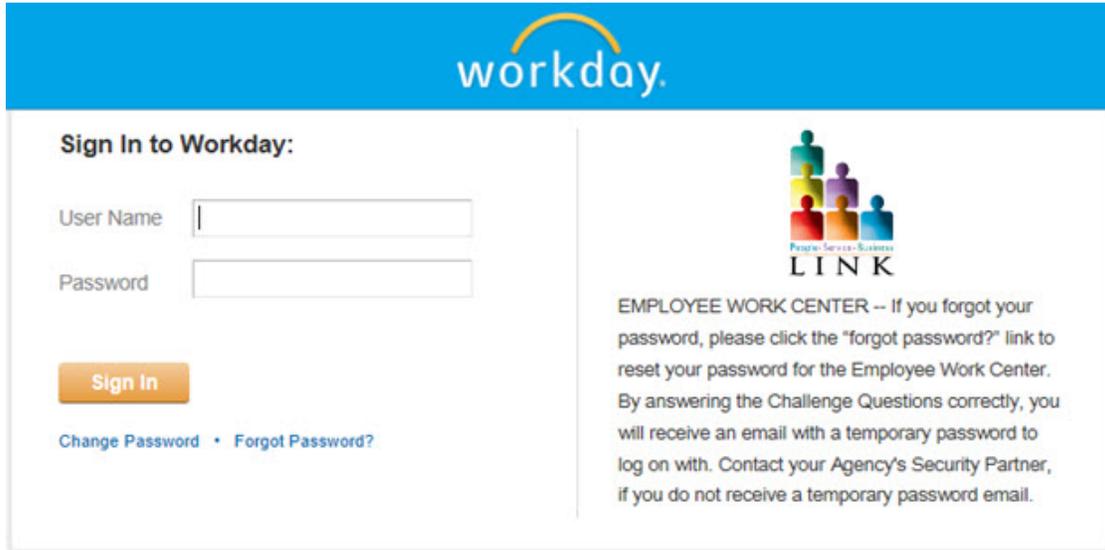
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Log in to the Employee Work Center

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

Employment Status Change

SLEBC employees have different benefit elections. This guide shows an example of changing an employee from a NAPE-covered position to a SLEBC-covered position. This event would also be used for changing a Temporary less than 6 months to a Temporary greater than 6 months when the temporary employee has already been employed more than 1 month without a break in service.
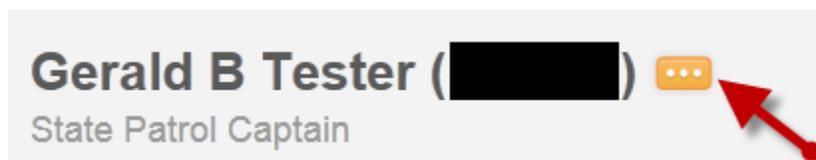
NOTE: IF THE EMPLOYEE IS TRANSFERRING FROM NAPE TO RULES OR RULES TO NAPE, ALL ENROLLMENTS WILL DEFAULT TO THE CURRENT BENEFIT ELECTIONS. YOU WILL NOT HAVE TO TRIGGER A CHANGE BENEFIT EVENT FOR BENEFIT PLAN ENROLLMENT.

1. In the **Search** box, type the name or Employee ID of the person for whom you will trigger a life event.
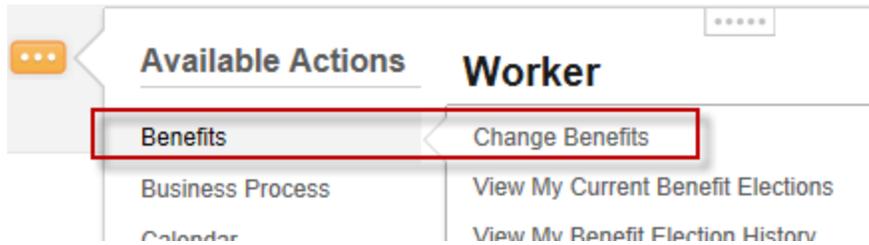2. Click the employee's name.

3. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.

4. Hover over **Benefits** and click **Change Benefits**.

5. Click the drop down arrow for **Benefit Event Type**, and select **Employment Status Change**.

6. In the **Benefit Event Date** field, enter the date (see screenshot above). The Benefit Event Date for the Temporary to Permanent event will always be the date the employee became permanent with your agency.

   NOTE: The process to make the employee permanent must be completed prior to initiating this event.

7. 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 (see screenshot above).

8. Click **Submit**.

9. Once you submit the event, the following window will open for the HR partner. Click **Open**.

Making the Elections for the Employee

Medical, Dental, Vision

1. Elect the appropriate Medical, Dental and Vision plans. The enrollment for the Health Savings Account will be available if the employee elected the High Deductible plan that will be eligible in conjunction with a Health Savings Account.

   NOTE: SINCE THEIR EMPLOYMENT HAS CHANGED, THEY WILL HAVE ONLY THE BENEFITS FOR THEIR NEW STATUS (I.E. NEWLY PART-TIME EMPLOYEE WILL ONLY HAVE THE PART-TIME HEALTH BENEFIT OPTION).

   NOTE: THE MEDICAL, VISION, AND DENTAL PLANS FOR THE EMPLOYEE SHOULD DEFAULT TO THEIR CURRENT ELECTIONS, EITHER ELECTED OR WAIVED.

   NOTE: FOR A HEALTH SAVINGS ACCOUNTS WITH AN ACTIVE ENROLLMENT OR A NEW ELECTION INTO THE HEALTH SAVINGS ACCOUNT, THE HR PARTNER WILL HAVE TO INSERT THE REMAINING PAY PERIODS IN THE REMAINING DEDUCTIONS OVERRIDE BOX (IF YOU HAVE QUESTIONS PLEASE CONTACT THE BENEFITS OFFICE, 402-471-4443)

2. Click **Continue**.

Dependent and Medical Flex

3. The enrollment for Medical and Dependent Flex will default to the employee's current election.

   NOTE: IF DEPENDENT FLEX OR MEDICAL FLEX HAVE ENROLLMENT OR THE EMPLOYEE WANTS TO ENROLL INTO THE FLEX PLAN(S), THE HR PARTNER WILL HAVE TO INSERT THE REMAINING PAY PERIODS IN THE REMAINING DEDUCTIONS OVERRIDE BOX (IF YOU HAVE QUESTIONS PLEASE CONTACT THE BENEFITS OFFICE, 402-471-4443)

4. Click **Continue**.

Insurance Plan Dependencies and Coverage Limitations

5. Elect any of the Life Insurance Plans for the employee.

   NOTE: ALL INSURANCE PLANS FOR THE EMPLOYEE WILL DEFAULT TO CURRENT ENROLLMENT ON THIS SCREEN.

   NOTE: ALL LIFE INSURANCE PLANS WILL DEFAULT TO THE EMPLOYEE ELECTED COVERAGE AND THE BASIC LIFE BENEFICIARIES MUST BE ASSIGNED.

6. Click **Continue**.

Beneficiary Designations

7. The HR partner can create the Beneficiaries at this time or have the employee complete that step prior to doing the enrollment event. Beneficiaries can be updated during this event.

   NOTE: ALL PERCENTAGES FOR PRIMARY AND CONTINGENT BENEFICIARIES MUST EQUAL 100%

8. Click **Continue**.

W-2 Elections

9. The initial election for the Electronic W-2 will populate. The employee can change the election at this time. Click **Continue**.

Benefit Elections Review

10. Review the enrollment for the employee.

11. Click the plus icon under Attachments to attach a document explaining why this event was completed and submitted. (Example: John Doe went from SLEBC to Nape, so was newly eligible for State Benefits).

12. Click **I Agree** at the bottom of the Electronic Signature page.

13. Click **Submit** to submit your enrollment elections for the newly permanent employee, or:

    a. **Save for Later** – Save the process and submit it at a later time.

    b. **Go Back** – Go back to the previous pages in the event.

    c. **Cancel** – Cancel everything. The event will go back to the employee's inbox with no changes saved.

Additional Steps

1. When the process is submitted, the employee will receive the **Submit Election Confirmation** page to **Print** (if they wish) and/or **Close (Done).**

2. The Submitted Life Event will be sent to the employees HR Partner to review and approve.

3. The Benefits Partner approves the event.

4. The HR partner **MUST open and submit** the **Review for Retro Adjustment TO DO to finalize the event for the employee.**

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
Phone: 402.471.6234