NEBRASKA Administrative Services
State Personnel Division

Change Benefits - Employee Going from Temporary to Permanent

People · Service · Business
LINK

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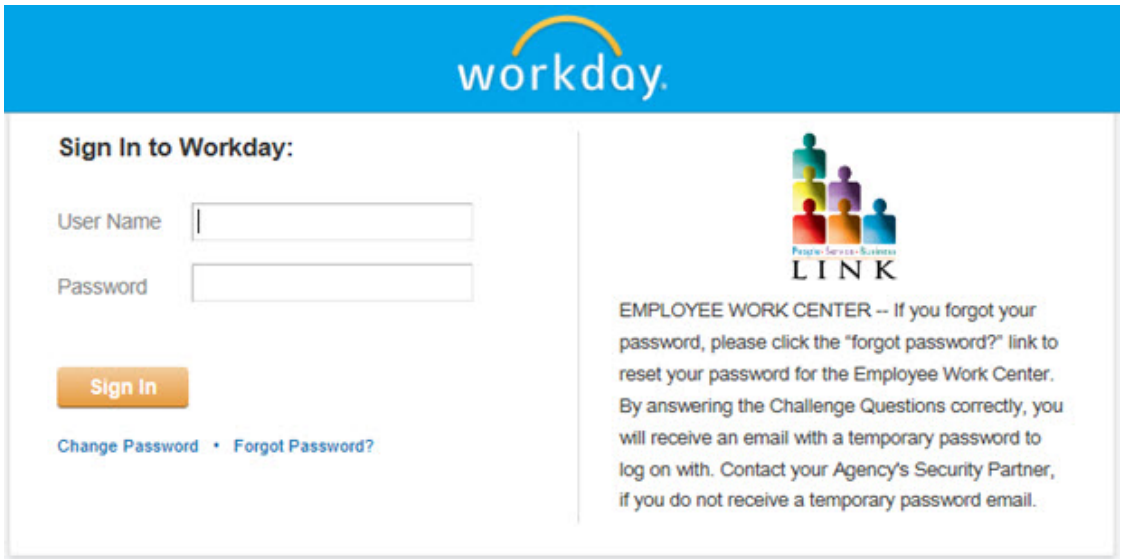
Log in to the Employee Work Center

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

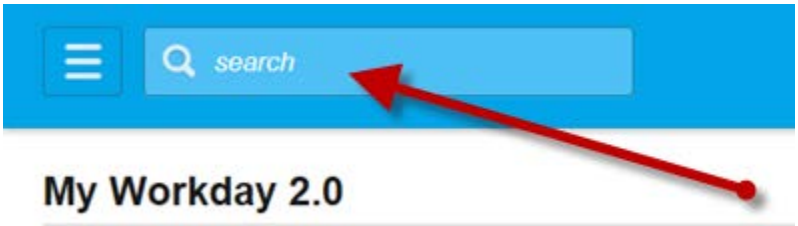


Change Benefits - Employee Going from Temporary to Permanent

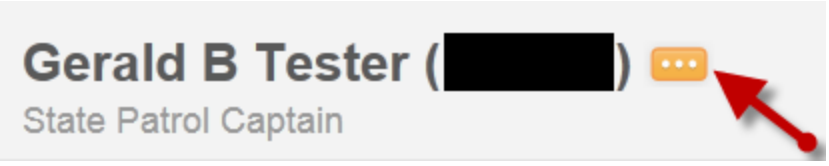
Use this event only when a temporary employee was eligible for benefits, then became a permanent employee.

> **NOTE: THIS EVENT WILL NOT GO TO THE EMPLOYEE TO COMPLETE; IT WILL BE COMPLETED BY THE HR PARTNER. BEFORE THE EVENT IS LAUNCHED, THE HR PARTNER SHOULD HAVE EITHER THE EMPLOYEE COMPLETE PAPER FORMS FOR THE ELECTIONS FOR WHICH HE/SHE IS NEWLY ELIGIBLE OR PLAN TO HAVE THE EMPLOYEE SIT WITH THE HR PARTNER WHEN THE ENROLLMENT PART OF THE EVENT IS COMPLETED.**
>
> **NOTE: IF YOU TRANSFERRED AN EMPLOYEE FROM TEMPORARY TO PERMANENT, AFTER APPROVAL FROM STATE PERSONNEL AND STATE BUDGET (IF REQUIRED), YOU WILL HAVE A TRANSFER EMPLOYEE - BENEFIT CHANGE TO DO IN YOUR WORKFEED / INBOX.**

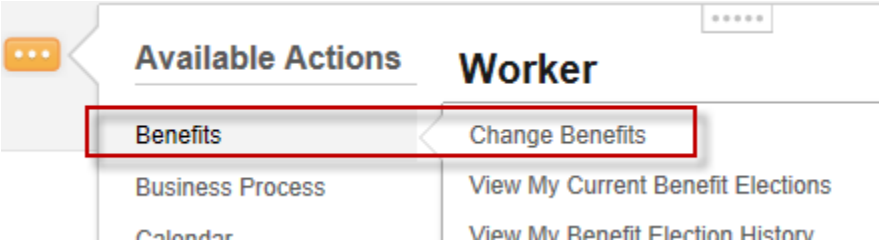
1. In the **Search** box, type the employee name or employee ID for whom you will trigger a life event, and then click the employee's name.



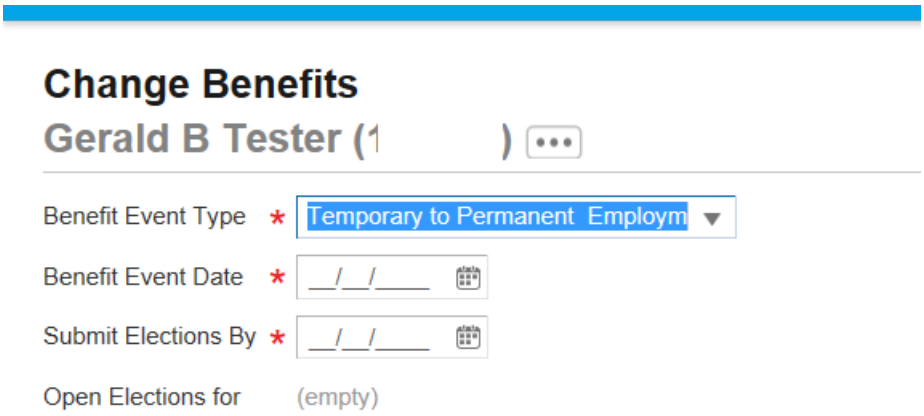
2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.



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

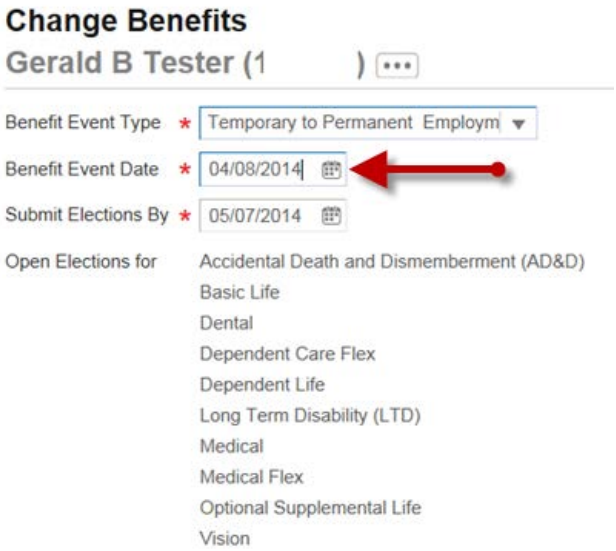


4. Click the drop down arrow in the **Benefit Event Type** field, and select **"Temporary to Permanent Employment".**

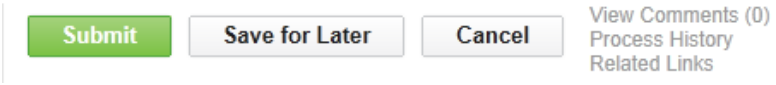


4. In the **Benefit Event Date** field, enter the date. The Benefit Event Date for the Temporary to Permanent event will always be the date the employee became permanent with your agency.

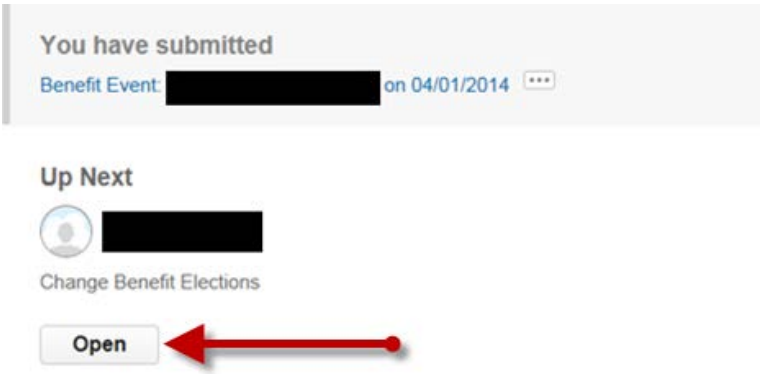
NOTE: THE PROCESS TO MAKE THE EMPLOYEE PERMANENT MUST BE COMPLETED PRIOR TO INITIATING THIS EVENT.



5. 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.
6. Click **Submit**.



7. Once you submit the event, the following window will open for the HR partner. Click Open to complete the event.
8. Click **Open**.



Making the Elections for the Employee

When proceeding through the event, the Medical, Dental, LTD and Dependent Flexible Plan will default to the enrollment the temporary employee had prior to becoming permanent.

NOTE: If the Temporary employee was eligible for the Medical, Dental, LTD. and Dependent Flexible Plan and did not elect them while a temporary employee, he/she cannot elect them at the time of becoming permanent.

NOTE: The Medical and Dental will default to the current enrollments with no option to change.

NOTE: The enrollment eligibility for the benefit start date has already been written into the event rules.

NOTE: All enrollments (if any) for Medical, Dental, LTD, Health Savings Account and Dependent Flexible Plan will start right away the first of the month following the event.

NOTE: All enrollments for Medical, Vision, Flexible Spending, and Life Insurance will follow the new hire rule of starting the first of the month following 30 days of permanent employment.

NOTE: If the employee has the Health Savings enrollment, it will continue or can be waived.

Medical, Dental, Vision

1. The employee can newly elect or waive the Vision coverage. Make any changes, if necessary, and then click **Continue.**

Change Benefit Elections

Temporary to Permanent Employment for [redacted] - Step 1 of 5

Event Date: 05/01/2014 Initiated On: 04/18/2014
Submit Elections By: 05/30/2014

Temporary to Permanent

If the Temporary Employee is newly eligible for benefits when going to a Permanent Position (less than a six month assignment) you will not use this event for the Benefit Enrollment, you will utilize the New Hire event for your employee since he/she is newly eligible for all benefits.

Temporary employees who were eligible for Benefits but declined will not be eligible to elect coverage in Medical, Dental or LTD until the next open enrollment or a qualified status change. They may elect the coverages that were not available to them has Temporary employees, Life, Vision and both Flexible spending accounts

Temporary employee who were enrolled in Medical, Dental or LTD must continue enrollment in those plans as a Permanent Employee. They may also elect coverages that were not available to them has a Temporary employees, Life, Vision and both Flexible spending accounts.

Health Care Elections 8 items

	Benefit Plan	* Elect / Waive	Coverage	Enroll Dependents
	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		
	Dental - Ameritas Basic Option	○ Elect ◉ Waive		
	Dental - Ameritas Premium Option	○ Elect ◉ Waive		
	Vision - EyeMed Basic Option	○ Elect ◉ Waive		
	Vision - EyeMed Premium Option	○ Elect ◉ Waive		

Continue Save for Later Cancel

Dependent and Medical Flex

2. Only Medical Flex can be newly elected. The Dependent Flex will continue with the previous enrollment or will be waived. Click **Continue**.

   NOTE: IF DEPENDENT FLEX OR MEDICAL FLEX HAVE ENROLLMENT, BE SURE TO INSERT THE REMAINING PAY PERIODS IN THE REMAINING DEDUCTIONS OVERRIDE BOX (IF YOU HAVE QUESTIONS, PLEASE CONTACT THE BENEFITS OFFICE, 402-471-4443).

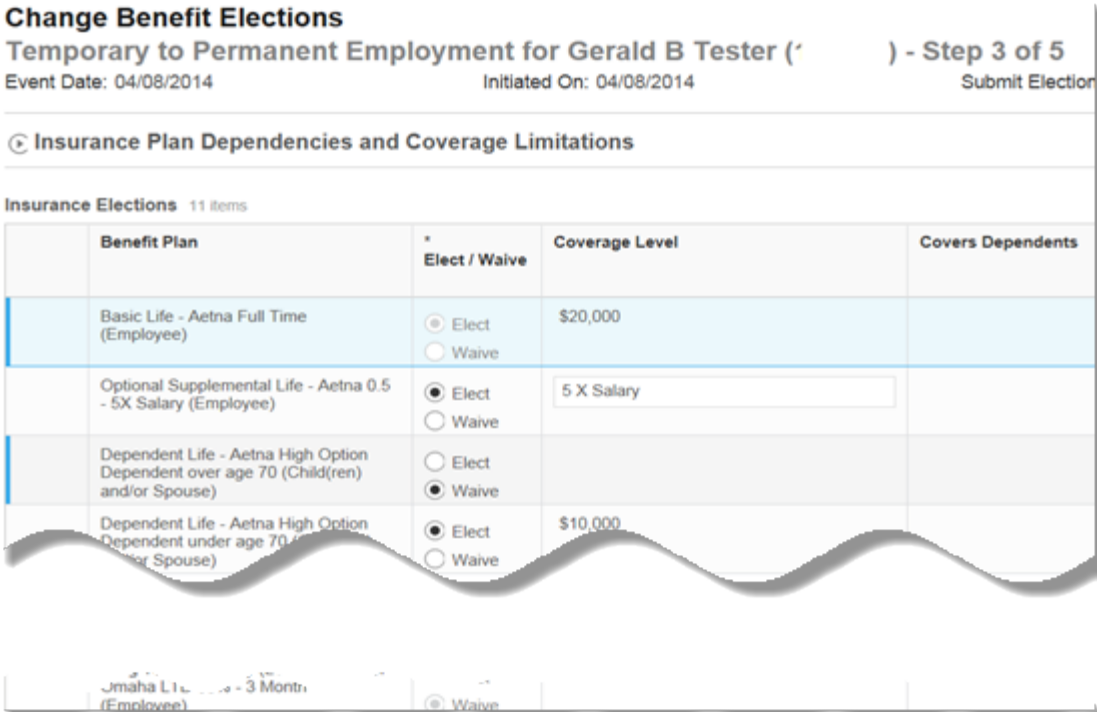
Insurance Plan Dependencies and Coverage Limitations

3. Make insurance elections, and then click **Continue**.

   NOTE: IF THE EMPLOYEE WILL BE FULL-TIME, THE BASIC LIFE, $20,000 COVERAGE SHOULD BE SET TO ELECT WITH NO OPTION TO CHANGE.

   NOTE: THE EMPLOYEE IS NEWLY ELIGIBLE FOR ALL LIFE PLANS AND CAN MAKE ANY ELECTION.

   NOTE: THE EMPLOYEE'S LTD ELECTION WILL DEFAULT TO THE CURRENT ENROLLMENT AND HAS NO OPTION TO CHANGE.



Beneficiary Designations

4. Select Beneficiaries (if needed). Click **Continue**.

   NOTE: FOR ALL LIFE INSURANCE PLANS ELECTED, THE COVERAGE AND THE BASIC LIFE BENEFICIARIES MUST BE ASSIGNED.

   NOTE: THE HR PARTNER CAN CREATE THE BENEFICIARIES AT THIS TIME OR HAVE THE EMPLOYEE COMPLETE THAT STEP PRIOR TO DOING THE ENROLLMENT EVENT.

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

W-2 Elections

5. The employee must designate whether he/ she wants to receive their W-2 electronically or by mail. Click **Continue**.

Benefit Elections Review

6. Review the enrollment for the employee.
7. Click **I Agree** at the bottom of the Electronic Signature page.
8. 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.
1. 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