

# Employment Status Change

## CONTENTS

Purpose .....	1
Log in to Workday (Employee Work Center) .....	1
Employment Status Change .....	2
Making the Elections for the Employee .....	3
Medical, Dental, Vision .....	3
Dependent and Medical Flex .....	3
Insurance Plans .....	3
Beneficiary Designations .....	4
W-2 Elections .....	4
Benefit Elections Review .....	4
Additional Steps .....	4
Benefits Contact Information .....	5
Link Help Desk Contact Information .....	5

## PURPOSE

This event is used to adjust benefit rates and plan types when more common employment changes (FTE changes or temp/perm changes) are not involved, such as switching between a Monthly payroll position and a Biweekly payroll position or vice versa or changing to or from a specialty benefit group like SLEBC or FOP. SLEBC employees have group insurance plans independent of the State plans. This guide shows an example of changing an employee from a NAPE-covered position to a SLEBC-covered position.

**NOTE:** If the employee is transferring from NAPE to Rules or Rules to NAPE, all insurance enrollments will default to the current benefit elections. You will only have to trigger a Retirement and Leave Date Entry event to change leave accrual rates.

**IMPORTANT:** The Job Change process to make the employee permanent must be completed prior to initiating this event.

## LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
  - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
  - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

## Employment Status Change

### EMPLOYMENT STATUS CHANGE

1. Search for and click the record for the employee, using her/his name or her/his Employee ID.
2. Click **Actions** beneath the employee's name, then hover over **Benefits** and click **Change Benefits**.



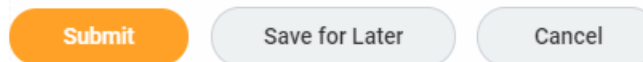
3. In **Change Reason**, click the drop down arrow, scroll to and click **Employment Status Change**.

Change Reason \* Employment Status Change ▼

Benefit Event Date \* MM/DD/YYYY

Submit Elections By \* MM/DD/YYYY

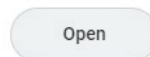
4. In the **Benefit Event Date** field, enter the appropriate Event Date (see screenshot above). The Benefit Event Date for the Employment Status Change event will always be the date the employment change took effect.
5. Do not enter a date in the **Submit Elections By** date field ... this field will automatically populate with the calculated deadline (see screenshot above).
6. Click **Submit**.



7. Once you submit the event, the following window will open. Click **Open**.



### Up Next



8. On the next screen, click Let's Get Started.

## Change Benefit Elections

Initiated On 10/09/2020

Submit Elections By 10/10/2020

Let's Get Started

## Employment Status Change

### MAKING THE ELECTIONS FOR THE EMPLOYEE

#### MEDICAL, DENTAL, VISION

1. Make any necessary changes on the person's Benefits Elections. Click Manage on each Benefit Election tile where you need to make changes.
  - a. If you click Manage on any Election tile and make a change on that Election, click Confirm and Continue.
  - b. If you change anything, you may be asked to select, or confirm, the Coverage, i.e., Employee Only, Employee + Spouse, etc.
  - c. Once you do that, click Save.

**NOTE:** Since their employment has changed, only the benefits for the new status will be elected/electable (i.e., a newly SLEBC eligible employee will not have any electable benefits since they are not eligible for the State plans. All benefit options are defaulted to waived).

**NOTE:** The medical, vision, and dental plans for the employee should default to their current elections, either elected or waived.

2. The enrollment for the Health Savings Account will be available if the employee elected the High Deductible plan that is eligible in conjunction with a Health Savings Account.
  - a. Click Enroll on that tile.
  - b. Click Select and then click Confirm and Continue.
  - c. You will need to designate an amount to be withdrawn, either in the Per Paycheck field, or in the Annual field.
  - d. Click **Save**.

**NOTE:** For a Health Savings Account 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).

#### DEPENDENT AND MEDICAL FLEX

1. The enrollment for Medical and Dependent Flex will default to the employee's current election. Switching to or from SLEBC is the only employment status change event that qualifies as a life event able to alter Flexible Spending contributions.

**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).

#### INSURANCE PLANS

1. If the employee is going to full-time, make sure that the Basic Life option is Elected.
  - a. Click Enroll on the Basic Life tile.
  - b. Click Select.
  - c. Click Confirm and Continue.

## Employment Status Change

**NOTE:** The next screen will request that you add Beneficiaries ... see next section.

All Other Insurance Plans for the employee will default to current enrollment, if any.

### BENEFICIARY DESIGNATIONS

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

**NOTE:** All percentages for Primary and Contingent Beneficiaries must total 100%.

2. Click **Save**.

### W-2 ELECTIONS

You must designate if the employee wants to receive their W-2 electronically or via regular mail.

2. Click Manage on the W-2 Elections tile, click Select, and then click Confirm and Continue.
3. On the next screen,
  - a. Select No to elect that a paper copy be mailed, OR
  - b. Select Yes for an electronic copy.
4. Click **Save**.

### BENEFIT ELECTIONS REVIEW

1. Review the enrollment for the employee.
2. 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).
3. Click **I Agree** at the bottom of the Electronic Signature page.
4. 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 (not recommended).
  - b. **Go Back** – Go back to the previous pages in the event.
  - c. **Cancel** – Returns to the Tiles screen to save or review and sign. Admin Corrections do not go to the teammate's inbox. The event will stay in your Inbox, unprocessed, until you submit it or you ask a Benefits Partner to cancel the process.

**NOTE:** On the next screen, click the **View 2020 Benefits Statement** to review the changes and/or print a copy.

### ADDITIONAL STEPS

1. The Submitted Life Event will be sent to the Benefits Partners for approval.
2. Once approved, the HR Partner will receive a **To Do: Review for Retro Adjustments** in her/his Workday Inbox.
  - The To Do is a reminder for the HR Partner to validate whether any retro adjustments need to be made to the employee's benefit deductions in E1.
  - FYI, we now have a Quick Reference Guide to help you with the Review for Retro Adjustments process.

## Employment Status Change

3. Click the **To Do**.
4. Click **Submit**.

### **BENEFITS CONTACT INFORMATION**

Benefits-related questions

Email [as.employeebenefits@nebraska.gov](mailto:as.employeebenefits@nebraska.gov), or call 402-471-4443 (Lincoln) 877-721-2228 (Outside Lincoln).

### **LINK HELP DESK CONTACT INFORMATION**

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234