

End Benefits for Employee in a Non-Pay Status

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PURPOSE

This is for HR Partners to temporarily end Benefits for someone who is on Leave Without Pay status, or who is out because of Workers Compensation.

LOG IN TO THE 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).

END BENEFITS FOR EMPLOYEE IN A NON-PAY STATUS

If an employee has been placed in a non-pay status (e.g., leave of absence or on workers compensation), the HR Partner must end their benefit elections.

1. Search for and click the record for the specific 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**.




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3. In **Change Reason**, click the drop down arrow, scroll to and click **Leave Without Pay Ending All Benefits**.

Change Reason *

Benefit Event Date * 

Submit Elections By * 

BENEFIT EVENT DATE

1. This event considers the Event Date to be the first day on Leave Without Pay, and, thus, the person is no longer eligible. Therefore, the **Benefit Event Date** is to be the date the Leave Without Pay is effective. If the Leave without Pay starts on the 1st, then the benefits will end the last day of the prior month. Otherwise, if the Leave Without Pay starts on any other day of the month, then the benefits will end on the last day of that month.
 - **EXAMPLE:** Your employee will be in a Leave without Pay Status effective October 1 and the employee's current benefit elections have to be stopped at the end of September. The Benefit Event Date will be October 1. The benefit plans will have an ending date of September 30, and as of October 1, the employee will no longer have active benefit plans.

SUBMIT ELECTIONS BY DATE

Do not enter a date in the Submit Elections By date field ... this field will automatically populate with the calculated deadline.

The **Open Elections for** list will auto-populate, depending on the **Benefit Event Type** that you selected.

1. At the bottom of the screen, enter comments, if applicable.
2. Click **Submit**.

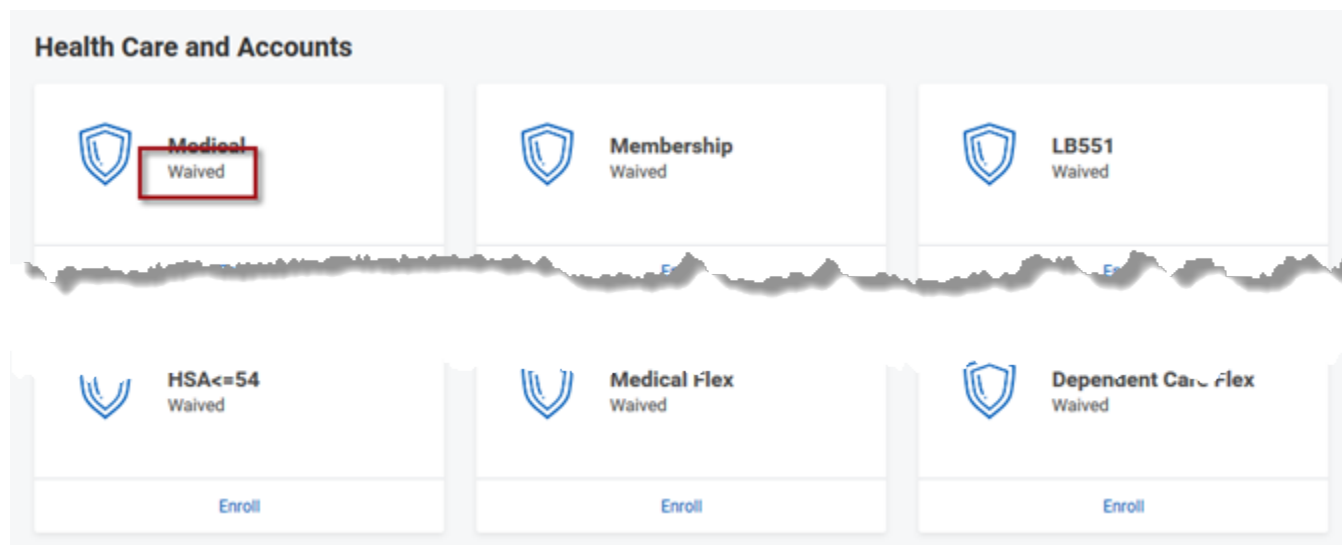
After you click **Submit**, you will be directed to the **Change Benefit Elections** step. This is the business process to waive the employee's coverages.

1. Click **Open**.
2. On the next screen, click **Let's Get Started**.

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CHANGE BENEFIT ELECTIONS

You do not have to change anything on this screen ... since the event you selected is **Leave Without Pay Ending All Benefits**, it will automatically Waive everything in which the person was enrolled. ALL of the Benefit Election Tiles will show Waived under the Election (see screenshot).



This includes, but may not be limited to, all of the following:

- Health Care Elections, i.e., Medical (and anything related), Dental, and Vision
- Spending Account Elections, i.e., Medical Flex and/or Dependent Care Flex
- Insurance Elections, any type of Insurance, i.e., Optional Supplemental Life, Dependent Life, Accidental Death and Dismemberment (AD&D), Long Term Disability, and/or Short Term Disability

1. Click Review and Sign.

VIEW SUMMARY

1. Review the list of changes to the employee benefit plans.
 - **NOTE: You can attach accompanying documentation (e.g., COBRA or workers compensation form) in the Attachments section. To add a document, click the plus sign to add a new row, click the Attach button, then browse to and select the document, and then click Open. This will attach the document you selected. If you attach the wrong document, you can remove it by clicking the minus sign.**
2. Click **Submit**.

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

3. A Benefits Partner will review, and approve, if appropriate, your submitted event.
4. Once approved, the HR Partner will receive a **To Do: Review for Retro Adjustments: Benefit Change – Leave Without Pay Ending All Benefits**, in her/his Workday Inbox.
 - a. 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.
 - b. FYI, we now have a Quick Reference Guide to help you with the Review for Retro Adjustments process.
5. Click the **To Do**.

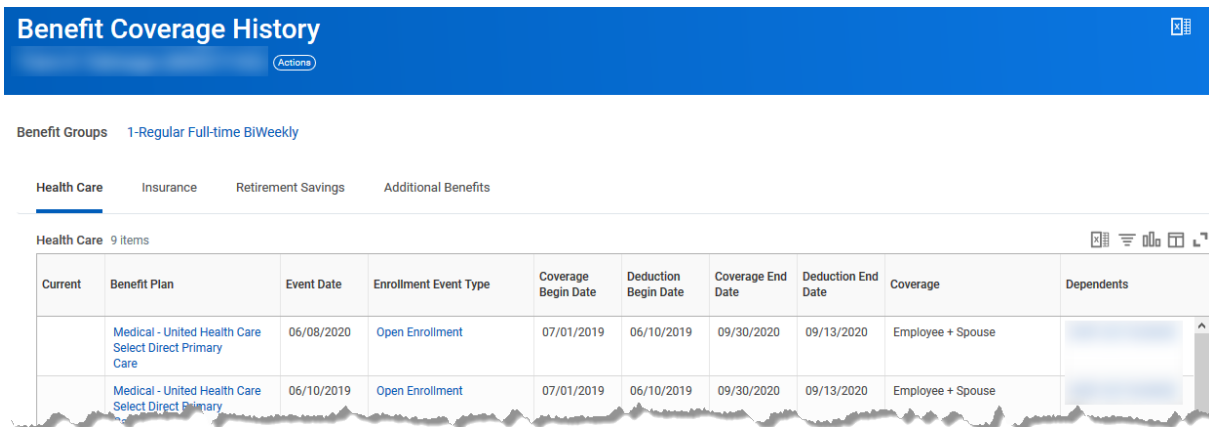
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6. Click **Submit**.

REVIEW ENDING DATE OF COVERAGE

If the HR Partner wishes to review the ending date of coverage, they will need to complete the following steps:

1. Search for and click the record for the employee.
2. Select **Related Actions** next to her/his name; select **Benefits**, and select **View Benefit Coverage History**.
3. Review the end date under the **Coverage End Date** column.
 - **NOTE:** The Health Care tab will allow you to review the employee's health care elections, the Insurance tab is to review the employee's life insurance elections, and Additional Benefits tab is for flex accounts and electronic W-2 Election.
 - **NOTE:** A COBRA form and teammate notice must be attached to the event and submitted to the COBRA Lead Employee in the Administrative Services State Employee Wellness and Benefits Office. Federal law mandates that the employee and dependents (if any) be offered the chance to continue coverage through COBRA.



The screenshot shows the 'Benefit Coverage History' page. At the top, there is a blue header with the title 'Benefit Coverage History' and an 'Actions' button. Below the header, it indicates 'Benefit Groups: 1-Regular Full-time BiWeekly'. There are four tabs: 'Health Care', 'Insurance', 'Retirement Savings', and 'Additional Benefits'. The 'Health Care' tab is selected, showing '9 Items'. A table with the following columns is displayed: Current, Benefit Plan, Event Date, Enrollment Event Type, Coverage Begin Date, Deduction Begin Date, Coverage End Date, Deduction End Date, Coverage, and Dependents. Two rows of data are visible, both for 'Medical - United Health Care Select Direct Primary Care' with 'Open Enrollment' events on 06/08/2020 and 06/10/2019, both with coverage from 07/01/2019 to 09/30/2020 and deductions from 06/10/2019 to 09/13/2020. The coverage is for 'Employee + Spouse'.

Current	Benefit Plan	Event Date	Enrollment Event Type	Coverage Begin Date	Deduction Begin Date	Coverage End Date	Deduction End Date	Coverage	Dependents
	Medical - United Health Care Select Direct Primary Care	06/08/2020	Open Enrollment	07/01/2019	06/10/2019	09/30/2020	09/13/2020	Employee + Spouse	
	Medical - United Health Care Select Direct Primary Care	06/10/2019	Open Enrollment	07/01/2019	06/10/2019	09/30/2020	09/13/2020	Employee + Spouse	

BENEFITS CONTACT INFORMATION

Benefits-related questions

Email 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

Phone: 402.471.6234