

End Benefits for Employee in a Non-Pay Status

For example:

- Leave of Absence
- Workers Compensation



People • Service • Business

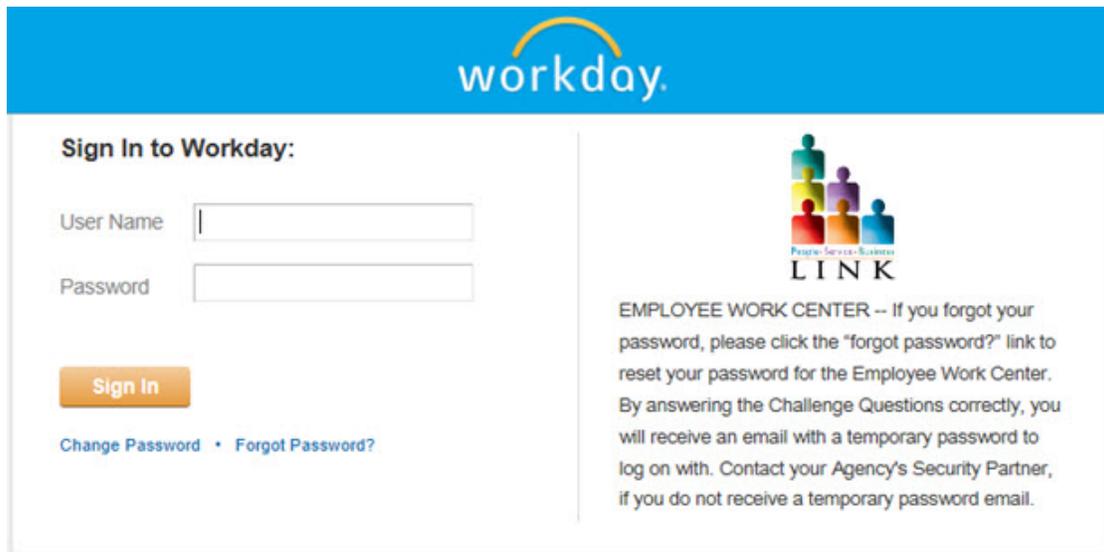
LINK

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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.



The screenshot shows the Workday login interface. At the top, the Workday logo is displayed. Below it, the text "Sign In to Workday:" is followed by two input fields: "User Name" and "Password". A "Sign In" button is located below the password field. To the right of the input fields, there is a logo for "LINK" (People Services - Solutions) and a text block that reads: "EMPLOYEE WORK CENTER -- If you forgot your password, please click the 'forgot password?' link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email." Below the "Sign In" button, there are links for "Change Password" and "Forgot Password?".

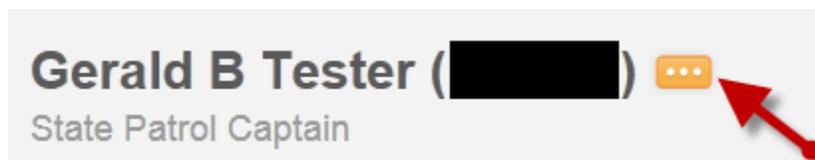
End Benefits for Employee in a Non-Pay Status

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. Below are instructions to assist you with the process.

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.

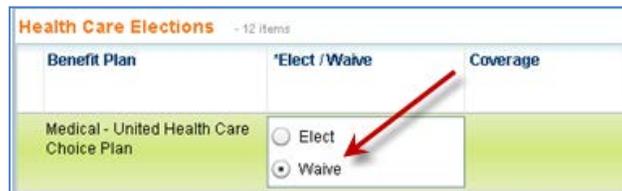


Change Benefit Elections

As an HR Partner, you must manually waive each of the benefit elections that the employee had previously elected in order to stop the payments to benefit vendors.

Health Care Elections

1. Click **Waive** for each Benefit Plan the employee had previously elected, i.e., medical, dental or vision. After clicking waive on each one, click **Continue**.



Spending Account Elections

2. Click **Waive** for the employee's flex account elections (dependent care and/or medical), if previously elected. After clicking waive on each one, click **Continue**.

Insurance Elections

3. Click **Waive** for the employee's life insurance plans, if previously elected. After clicking waive on each one, click **Continue**.

Beneficiary Designations

4. Continue past this screen by selecting **Continue**.

Benefit Elections Review

NOTE: YOU CAN ATTACH ACCOMPANYING DOCUMENTATION (E.G., WORKERS COMPENSATION FORM) IN THE ATTACHMENTS SECTION. FYI, ADMINISTRATIVE CORRECTIONS DO NOT REQUIRE DOCUMENTATION FOR APPROVAL. TO ADD A DOCUMENT, CLICK THE PLUS SIGN TO ADD A NEW ROW, CLICK THE ATTACH BUTTON, THEN BROWSE TO, 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.

5. Review all of your changes to the employee benefit plans, read the message below the **Electronic Signature**, and then click **I Agree**.
6. Click **Submit**.

NOTE: IN THE COMMENTS SECTION, TYPE THE REASON YOU ARE SUBMITTING THE ADMINISTRATIVE CORRECTION.

SAMPLE COMMENT: "I SUBMITTED THIS ADMINISTRATIVE CORRECTION FOR LAURA INGALLS BECAUSE SHE IS ON A LEAVE WITHOUT PAY STATUS; THEREFORE, ACTIVE BENEFITS WILL END SEPTEMBER 30."

End Benefits for Employee in a Non-Pay Status

7. On the next screen, you can select **Print** or **Close**.
8. Your submitted event will be reviewed and approved by the Benefits Partner.
9. Once approved, it will be sent back to the HR Partner as a **Review for Retro Adjustments: Benefit Change – Administrative Correction To Do**.
10. Select **Complete To Do**.
 - a. This is a reminder for the HR Partner to validate whether any retro adjustments to the employee's benefits are needed. After reviewing, select **I'm Done** to remove this item from your inbox.
11. Once the event is finalized, the HR Partner will receive a **Process Successfully Completed** screen.
12. Select **Close**.

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 and click on the link for the employee.
2. Select **Related Actions** next to his/her 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 CURRENT 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 MUST BE 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.

Benefit Coverage History

Gerald B Tester () ...

Benefit Group

| | | | | | |
|--------------------|------------------------|------------------|-----------|--------------------|---------------------|
| Health Care | Health Savings Account | Spending Account | Insurance | Retirement Savings | Additional Benefits |
|--------------------|------------------------|------------------|-----------|--------------------|---------------------|

Health Care 13 items

| Current | Benefit Plan | Event Date | Enrollment Event Type | Coverage Begin Date | Deduction Begin Date | Coverage End Date | Deduction End Date |
|---------|---|------------|---|---------------------|----------------------|-------------------|--------------------|
| Yes | Medical - United Health Care Regular Plan | 04/08/2014 | Employment Status Change Open Enrollment -Optional Life Insurance Change | 04/04/2014 | 03/10/2014 | 04/30/2014 | 04/06/2014 |

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