

Reinstate / Reactivate an Employee

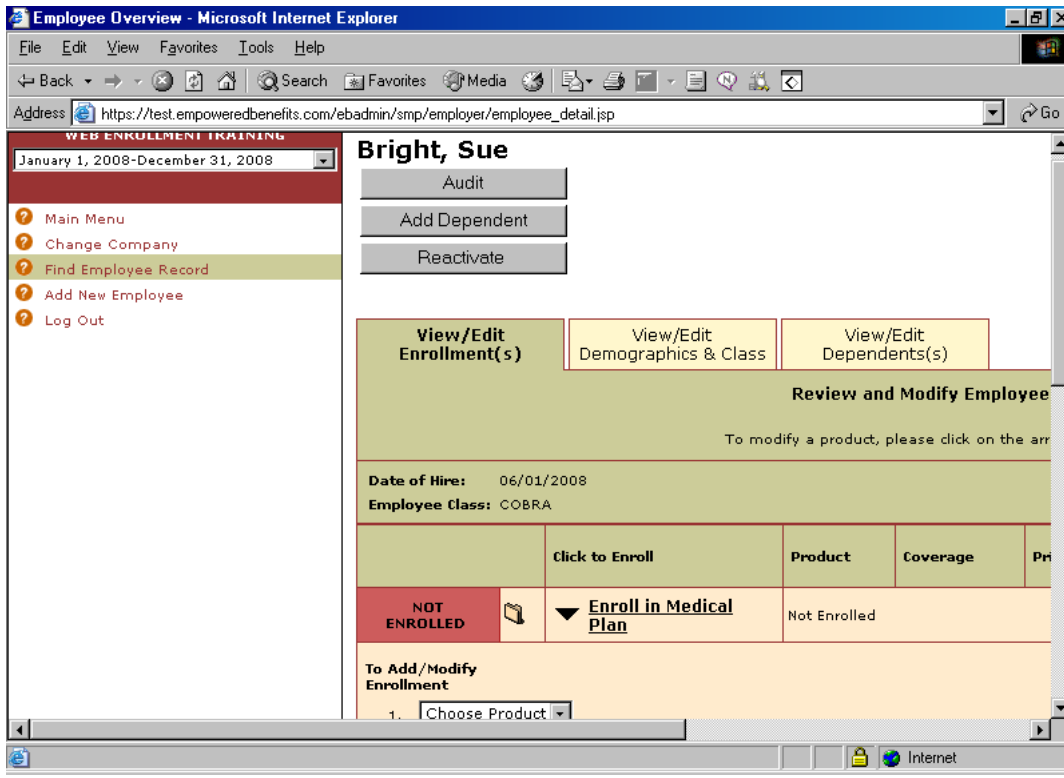
When you have an employee, who has been terminated, and now has been re-hired or needs to be enrolled in COBRA, the employee must be reactivated. The Web Enrollment tool holds all past information on employees, including those that are terminated, the terminated employee is just in an inactive (terminated) status. We ask that you “Find Employee Record”

The screenshot shows the 'EB Administration - Microsoft Internet Explorer' window. The address bar displays <https://test.empoweredbenefits.com/ebadmin/smp/menu.jsp>. The page title is 'WEB ENROLLMENT TRAINING' with a date range of 'January 1, 2008-December 31, 2008'. A sidebar menu on the left includes options: Main Menu, Change Company, Find Employee Record (highlighted), Add New Employee, and Log Out. The main content area contains the text: 'Administrative changes can be made through the following links.' followed by a list of links: Find Employee Record, Add New Employee, Report Generator, 1 employee with pending enrollments, and 0 potential errors. Below this is a table titled 'Employees Accessed Today' and 'Previous Months'.

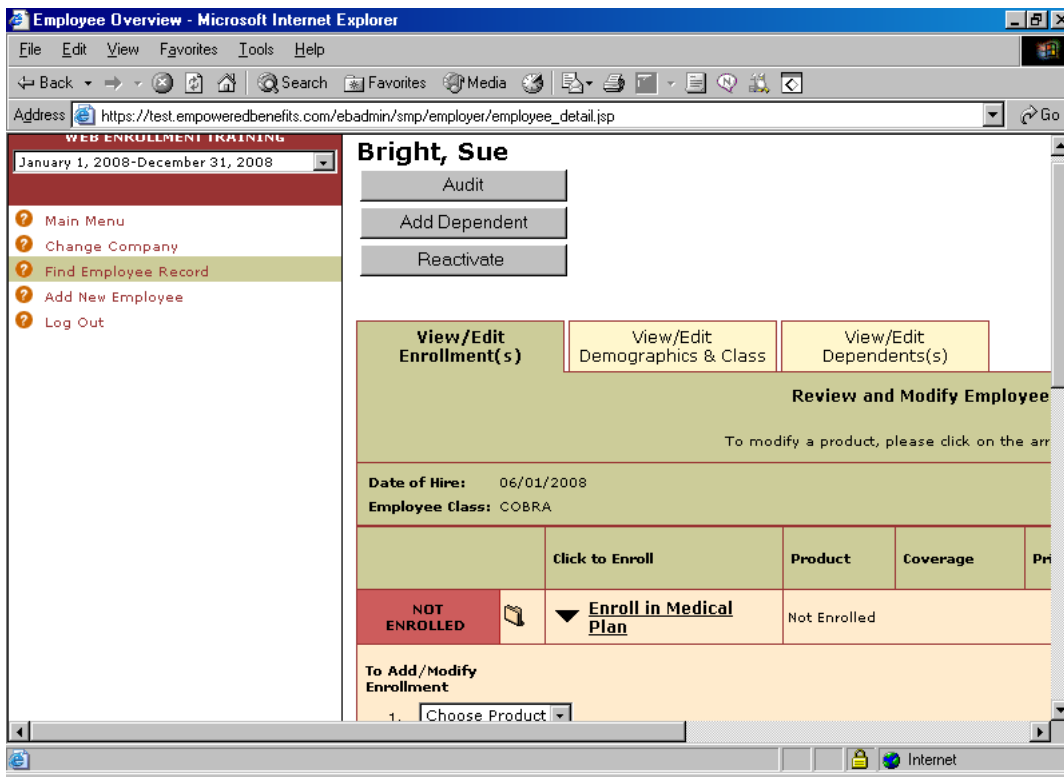
Employees Accessed Today				August, 2008		Previous Months	
Name	Class	Last Accessed	Admin User	Day	Count	Month	Count
				August 05, 2008	6	August, 2008	6
						July, 2008	4
						June, 2008	11
						May, 2008	6
						April, 2008	17
						March, 2008	15

Select the employee record.

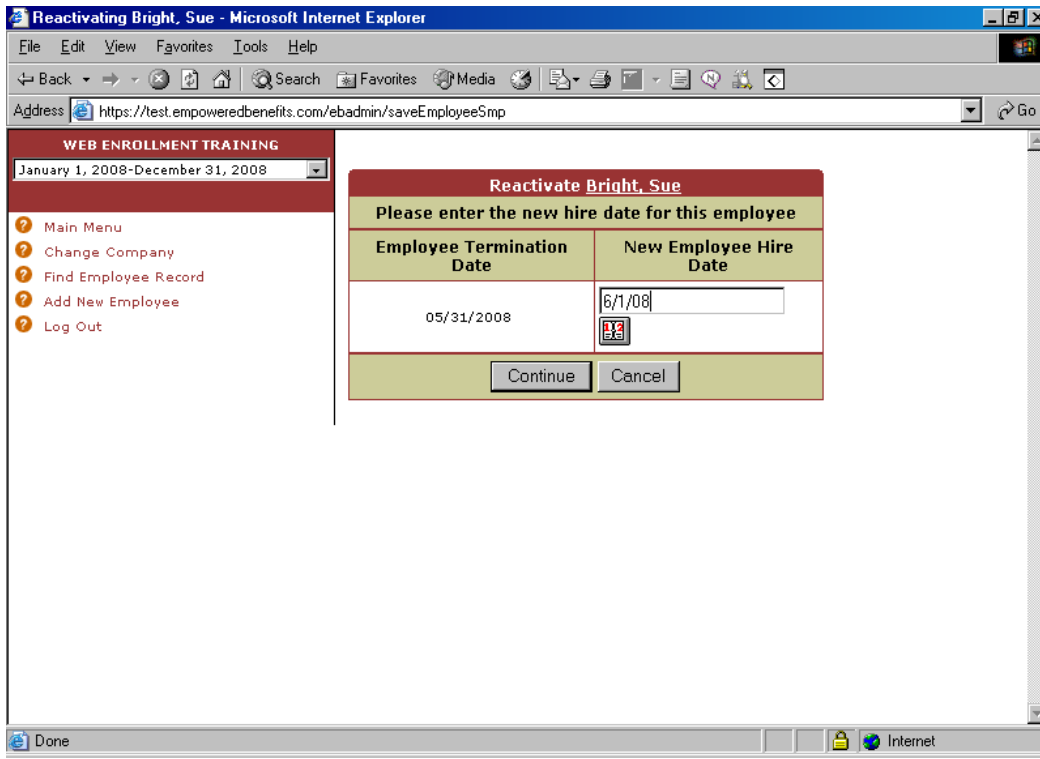
The screenshot shows the 'EB Administration - Microsoft Internet Explorer' window. The address bar displays https://test.empoweredbenefits.com/ebadmin/smp/employer/alpha_employees2.jsp. The page title is 'WEB ENROLLMENT TRAINING' with a date range of 'January 1, 2008-December 31, 2008'. The sidebar menu is the same as in the previous screenshot. The main content area is titled 'Employee Census' and shows 'Search Matched 77 Employees'. A list of employees is displayed, with 'N/A - Bright, Sue' selected. Below the list are 'Select' and 'Add New Employee' buttons. To the right, there is a search form titled 'Search For Employee:' with fields for Last Name, First Name, and Member Number, and a 'Search' button.



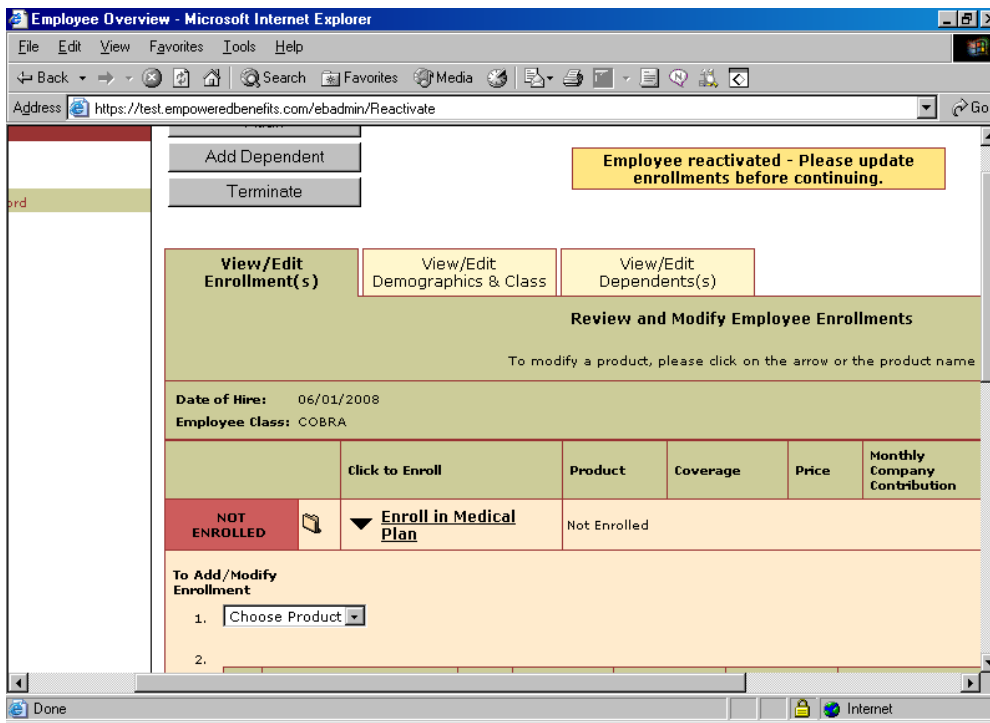
The View/Edit Enrollments screen for the selected employee will appear. Click on the Reactivate button.



The system will then ask you to input the employee's new hire date. The new hire date is actually the date that they start their insurance coverage again. If the member is being reinstated on COBRA, the date will be the date they start COBRA.



Input the date and hit continue. You will receive a screen that says that the Employee has been reactivated, but enrollments need to be updated. You will notice that the employee is not enrolled.



1. Choose the Product in which the employee is to be enrolled.

Employee Overview - Microsoft Internet Explorer

Address: <https://test.empoweredbenefits.com/ebadmin/Reactivate>

Date of Hire: 06/01/2008
Employee Class: COBRA

	Click to Enroll	Product	Coverage	Price	Monthly Company Contribution
NOT ENROLLED	▼ Enroll in Medical Plan	Not Enrolled			

To Add/Modify Enrollment

- Choose Product
- | Action | Name | Relationship | Start/Change Date | Coverage End Date | Change Reason |
|---|--------------|--------------|-------------------|-------------------|------------------------|
| No Change | Bright, Sue | Employee | | | Select a Change Reason |
| Add All Dependents Drop All Dependents | | | | | |
| No Change | Bright, Joe | Spouse | | | Select a Change Reason |
| No Change | Bright, Star | Child | | | Select a Change Reason |
- Comments:
Add additional comments here

As soon as you choose the product, the start Insurance date field will highlight to let you know that you must enter the enrollment date in this field.

Employee Overview - Microsoft Internet Explorer

Address: <https://test.empoweredbenefits.com/ebadmin/Reactivate>

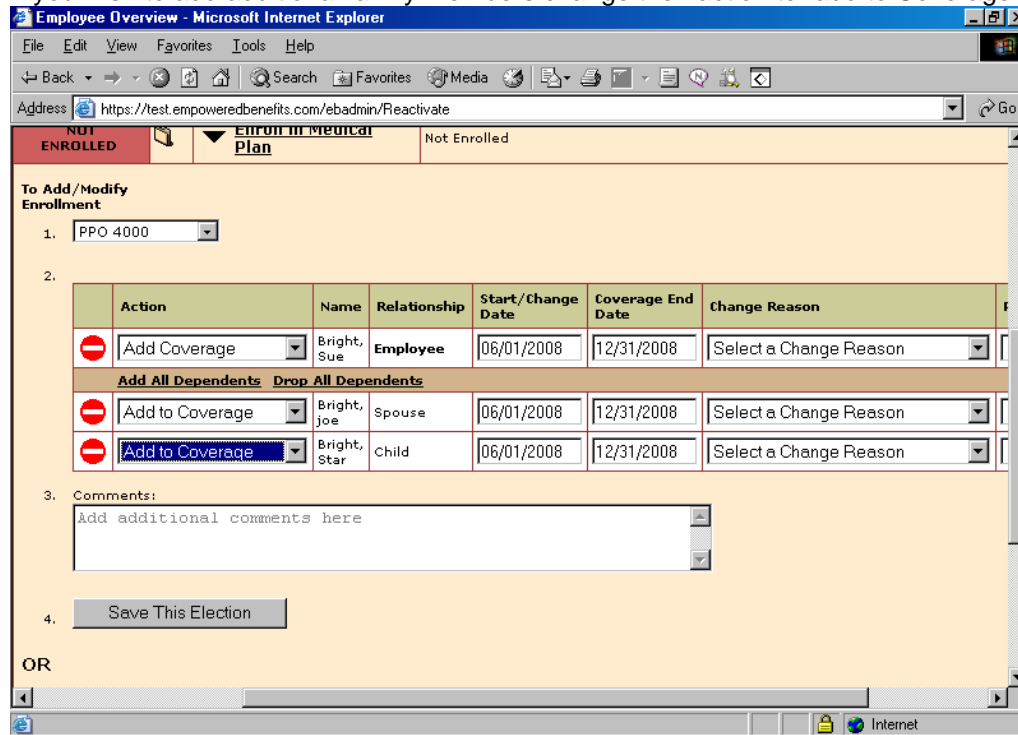
Date of Hire: 06/01/2008
Employee Class: COBRA

	Click to Enroll	Product	Coverage	Price	Monthly Company Contribution	Monthly Deduction
NOT ENROLLED	▼ Enroll in Medical Plan	Not Enrolled				

To Add/Modify Enrollment

- PPO 4000
- | Action | Name | Relationship | Start/Change Date | Coverage End Date | Change Reason |
|---|--------------|--------------|-------------------|-------------------|------------------------|
| Add Coverage | Bright, Sue | Employee | 6/1/08 | 12/31/2008 | Select a Change Reason |
| Add All Dependents Drop All Dependents | | | | | |
| No Change | Bright, Joe | Spouse | | | Select a Change Reason |
| No Change | Bright, Star | Child | | | Select a Change Reason |
- Comments:
Add additional comments here

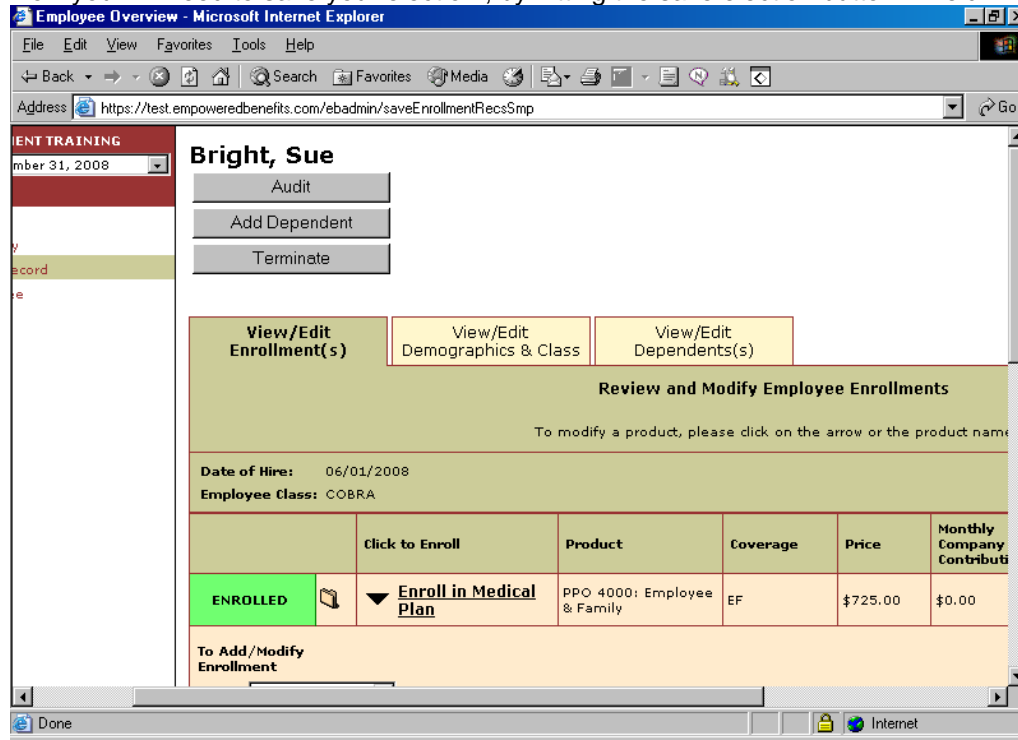
If you wish to add additional family members change their action to “add to Coverage”



The effective date will autofill on the dependent’s record.

If you would like to note a comment, you may use field 3.

Now you will need to save your election , by hitting the save election button in field 4.



Your now see that the member and family are enrolled.