

Employee Transfers between Groups/Subgroups

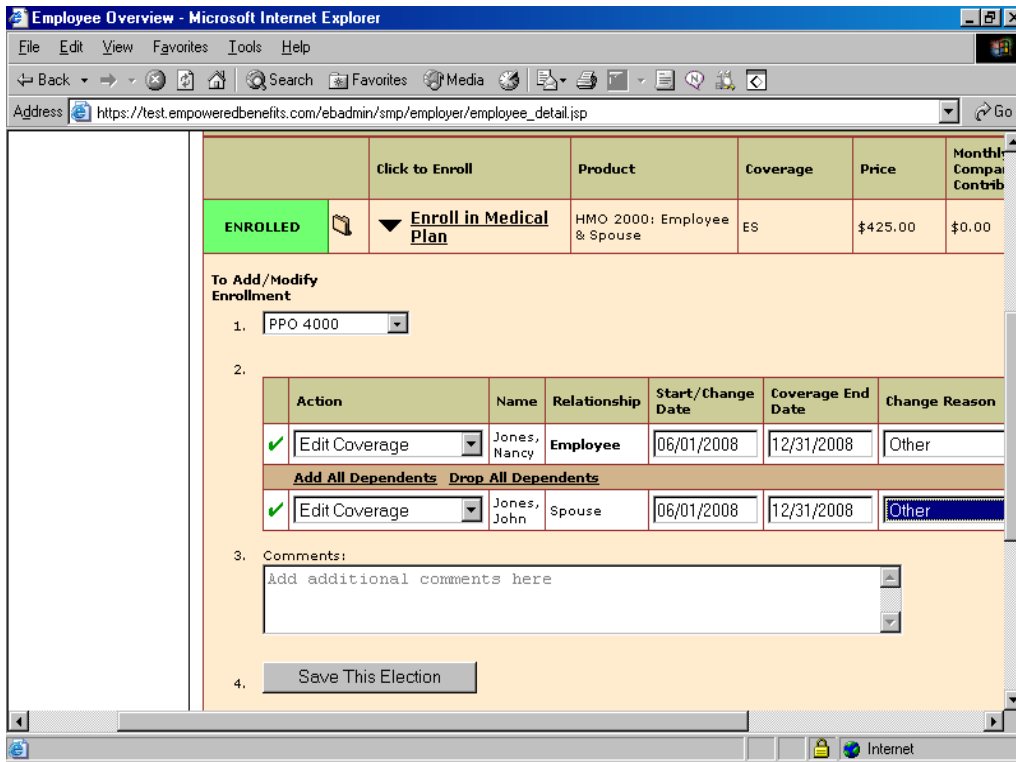
From main menu, select Find an Employee Record

The screenshot shows the 'EB Administration' web application. On the left is a navigation menu with options: Main Menu, Change Company, Find Employee Record (highlighted), Add New Employee, and Log Out. The main content area displays 'Administrative changes can be made through the following links.' with a list: 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' with columns: Name, Class, Last Accessed, and Admin User. To the right of this table are two summary tables: 'August, 2008' and 'Previous Months'.

Employees Accessed Today				August, 2008		Previous Months	
Name	Class	Last Accessed	Admin User	Day	Count	Month	Count
Bird, Larry	Base	08/11/08 07:19 AM	Sentara	August 11, 2008	3	August, 2008	8
BIRD, TWEETY	COBRA	08/11/08 07:18 AM	Sentara	August 07, 2008	1	July, 2008	4
Bright, Sue	COBRA	08/11/08 07:39 AM	Sentara	August 05, 2008	6	June, 2008	11
						May, 2008	6
						April, 2008	17
						March, 2008	15

Select the employee whose group / Product you wish to change.

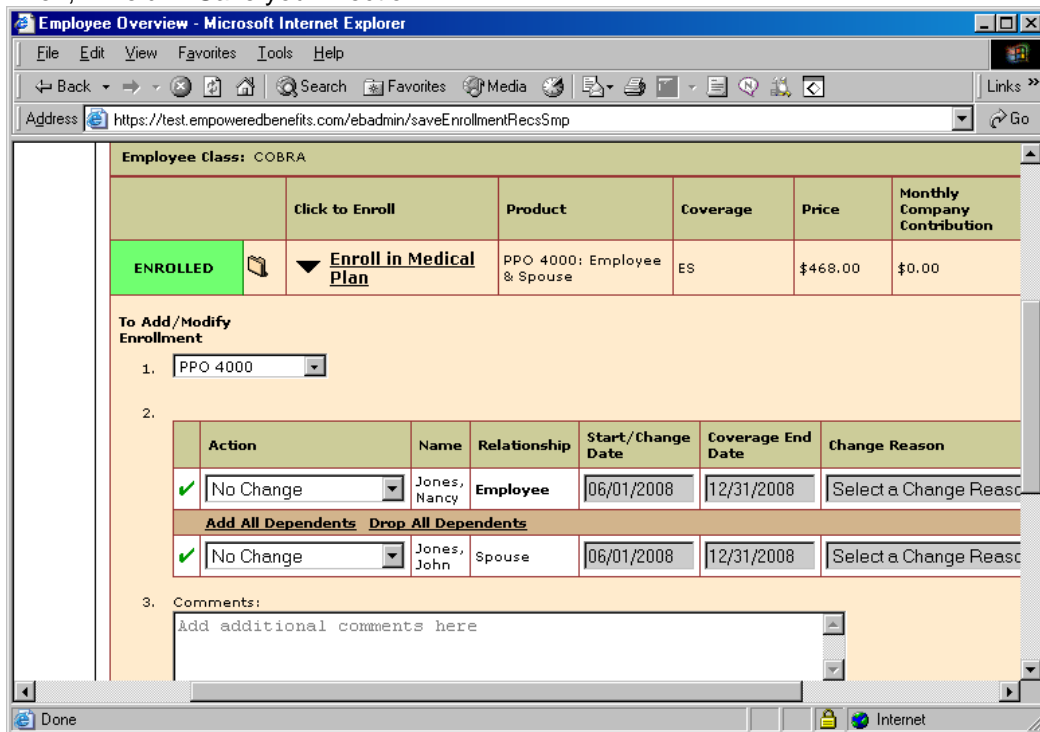
The screenshot shows the 'Employee Census' search results page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Employee Census' and shows 'Search Matched 77 Employees'. Below this is an alphabetical index (A-Z) and a list of employee names. The name 'N/A - Jones, Nancy' is highlighted. To the right of the list is a search form with fields for Last Name, First Name, and Member Number, and a 'Search' button. Below the list are 'Select' and 'Add New Employee' buttons.



In field 1. Change their Product.

In field 2. The Action field will change to “Edit Coverage”. You will need to change the Start/Change date to reflect the first date of the insurance coverage on the new product. If other dependents are also enrolled, you must also change their Action to Edit Coverage and change their Start date also.

Then, in field 4. Save your Election.



You will now see the new Product and Coverage reflecting the change.