

## VIEWING AN EMPLOYEE HISTORY

From the Employee Details screen the employee history can be viewed.

In the Employee Election Coverage Summary section of the Employee Details screen a small icon of a file folder appears. Click the file folder to display the history. A new window will pop up.

**Employee Details Test Group**

Enrollment Summary [ Login as this user ]

**Employee Election Coverage Summary:**

Product	Coverage	Price	Company Contrib	Flex Amt	Monthly Cost	Weekly Deduction
Medical Plan	E1	\$412.58	\$0.00	\$0.00	\$412.58	\$95.21

**Eligibility Dates**

Product	Coverage Start Date	Coverage End Date
Medical Plan	11/01/2004	02/28/2005

Click the folder icon to display history of changes on employee record

\*\*Note: The folder icon shown above will only list employee enrollment history not dependents. The display will show changes that have occurred on the employee, and who made the change

**Employee Coverage Election History:**

Product	Tier	Amount	Start Date	End Date	Price	Co Contrib	Flex \$	Payroll Ded	Declined	Carrier	Tobacco	PreTax	Active Flag	Create Date	Create U
HMO	E1	0.000	2004-11-12	2005-02-28	412.580	0.000	0.000	412.580	NOT DECLINED	Optima Health Plan	null	null	ACTIVE	2004-11-08 10:25:01	SENTARA
HMO	EE	0.000	2004-11-01	2005-02-28	266.070	0.000	0.000	266.070	NOT DECLINED	Optima Health Plan	null	null	INACTIVE	2004-10-28 16:30:18	SENTARA

An audit can be accessed from the Employee Details screen to show changes done on demographic information for the employee and dependents. Click the “Audit Button” to proceed.

**Employee Details WEB TRAINING**

Click “Audit” button for demographic changes.

**Bear, Fred and dependents**

Active Flag: ACTIVE\_NEW  
 Record Number: 31  
 Social Security #: 000227775  
 Member Number: NOT ON RECORD  
 Name: Fred Bear  
 Maiden Name:  
 Dependents: Spouse, Child  
 Gender: M  
 Marital Status: MARRIED  
 Birth Date: 10/12/1980  
 Hire Date: 07/04/2005  
 Termination Date:  
 COBRA Set status:  
 Non-Employee: FALSE  
 Org Code: WEB  
 Occupation:  
 Employee Class: ACTIVE  
 Member Status:  
 Plan Zip: 23462  
 PCP: 88956  
 Other Insurance?: No  
 Insurance Details:  
 Salary: NOT ON RECORD  
 Username:  
 Home address: 4417 Corporation Ln  
 Virginia Beach, VA  
 23462  
 Work address: VA  
 Home E-Mail:

Product	Coverage	Price	Company Contrib	Flex Amt	Monthly Cost	Monthly Deduction
Medical Plan	EF	\$300.00	\$0.00	\$0.00	\$300.00	\$300.00

Eligibility Dates ?  
 Edit / Add New Dates

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**Bear, Fred (ID: 31)**

Employee Changes (Choose at least one):

Dates Changes Occurred	Fields That Have Been Changed
Select All	Select All
<input type="checkbox"/> 2006-04-26	<input type="checkbox"/> dependentinformation.dep_order
<input type="checkbox"/> 2006-05-04	<input type="checkbox"/> Dependent - Relation
	<input type="checkbox"/> Employee - SSN

Proceed to Details