# New Hire Process – IOI Locations

For employees in the following situations, please refer to the information below for instructions on completing the new hire benefit enrollment process:

- Employees hired in IOI as Benefit Eligible
- Employees originally hired in IOI as not Benefit Eligible, but due to an increase in hours are now Benefit Eligible
- Employees hired in IOI as Temporary – not Benefit Eligible and converted to Benefit Eligible
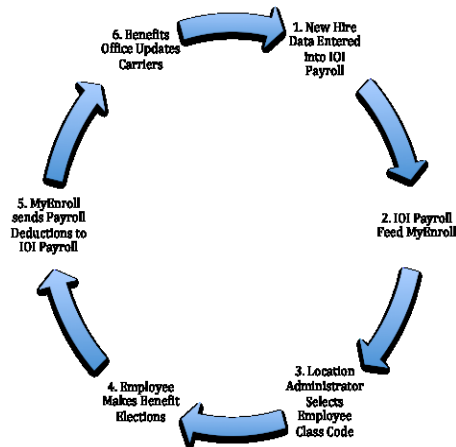
Administrators must first enter the new employee into IOI with a Benefit Status of Benefit Eligible, or must first update the current IOI Employee Demographic screen to Benefit Eligible. **If this step is not taken, the employee will not appear in MyEnroll.**

1. A nightly file (Monday-Friday) will be sent from IOI to MyEnroll containing updated personal employee information (*i.e.*, address changes, name changes, etc.) as well as newly eligible employee records.

2. Records will be created in BAS for each newly eligible employee. Administrators will log in to MyEnroll and assign a Class Code while in the Administrator tab, which releases the record for enrollment by the employee or the Administrator. (Please see the instructions for Approving a Pending New Hire for additional information. If the Pending Task is not Approved, neither the employee nor the location Administrator can complete any further enrollment tasks.)

3. The newly benefit-eligible employee will be sent an invitation to verify his email address from BAS (if an email address was included in the IOI new hire data). Verification through the email sent by BAS will then lead the employee to instructions on how to create the employee's User ID and Password on MyEnroll. The location Administrator can also give the employee a letter with this same information.

4. The employee or the location Administrator can then complete the New Hire Wizard.


<u>Approving a Pending New Hire</u>

Upon login, you will land on the Administrator page, where you will see a notice of any pending records requiring review. These notices will depend on whether any changes to benefit-eligible employees, such as new hires, have been entered into IOI by the location Administrator the prior business day. If so, a notice will appear on the Administrator tab.

Approving a Pending Task

Look for notices at the center of your screen under the Administrators tab, under the heading, "Pending Tasks Requiring Your Attention." The most common message will be one notifying you of "Pending New Hires Requiring Review." If you have no tasks to complete, the notices will state, "No Transactions Exist at this Time". Click on "Pending New Hires Requiring Review" to see any new hires, all of whom were keyed into IOI by your location as recently as the prior business day.
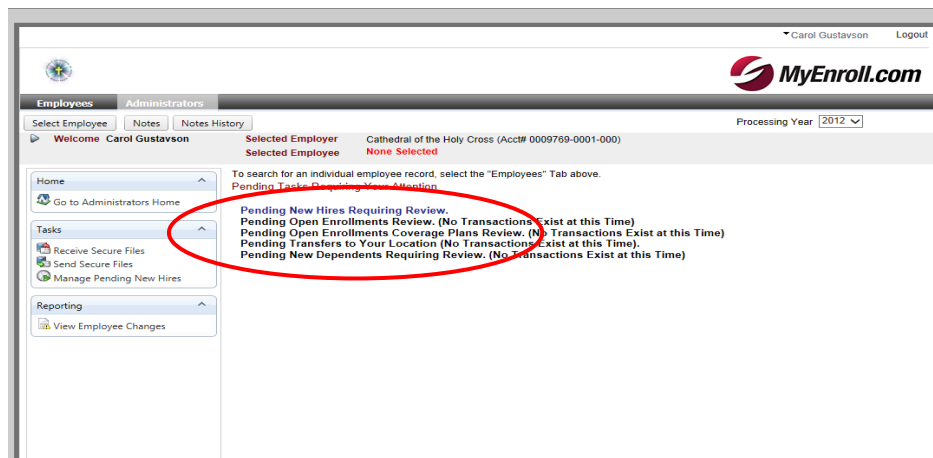
Click "Add Class" to choose the appropriate Class Code for this employee.
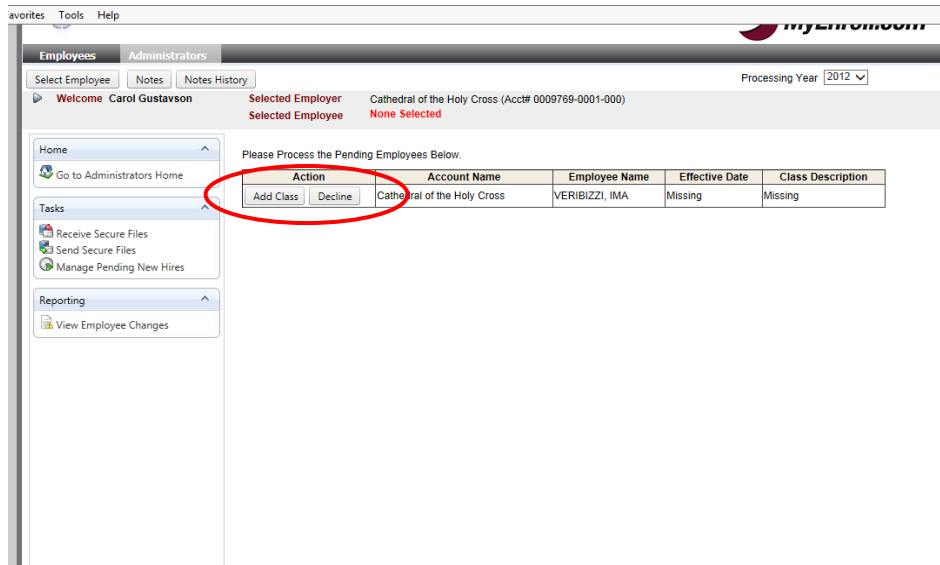
Selecting a Class Code

Class Codes have been created and assigned based on information received from each location. Thus, they are unique and vary somewhat from location to location (over 100 Class Codes have been created for the Archdiocese by BAS to date.) Common Class Codes include:

- *II - Religious/Clergy Med & Den Only No Contrib.* This Class Code should only be used when enrolling a non-incardinated priest or religious sister or brother who needs coverage under the lay Medical and/or Dental plans. Choosing this Class Code creates a zero deduction and only allows this person to only enroll in Medical and Dental, with no dependents, and will not offer this individual the option to enroll in life insurance, LTD or TAP.
- *LXX – DO NOT USE- Clergy Medical* – This Class Code should not be used by location Administrators. The Clergy Benefits Office will continue to process these enrollments for diocesan priests.
- *90- MLE Non-Primary Location* – this Class Code should be chosen when an employee who is already enrolled in Medical and/or Dental insurance at another location is hired at a new location. Choosing this Class Code will enroll the employee in Life, LTD and TAP, as applicable to your location. You will have information about this employee's shared status from when you hired him/her in IOI. You may also use the New Hire Express MLE lookup feature in IOI to confirm the MLE status of your employees at any time.
- *Class Codes with % cost shares – ex: (I - Med (20% Ind/50% Fam) Den (100% Ind/100% Fam).* Each location has at least one Class Code with % cost shares expressed; locations with more than one cost sharing arrangement in place will have multiple Class Codes with % cost shares shown. It is important to choose the Class Code that is correct for a newly-hired employee. If you need an additional Class Code created, please contact the Lay Benefits Office. Note: BAS uses % cost shares and # of deductions taken per year to calculate per-pay period deductions. It is important to notify the Lay Benefits Office if your newly-enrolled employee will not be paid on a year-round basis or will not have deductions taken with each paycheck.

Click on the radio button next to the correct Class Code and click "Save." The record that was Pending will disappear from the Administrators tab. The newly benefit-eligible employee can now access MyEnroll to complete all enrollment tasks, or the location Administrator can enroll the employee at the employee's request.
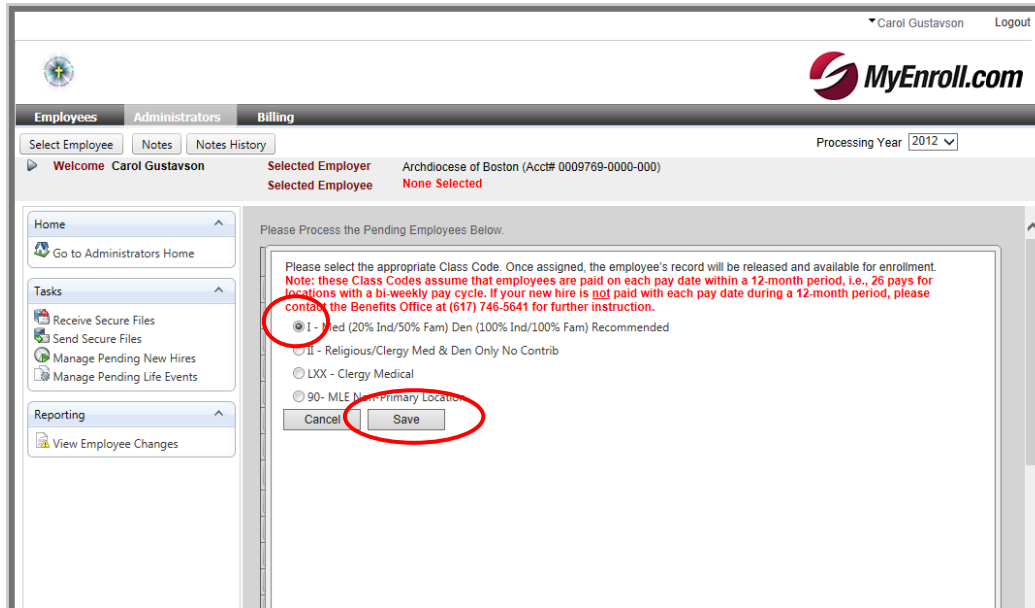
If an e-mail address was entered for the employee in IOI, an e-mail will be sent to the employee from BAS inviting the employee to verify his identity and then to set up a user ID and password in MyEnroll within 30 days of his hire date/benefit eligibility date to make benefit elections. If no email address is available, the location Administrator can provide hard copy instructions on how to access MyEnroll. If an employee knows he will decline to enroll in the Medical or Dental Plans upon hire/new benefit eligibility, the employee should still complete the New Hire Enrollment Wizard through MyEnroll and elect to waive these coverages. The employee will also be asked to assign a life insurance beneficiary (if his location subscribes to this benefit).