

## New Hire – Non-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 as Benefit Eligible
- Employees originally hired as not Benefit Eligible, but due to an increase in hours are now Benefit Eligible
- Employees hired as Temporary – not Benefit Eligible, later converted to Benefit Eligible

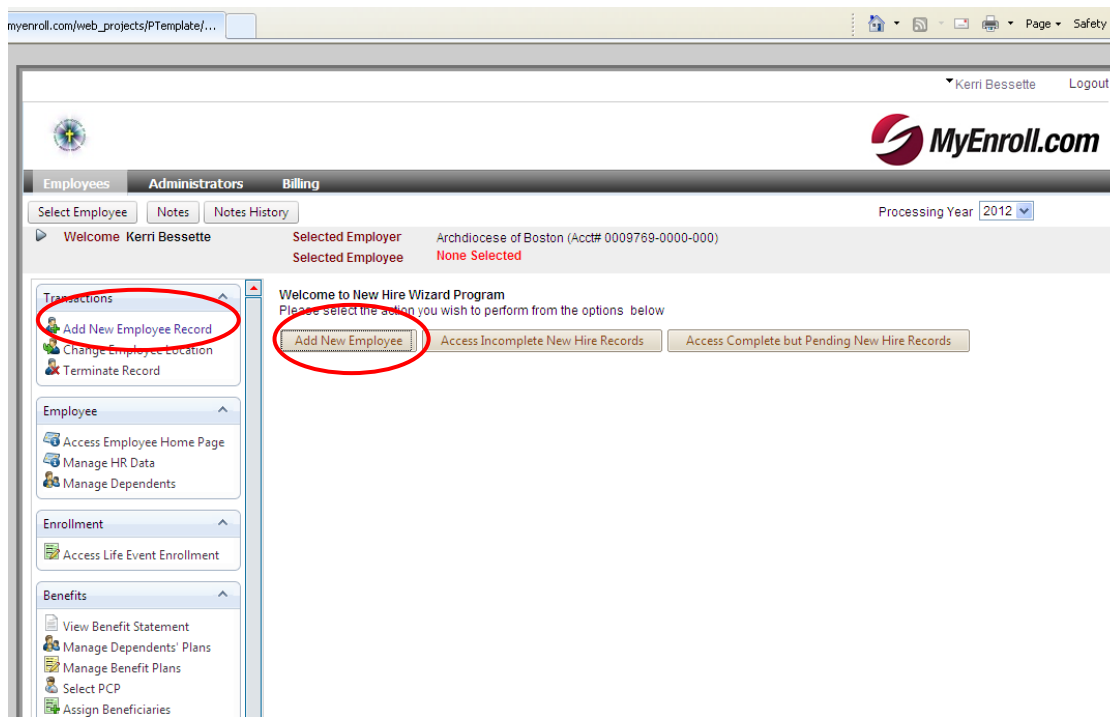
You should complete this process for every benefit-eligible employee as soon as they become benefit eligible, even if benefit coverage will not be effective for one year (ex: for Life and Long-Term Disability Insurance).

The Benefits Office will have access to the enrollment information so that Tufts Health Plan, CVS/Caremark, MetLife Dental and Liberty Mutual can be updated.

Once an employee has made benefit elections, the location's monthly invoice will also be automatically updated.

### Add New Employee Record

Under the Employee Tab, click Add New Employee Record listed under Transactions on the left navigation pane, and then click Add New Employee to create a record for a newly hired or newly benefit-eligible employee.



The first page you will see is the Account Information page. As you proceed, additional fields will appear for you to populate.

### Step 1:

Click the "Change" blue hyperlink next to **Account/Location** to choose an option.

**Account/Location** assigns the employee to the location you would like them enrolled under. This is particularly useful for Business Managers who have access to multiple locations.

### Step 2:

Click the "Change" blue hyperlink next to **Class Code** to choose an option.

**Class Codes** have been created and assigned based on which benefits are offered at the location. Thus, they are unique and vary somewhat from location to location.

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 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, if available.
- **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.
- **Class Codes with available benefits listed** – ex: ([LXVII - Medical & Dental Only](#)). Each location has at least one Class Code with specific benefits expressed that are available to your location through the Archdiocese. If you need an additional Class Code created, please contact the Lay Benefits Office.

### Step 3:

Click the "Change" blue hyperlink next to **Pay Schedule** to choose an option.

**Pay Schedule** indicates the number of pays that this employee receives.

MyEnroll.com

Employees Administrators Billing

Select Employee Notes Notes History Processing Year 2012

Welcome Kerri Bessette Selected Employer Academy of Notre Dame (Acc# 0009769-0295-000)  
Selected Employee None Selected

Transactions

- Add New Employee Record
- Change Employee Location
- Terminate Record

Employee

- Access Employee Home Page
- Manage HR Data
- Manage Dependents

Enrollment

- Access Life Event Enrollment

Account Information Contact Information Enrollment Kit Confirmation

Your organization does not require this system to pend new hires

Enter information as requested below. Click "Change" hyperlinks to view options:

Step 1: Account/Location	Change	0009769-0295-000 - Academy of Notre Dame
Step 2: Class Code	Change	
Step 3: Pay Schedule	Change	

#### Step 4:

Enter the newly benefit-eligible employee's information.

Fields with a red \* are required to be completed.

If your location does not offer Life or Long-Term Disability Insurance or the Transition Assistance Program, you may enter zero for the employee's salary. If your location does offer at least one of these benefits, please enter a salary even if the coverage is not effective for one year. A zero salary will result in no coverage.

Click "Save & Next" once this page is completed.

Transactions

- Add New Employee Record
- Change Employee Location
- Terminate Record

Employee

- Access Employee Home Page
- Manage HR Data
- Manage Dependents

Enrollment

- Access Life Event Enrollment

Benefits

- View Benefit Statement
- Manage Dependents' Plans
- Manage Benefit Plans
- Select PCP
- Assign Beneficiaries

Tools

- Receive Secure Files
- Send Secure Files
- Contact Service Agent
- Access Reference Library

Account Information | Contact Information | Enrollment Kit | Confirmation

Your organization does not require this system to pend new hires

Enter information as requested below. Click "Change" hyperlinks to view options:

Step 1: Account Location Change 0009769-0295-000 - Academy of Notre Dame

Step 2: Class Code Change LXVII - LXVII - Medical & Dental Only

Step 3: Pay Schedule Change 1 - 26 Pay Periods

Step 4:

Salutation Mr.

First Name \* John

Middle Initial

Last Name \* Goode

Nickname

Soc. Sec. No. \* 111-11-1111

Date of Birth \* 01/01/1950

Gender \* Male

Marital Status \* Married

Hire Date \* 09/01/2013

Salary \* \$0.00

Job Title

Welcome Page Save & Next

You will then be taken to the Contact Information tab. Enter the employee's address, phone number, e-mail, etc. and click "Save & Next."

Employees | Administrators | Billing

Select Employee | Notes | Notes History | Processing Year 2012

Welcome Kerri Bessette Selected Employer Academy of Notre Dame (Acct# 0009769-0295-000)

Selected Employee None Selected

Transactions

- Add New Employee Record
- Change Employee Location
- Terminate Record

Employee

- Access Employee Home Page
- Manage HR Data
- Manage Dependents

Enrollment

- Access Life Event Enrollment

Benefits

- View Benefit Statement
- Manage Dependents' Plans
- Manage Benefit Plans
- Select PCP
- Assign Beneficiaries

Tools

- Receive Secure Files
- Send Secure Files

Account Information | Contact Information | Enrollment Kit | Confirmation

Plan Year: 2012

Enter information as requested below:

Country UNITED STATES

Address Line 1 \* 66 Brooks Drive

Address Line 2

City \* Braintree

State \* Massachusetts

Zip Code \* 02184

Work Phone / Ext \* (617) 746-5641

Home Phone ( ) - -

Mobile Phone ( ) - -

Fax Number ( ) - -

For security purposes, the email address(es) you enter below will be pended until the employee confirms the accuracy of the email address(es) you entered.

Work Email kbessette@rcab.org

Alternate Email

Welcome Page Back Save & Next

The RCAB Benefits Office is not utilizing the Enrollment Kit/Form at the current time, and thus an error message appears. You may continue with the enrollment by clicking "Save & Next" to proceed.

The screenshot shows the MyEnroll.com interface for an administrator. The top navigation bar includes "Employees", "Administrators", and "Billing". The "Administrators" tab is active, showing a "Welcome" message for Kerri Bessette. The "Selected Employer" is "Academy of Notre Dame (Acct# 0009769-0295-000)". The "Selected Employee" is "Johnn Goode". The "Processing Year" is set to "2012".

The main content area is titled "Enrollment Kit Preparations" and includes the following information:

- Plan Year: 2012
- Division: 0009769-0295-000 - Academy of Notre Dame
- Employee: Johnn Goode

A red error message states: "The Enrollment Form is not Approved for Your Organization. If you believe you should have access to the Enrollment Form, please contact your BAS account manager. Thank you." Below the message are three buttons: "Welcome Page", "Back", and "Save & Next".

Next, verify the information on the Confirmation tab and if accurate click "Approve." To make an update, click one of the previous tabs to return to that page.

The screenshot shows the MyEnroll.com interface for an administrator, now on the "Confirmation" tab. The "Selected Employer" is "Academy of Notre Dame (Acct# 0009769-0295-000)" and the "Selected Employee" is "Johnn Goode". The "Processing Year" is "2012".

The main content area is titled "Approve New Hire to Active Record" and includes the following information:

- Account/Location: 0009769-0295-000 - Academy of Notre Dame
- Trustor: Archdiocese of Boston
- Employee: Johnn Goode
- Class Code: LXVII - Medical & Dental Only
- Address: 66 Brooks Drive, Braintree, MA, 02184

A message states: "You have successfully staged your new hire as described below. To finalize this process and set the new hire as a permanent active record, click the 'Approve' button below. If you prefer to hold off on this approval, you may pend this new hire setup for future editing and/or approval by clicking the 'Pend' button below." Below the message is an "Approve" button.

The newly benefit-eligible employee can now access MyEnroll to complete all enrollment tasks. If an e-mail address was entered for the employee when the record was created in BAS, 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 to make benefit elections within 30 days of his hire date/benefit eligibility date. 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).