

# BAS/MYENROLL QUICKSTEPS


Non-PrimePay Locations

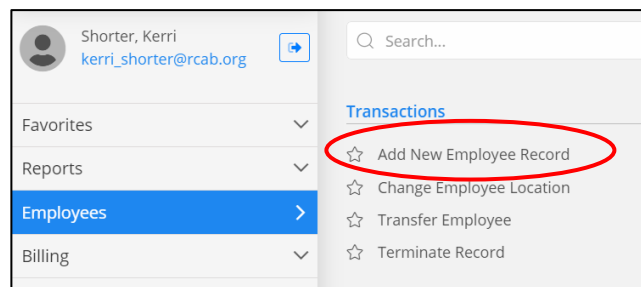
March 2021

MyEnroll sends change files to the carriers (BCBD, Delta Dental and CVS/Caremark) once per week on Wednesday mornings (so changes should be finalized by Tuesday EOD). This includes changes to employee personal information (address changes) and coverage changes (enrollments, terminations, dependent additions/terminations).

Location admins will need to manually enter deductions in their payroll system.

## NEW HIRES

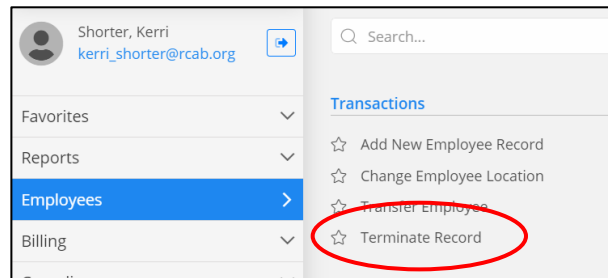
- Click on the Waffle menu in the top left 
- Click "Employees"
- Click "Add New Employee Record" under Transactions
- Follow prompts
  - Disregard the screen with red text, titled Enrollment Kit Preparations and click "Save and Next" to continue
- Click "Approve"
- Employee has 30 days from date of hire to log into MyEnroll to make benefit elections (location admin can also process on employee's behalf)



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## TERMINATIONS

- Click on the Waffle menu in the top left
- Click "Employees"
- Click "Terminate Record" under Transactions
- Select the Employee
- Select Termination Reason
- Enter Termination Date (should be the last day of the month)
- Click "Submit"



## SALARY UPDATES

Typically, salaries are only updated once per year in January unless there is a significant change

- Search for and select the employee
- Click "Employment" – located in blue under Client ID
- Scroll down to see Salary, then click "Edit"
  - To view the current salary, hover over the #####
- Click "Add New Salary"
- Enter the new salary and the new salary effective date
- Click "Save"

A screenshot of an employee's profile page. The page is divided into several sections: 'Contact Info', 'Employment', 'Dependents', and 'ACA Tax Forms'. The 'Employment' section is currently selected and displays the following information:

Gender	Female	<a href="#">Edit</a>
Account	Archdiocese of Boston	
Location/Div.	Rostro de Cristo, Inc	
Benefits Class	270 - 270-Enhanced Med (25% Ind/ 40% Fam) Basic Med (5% Ind/ 35% Fam) Den (100% Ind/ 100% Fam) No Life, LTD	
Marital Status	Married	<a href="#">Edit</a>
Client ID	4570016	<a href="#">Edit</a>

If an Effective Date is entered prior to date you enter the change, your next invoice will reflect either retro debits or credits depending on whether the new salary was higher or lower than the prior salary. The Life/Long-Term Disability carrier requires an annual update of salaries, so interim updates throughout the year are not required at this time.