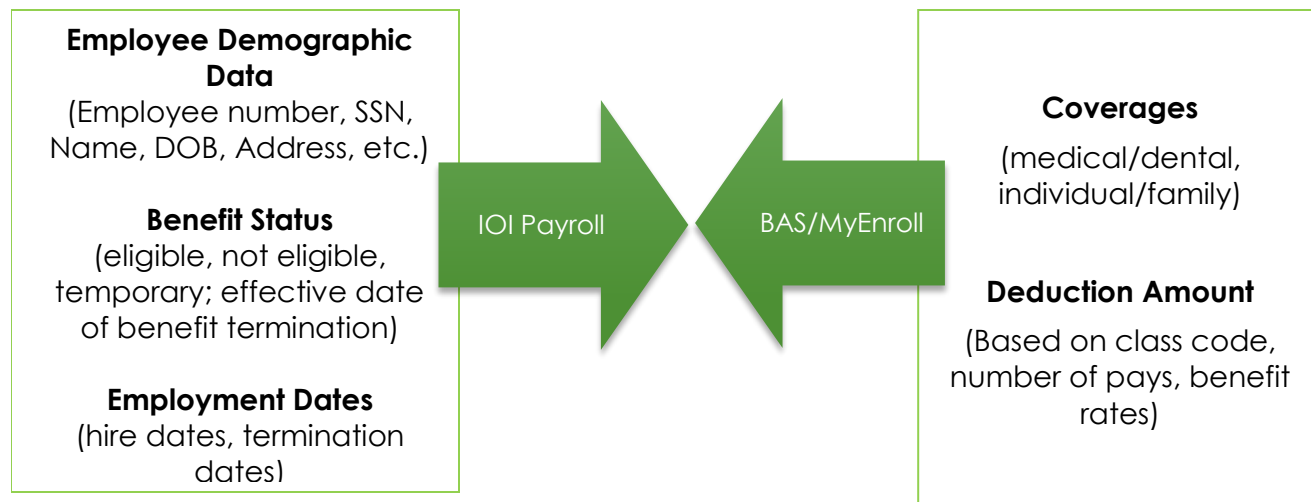


IOI PAYROLL AND BAS/MYENROLL DATA EXCHANGE



MyEnroll also sends change files to the carriers (Tufts Health Plan, Delta Dental and CVS/Caremark) once per week. This includes changes to employee personal information (address changes) and coverage changes (enrollments, terminations, dependent adds/terminations).

NEW HIRES

- Enter new hire into IOI Payroll
- The following business day after noon, log into MyEnroll and Add Class Code to Approve New Hire (Administrator Tab)
- Employee has 30 days from date of hire to log in to MyEnroll to make benefit elections
- If an employee enrolls in coverage, the deduction will be sent to IOI Payroll, effective with the next pay date*

TERMINATIONS

- Enter a Benefit Termination Date and Reason in IOI Payroll on the Employee Demographic page
 - A future date can be entered
 - These fields are different from the payroll status and termination dates
 - Should be the last day of the month
- All coverages will terminate in MyEnroll as of the last day of the month

*Deductions should only be updated manually in IOI Payroll if there is a retro employee contribution or refund to be made.

CHANGE AN EMPLOYEE FROM BENEFIT ELIGIBLE TO NOT BENEFIT ELIGIBLE

- Enter a Benefit Termination Date and Reason in IOI Payroll on the Employee Demographic page
- Change the employee's Benefit Status to *Not* Benefit Eligible in IOI Payroll on the Employee Demographic page

CHANGE AN EMPLOYEE FROM NOT BENEFIT ELIGIBLE TO BENEFIT ELIGIBLE

- Change the employee's Benefit Status to Benefit Eligible in IOI Payroll on the Employee Demographic page
- Notify the Benefits Office of the date that the employee became benefit eligible and the class code/cost share to be assigned to that employee

WWW.BOSTONCATHOLICBENEFITS.ORG HOME PAGE

BAS/MYENROLL LANDING PAGE

Top Navigation Menu

1. Employee Tab – View employee and coverages
2. Administrators – Approve Pending New Hires
3. Compliance – PPACA
4. Billing – View Monthly Invoices

Select Employee (top left of screen)
= Search for an Employee