


BAS/MYENROLL QUICKSTEPS

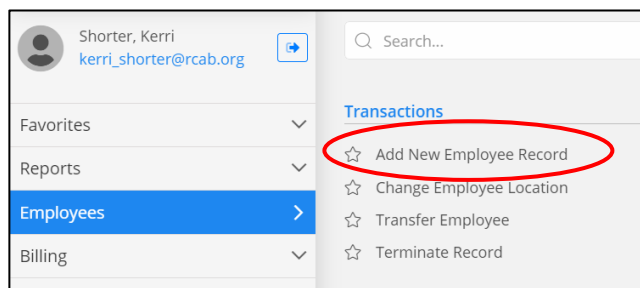
Non-Paylocity Locations

January 2023

- BAS/MyEnroll sends change files to the carriers (BCBS, 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 administrators will receive an automated e-mail from BAS/MyEnroll when benefit elections are made.
- Location administrators manually enter deductions in their payroll system.
- Monthly invoices are sent by e-mail on the 1st business day of each month by BAS/MyEnroll to the invoice contact on file.

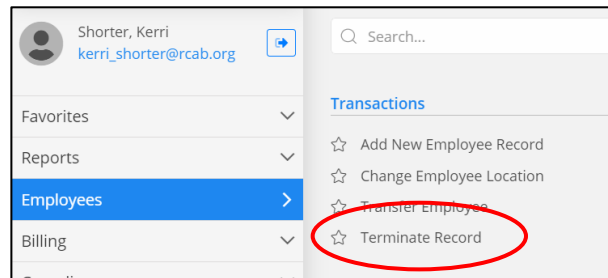
NEW HIRES

- 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)



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"

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.