Benefits Quick Reference Guide Job Aid

BN361: Benefit Enrollment and Maintenance

Benefits Quick Reference Guide Overview

This Job Aid provides guidance on the most common Benefit Administration (BA) actions, including completing the enrollment process for an employee, approving newly added dependents, and troubleshooting errors (identify, research, and resolve) related to benefit enrollment.

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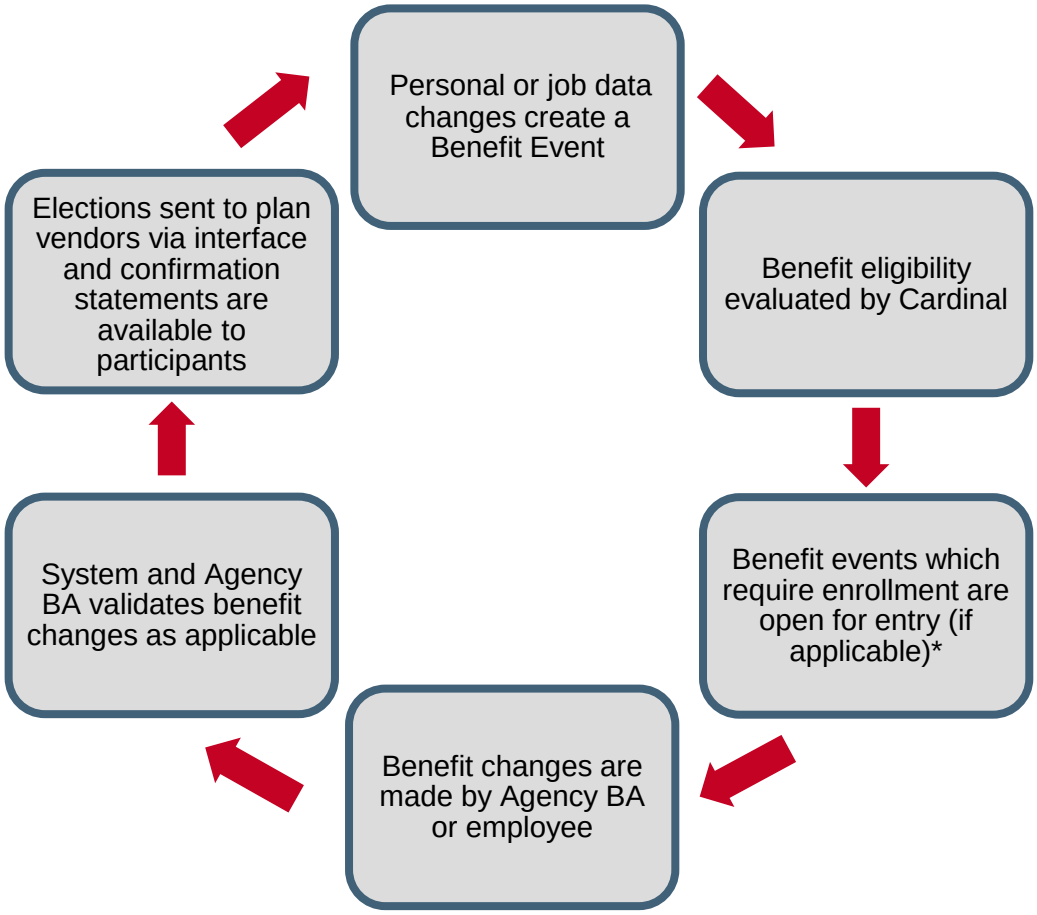
Benefit Administration Process



*Most job changes invoke a benefit event to be evaluated by Benefit Administration; however, many are immediately closed as the evaluation determines that no benefit eligibility change exists (e.g., supervisor change).

Benefit Event Classes

The following benefit events are used in the Cardinal System.

Event Class	Description
ADR	Address Change
A26	Covered Child Lost Eligibility
BEN	Benefits Change (OHB Only)
BIR	Birth or Adoption
DCH	Death of Child
DGE	Dependent Gained Eligibility with ER
DIV	Divorce
DLE	Dependent Lost Eligibility with ER
DSP	Death of Spouse
DWD	Deceased EE w/ Covered Dependent
ELIG	Elig Config Change
FPP	Failure to Pay Premium
FSC	Family Status Change
FSD	Dependent Care Cost/Covrg Chg
GEM	Gain Eligibility Medicare/aid
HIP	HIPAA Spec Enroll/Loss Covrg
HIR	Initial Enrollment

Event Class	Description
JOB	Job Change
LAT	LOA Benefits Termination
LEG	Lost Eligibility Gov't Plan
LEM	Lost Eligibility Medicare/caid
LOA	Leave of Absence
LOF	Layoff
MAR	Marriage
MSA	Medical Support Order – Add
MSC	Misc Job Change
MSR	Medical Support Order – Remove
REH	Rehire
RET	Retirement
RFL	Return from Leave
STC	Employment Change PT/FT FT/PT
TER	Termination
XFO	Transfer to Agency
XFR	Transfer within Agency

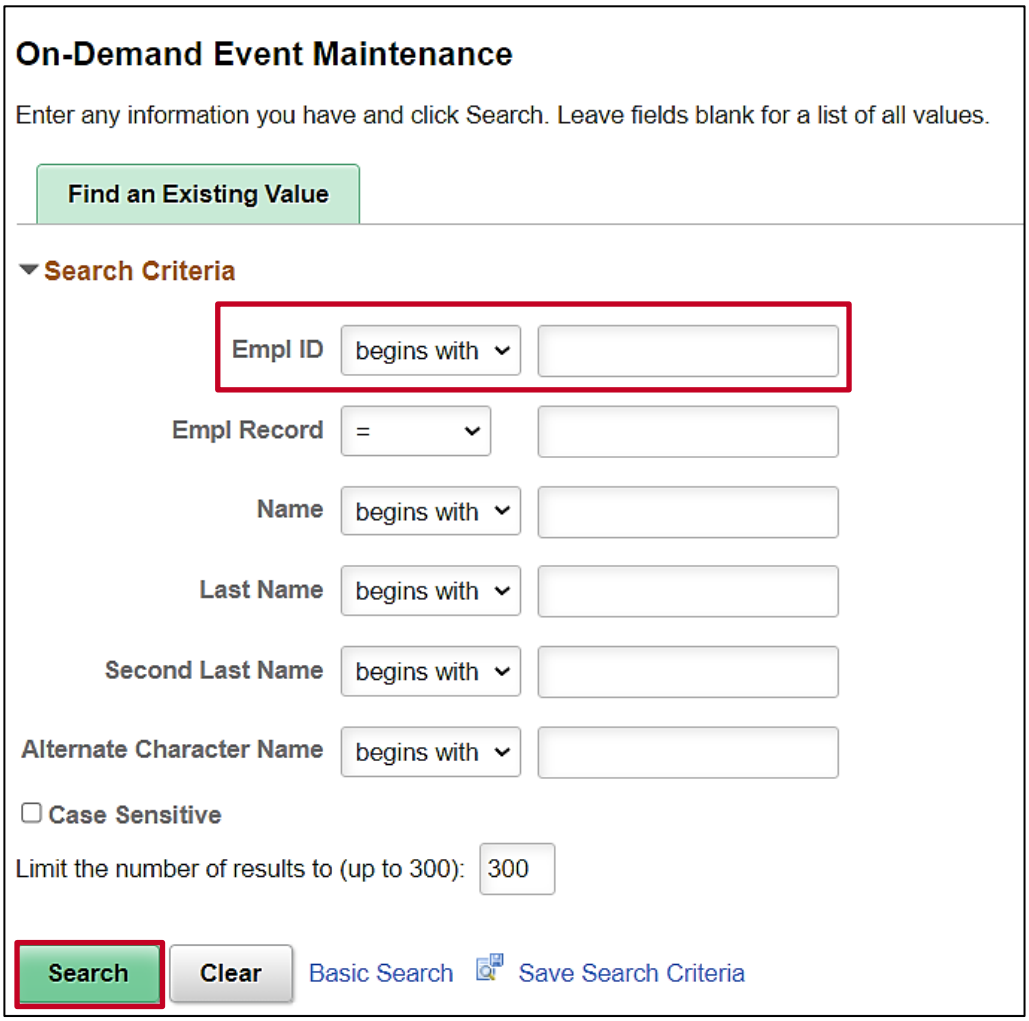
The On-Demand Event Maintenance Page

The On-Demand Event Maintenance Page is used to create and maintain benefit events. Benefit events are created when an employee experiences a qualifying midyear event or experiences a job or personal data change that might potentially have an impact to an employee's benefits.

1. Access the **On-Demand Event Maintenance** page using the following path:

   Benefits Administrator Tile > Benefits Management > On-Demand Event Maintenance

The **On-Demand Event Maintenance Search** page displays.



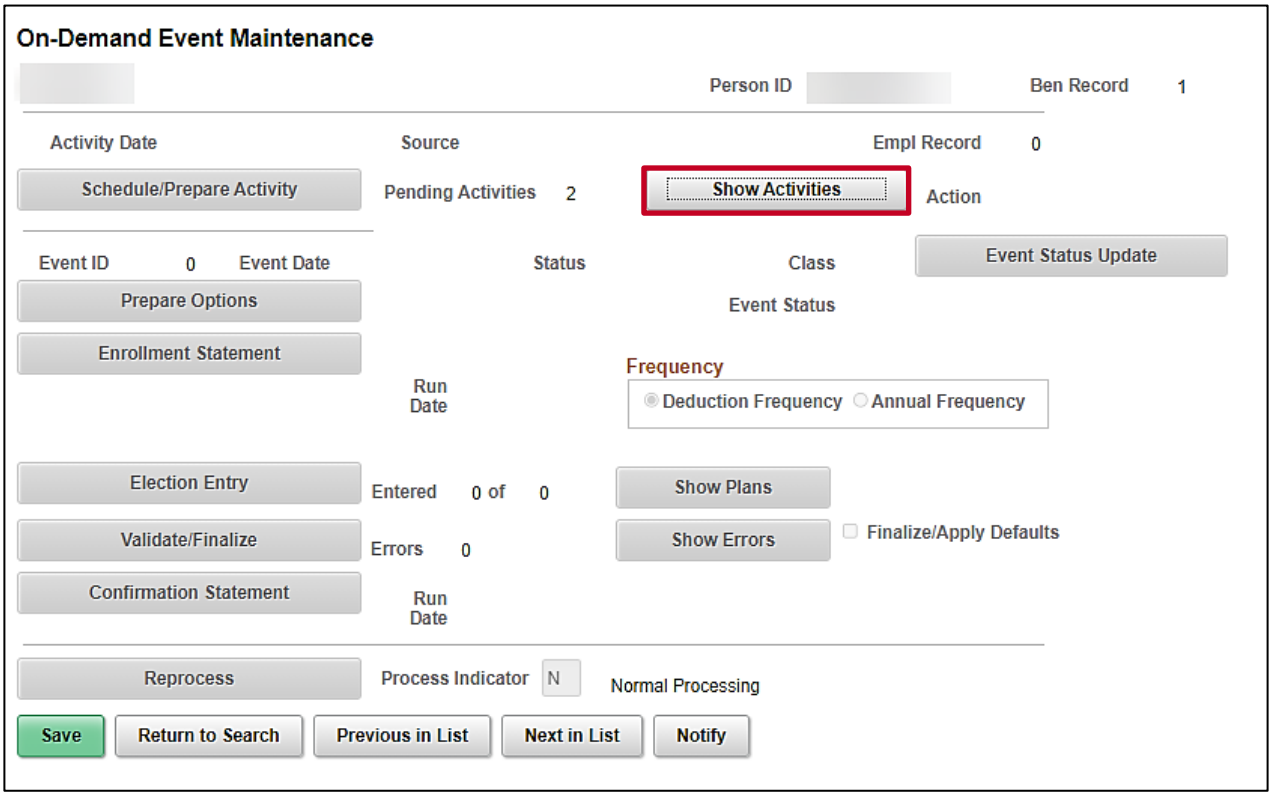
2. Enter the applicable Employee ID in the **Empl ID** field.
3. Click the **Search** button.

   Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Cardinal security restricts the user to seeing only their agency employees.

The **Search Results** display on the bottom portion of the page.

4. Click on the **Empl ID** link.

The **On-Demand Event Maintenance** page for the applicable employee displays.



5. Review the fields displayed. There are several important items on the **On-Demand Event Maintenance** page for the Agency BA to understand:

   a. **Activity Date –** This is the date on which the trigger activity for the Benefits Administration event occurred. If the system finds only one activity for the employee, the system automatically displays the date.

   b. **Source –** Displays the type of action that triggered the event, e.g., a change to the employee address or job data, or manually adding an event.

   c. **Schedule/Prepare Activity –** Click to prepare the benefit options available for an event.

d. **Pending Activities –** Displays the number of activities waiting to be processed. If no activities are waiting to be processed, the Pending Activity field is blank.

e. **Show Activities –** Click to select an event to process if more than one activity exists.

f. **Prepare Options –** Typically, after the event has been scheduled and assigned, options and costs are automatically prepared, provided no errors occur during scheduling and program assignment. However, if errors occur and need further resolution, click the Prepare Options button to continue automated processing and to prepare benefit options and election defaults. Due to an error during the scheduling and assignment, the Prepare Options button is available only when the event's process status is 'Assigned', 'Assigned Error' and 'Prepared Error'.

g. **Enrollment Statement –** Not Used in Cardinal.

h. **Election Entry –** Click to perform employee election entry.

Note: See the **Entering Benefit Elections** section of this Job Aid for additional information.

i. **Show Plans –** Click to show the types of benefits available for enrollment.

j. **Validate/Finalize –** Click the Validate/Finalize button after entering employee's elections to validate and load the information to benefit tables. This button also determines default elections for the participant and enrolls them.

k. **Show Errors** – Click to review error messages produced by event processing.

Note: See the **Troubleshooting Errors** section of this Job Aid for additional information on errors.

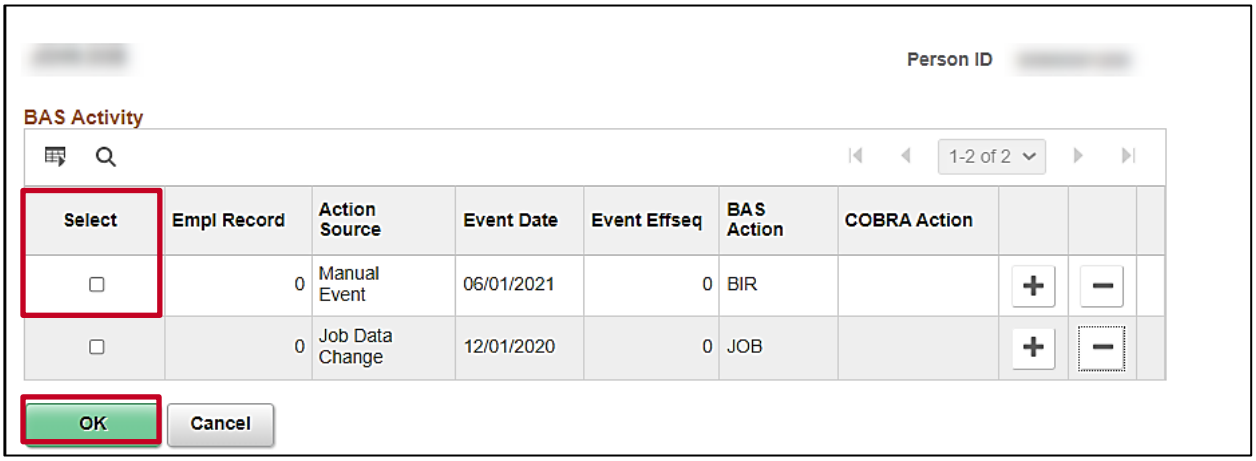
l. **Confirmation Statements –** This button is not used in the On-Demand Page. Confirmation Statements can be reviewed using the following path:

Benefits Administrator Tile > Benefits Management > Online Confirmation Statements

m. **Reprocess –** Click to reprocess events once the status has been changed on the **Event Status Updat**e Page.

6. Click **Show Activities** to select an event to process.

The **BAS Activity** table displays.

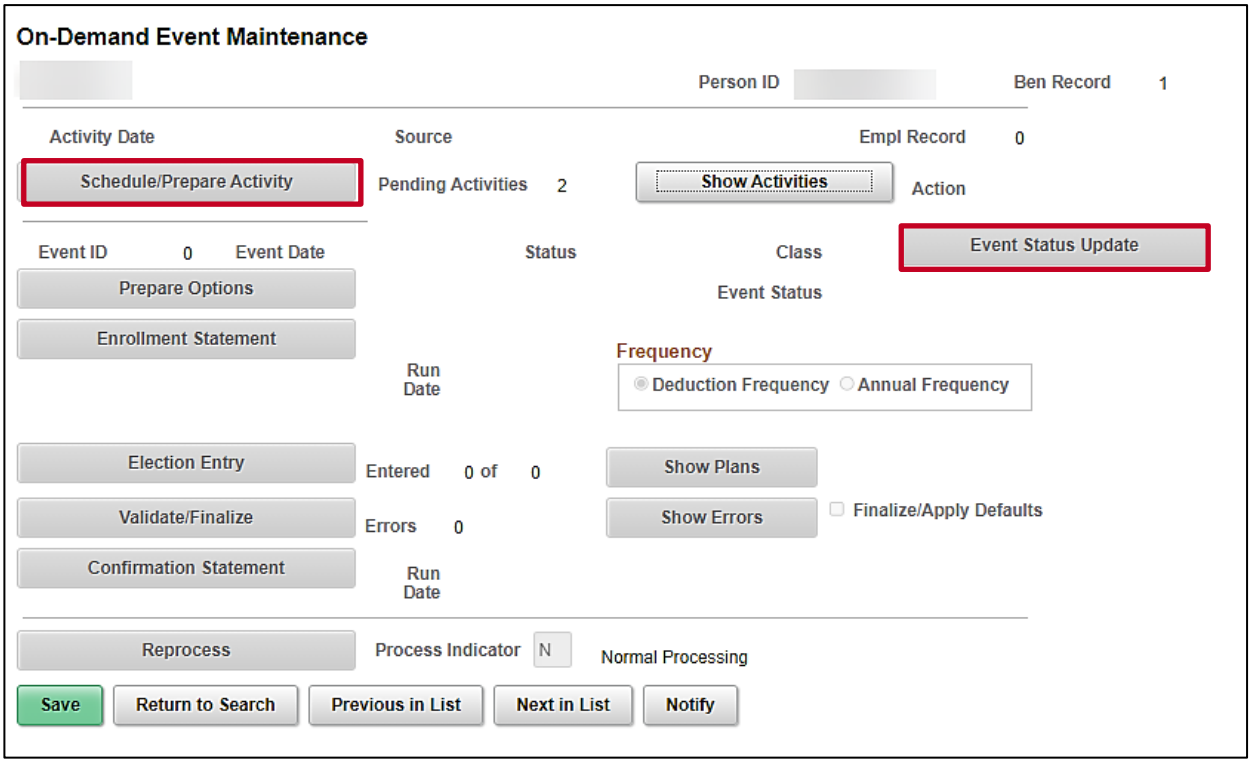


7. Click the checkbox for the Event you want to process from the options shown on the **BAS Activity** table.

8. Click the **OK button.**

   Note: To add a manual event navigate to the **Review BAS Activity** page as shown in the **BN361 Benefit Enrollment and Maintenance Course**. A manual event cannot be added through the **BAS Activity** table accessed through the On-Demand Event Maintenance page.

The **On-Demand Event Maintenance** page returns.

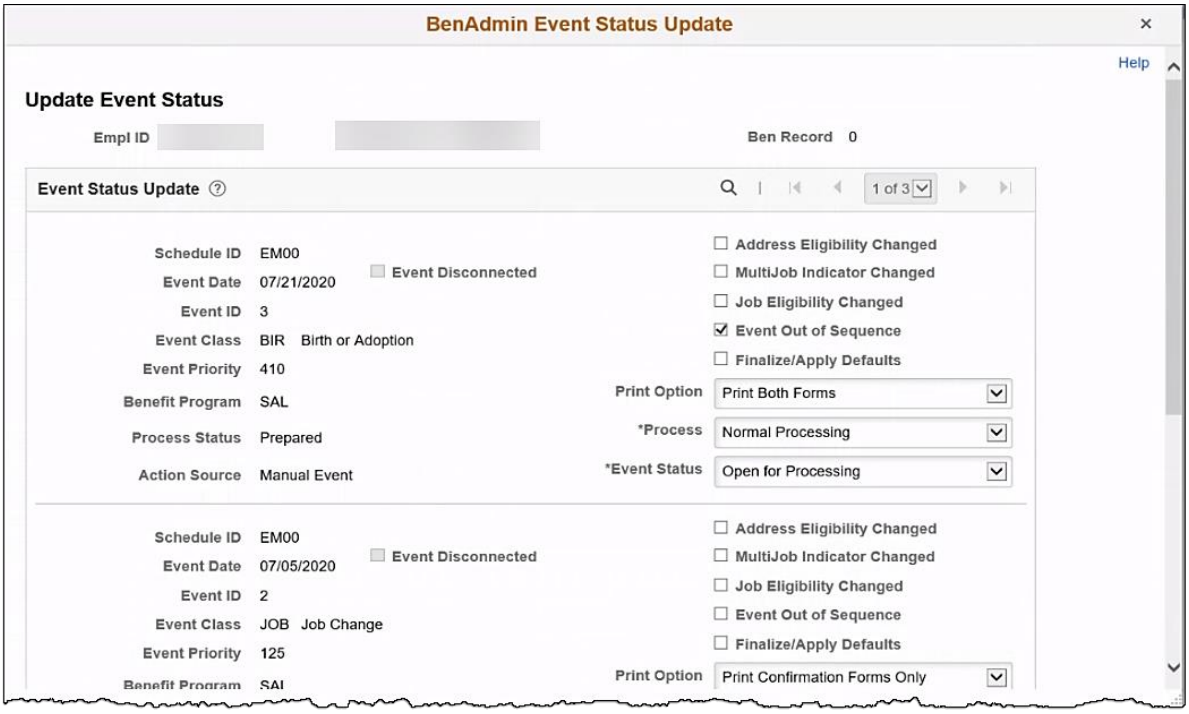


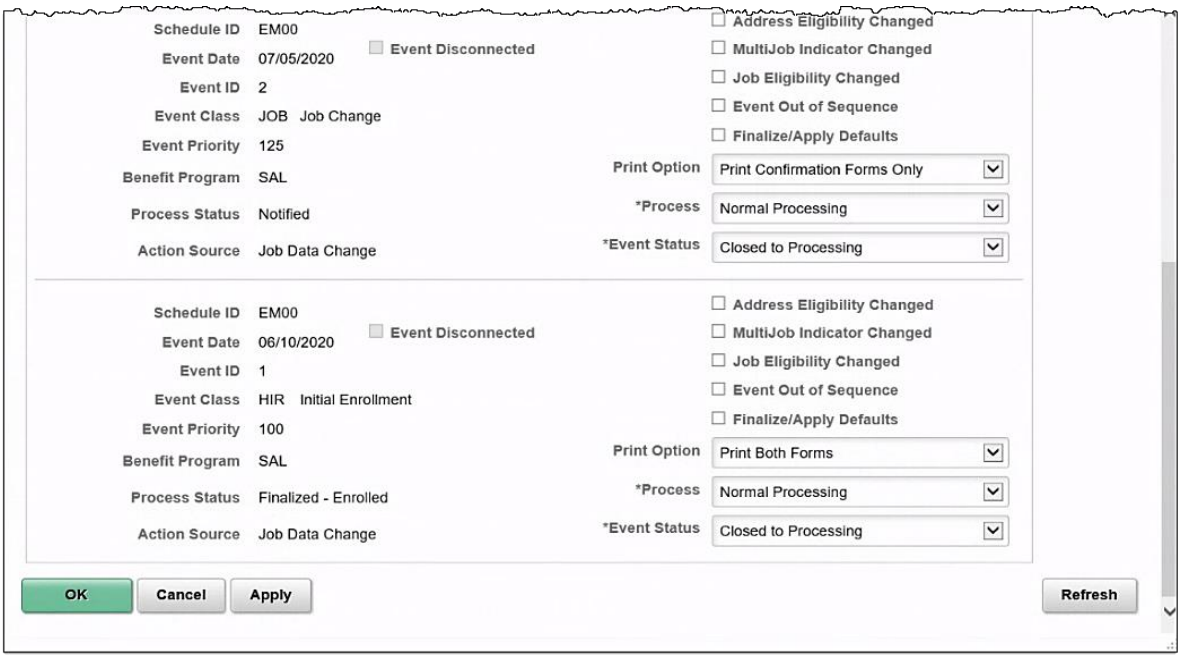
9. Click on the **Schedule/Prepare Activity** button to prepare the event for election entry.

Note: To continue the enrollment process for the Manual Event reference the Job Aid titled **BN361 Completing a Manual Event**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Training**.

10. Click the **Event Status Update** button to select the event to be reprocessed if it is necessary to reopen an event.

The **BenAdmin Event Status Update** page displays.





Note: See the **Event Status: Working with Events** section of this Job Aid for additional information.

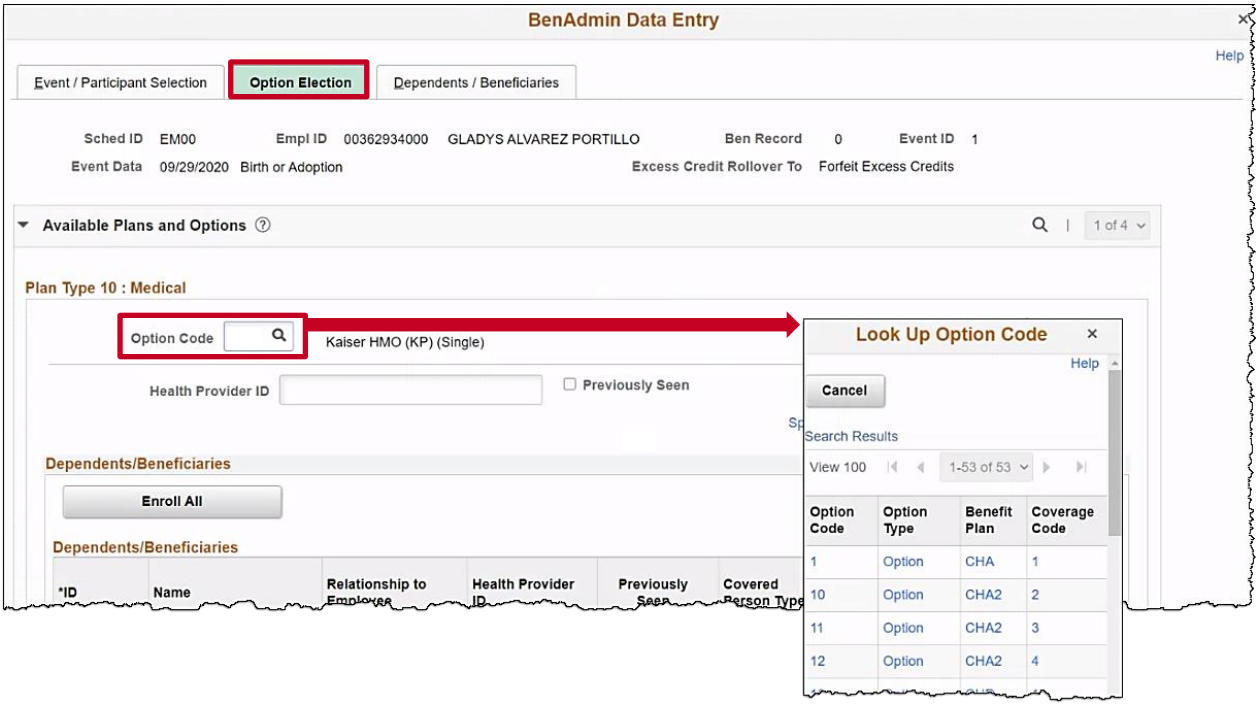
Entering Benefit Elections

1. To enter benefit elections on behalf of employees who did not enroll online, access the **Options Elections** tab of the **BenAdmin Data Entry** page using the following path:

Benefits Administrator Tile > Benefits Management > On-Demand Event Maintenance > Empl ID > Election Entry

Note: See steps 1-4 of the **On-Demand Event Maintenance Page** section for details on entering and selecting the Employee ID.

The **BenAdmin Data Entry** page displays.



2. Click on the **Options Elections** Tab.

3. Click on **Option Code Look Up** icon to view the medical plans available in a pop-up window.

   Note: On the **BenAdmin Data Entry** page in the **Option Election** Tab, Benefit Administrators will enter benefit elections on behalf of employees who did not enroll online. For more detailed information on how to enroll an employee in benefits, see the Course titled **BN361 Benefit Enrollment and Maintenance Course**. This course can be found on the Cardinal Website in **Human Capital Management** > **Course Materials** under **Learning.**

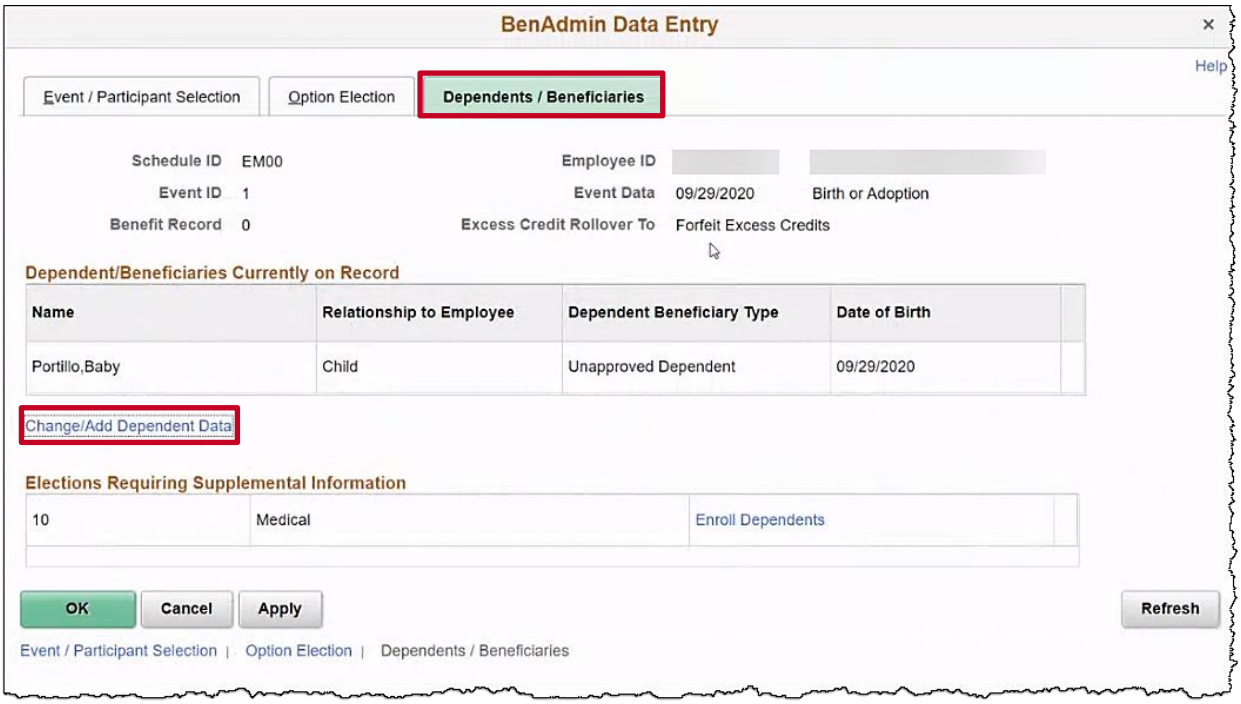
Approving Dependents

1. To approve dependent information, access the **Dependents/Beneficiaries** tab of the **BenAdmin Data Entry** page using the following path:

   Benefits Administrator Tile > Benefits Management > On-Demand Event Maintenance > Empl ID > Election Entry

   Note: See steps 1-4 of the **On-Demand Event Maintenance Page** section for details on entering and selecting the Employee ID.

The **Ben/Admin Data Entry** page displays.

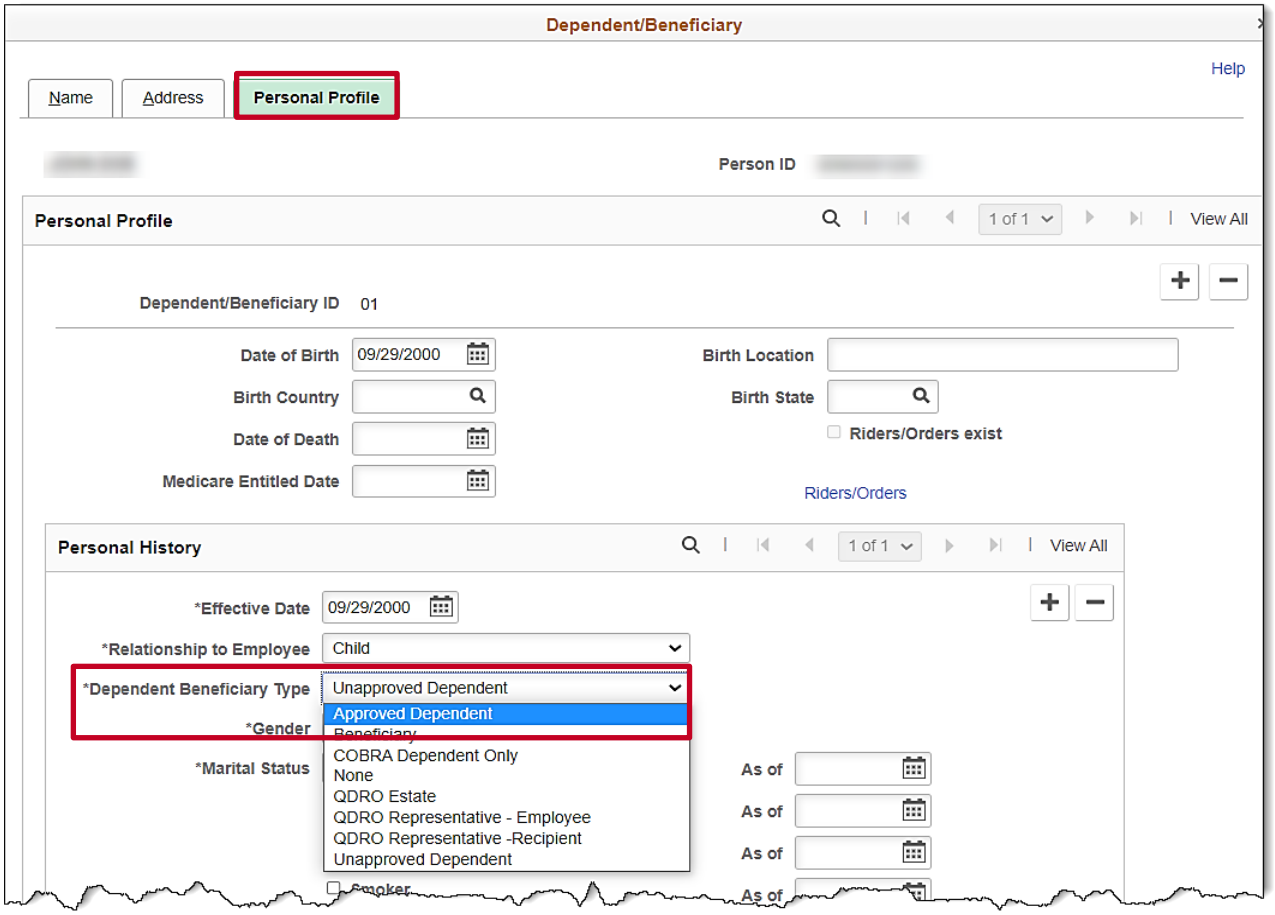


2. Click the **Dependent/Beneficiaries** tab.

   Note: On the **BenAdmin Data Entry** page in the **Dependents/Beneficiaries** tab, employee dependents are listed with their approval status.

3. Click the **Change/Add Dependent Data** link to update the status of a dependent.

The **Dependent/Beneficiary** page displays.



4. Click on the **Personal Profile** tab.

5. Select the **Dependent Beneficiary Type** "**Dependent**" from the **Dependent Beneficiary Type** field dropdown list.

   Note: For more detailed information on how to update dependents approval status, see the Course titled **BN361 Benefit Enrollment and Maintenance Course**. This course can be found on the Cardinal Website in **Human Capital Management** > **Course Materials** under **Learning.**

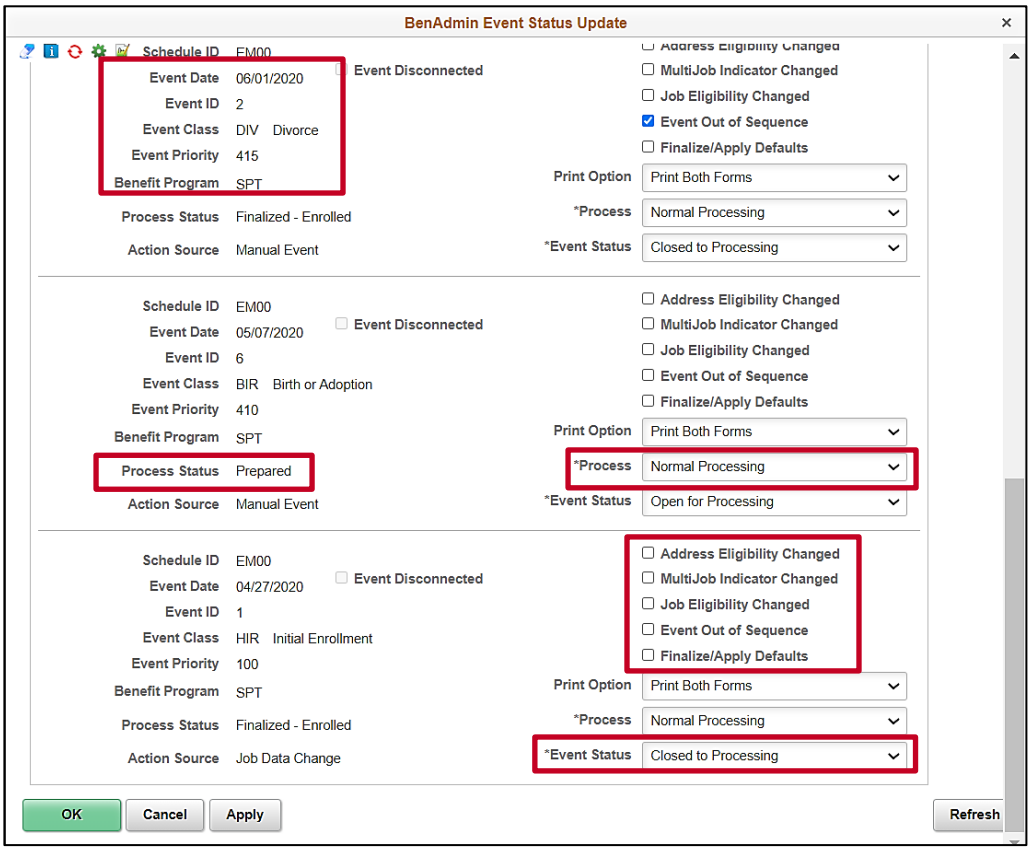
Event Status: Working with Events

1. To monitor an event status, access the **Event Status Update** page using the following path:

   Benefits Administrator > Benefits Management > On-Demand Event Maintenance > Empl ID > Event Status Update

   Note: See steps 1-4 of the **On-Demand Event Maintenance Page** section for details on entering and selecting the Employee ID.

The Event Status Update page displays.



2. Review the fields displayed. There are several important items on the **Event Status Update** page for the Agency BA to understand:

   a. **Basic Event information**

      i. **Event Date**: The date in which an event occurred

      ii. **Event Class**: The type of event

      iii. **Benefit Program**: The benefit program the employee was in at the time of the event processing

   b. **Event Flags**: When changes, insertions or deletions have occurred to some employee data after an event has been processed, the system sets flags on the event. These flags indicate that a participant's event may need to be reprocessed.

Note: See the **Flagged Events** section of this Job Aid for additional information.

c. **Event Status**: Indicates if an event is Open (ready for processing), Closed (awaiting processing/already processed) or Voided (manually voided).

d. **Process Status**: During Benefits Administration, there are a series of actions taken in evaluating an event and varying results from these actions. The Event Status chart describes each status and possible reasons for the event resulting in that status.

e. **Process Indicator**: The Process indicator reflects the action last executed by Benefits Administration to the event. Typically, this will reflect Normal Processing. At times, an event will need to be reprocessed. This may require a reassignment of the Benefits Program or simply opening the Election Entry for corrections of enrollment elections.

The following chart describes the different types of **Event Statuses.**

Event Status	Description
Open (O)	Open events are those events that are currently being processed. Only one event for a participant can be open at a time. If more than one event is open, one event must be closed to process the other event. Open events can be updated to Closed, either by the system or manually.
Closed (C)	Closed events are those events that are not currently being processed by the system. Events could be closed because they are waiting for another event to be processed prior to opening, or they could be closed because they have already been enrolled. Closed events can be updated to Open, either by the system or manually.
Void (V)	Voided events are those events that have been manually voided because the event is no longer needed, and all eligibility processing related to it has been reversed. In effect, it is as if the event never occurred. This should never be used without prior consultation with DHRM. Voided events can be updated to Open or Closed through event reprocessing.

The following chart describes the different types of **Process Status.**

Process Status	Reason/Description
Assign Error (AE)	Benefits Administration is unable to assign Benefit Program due to missing or incorrect information.
Assign None (AN)	Benefits Administration was unable to assign a benefit program. This could be a result of the Benefit Flag set to a terminated Employee Record (Empl_Rcd).
Assigned (AS)	Benefits Administration can assign Benefit Program because a prior event is Open. It is possible the Open Event is appearing on the MSC Event Evaluation report.
Elections Entered (ET)	A Benefits Administrator (or the employee through Self Service) has entered the employee's new elections into the system and they are ready for validation by the Benefits Administration Process.
Elections Error (EE)	The system encountered an error in processing the elections for the employee associated with the event. This could be a result of the dependent effective dates, or a mismatch between coverage code and listed dependents. It could also be a result of a missing pay calendar.
Finalized – Benefit Pgm None (FA)	Employee event has no program assignment and no current elections. This could be a result of the Benefit Flag being set to a terminated Empl_Rcd. It could also be the result of an address change when employee is not active.
Finalized – Enrolled (FE)	Benefits Administration processing is complete for the employee event. All elections have been validated and loaded.
Finalized – Prepare None (FP)	Benefit Administration is acknowledging that the employee's eligibility has not changed.
Notified (NT)	Employee has accessed the Self-Service event but has not submitted elections.
Prepare Error (PE)	Error in preparation of options. The system has encountered an error. This could be a result of a missing ICI ABBR or a missing payroll calendar.

Prepared (PR)	The system has calculated eligible options, credits, rates, and proof requirements for the employee associated with the event, and current elections have been identified for proof, eligibility level, and default processing.
Re-Enter (RE)	Benefit Administrator reopened event.

The following chart describes the different types of **Process Indicator.**

Symbol	Name	Description
A	Assign Benefit Program	Event status must be Open. It takes the event all the way back to defining program eligibility and any data entry done in this event is lost. The system attempts to reprocess participants to PR status.
E	Elect Options	Event status must be Open. Schedule assignment, program assignment, and option eligibility are not reviewed or changed. The system rolls back elections from Base Benefit enrollment tables but retains them on a table. The process re-validates elections for this event and loads them, if no errors occur, back into the Base Benefit enrollment tables, resetting the final process status to FE.
N	Normal Processing	Standard processing for Benefits Administration.
P	Prepare Options	Event status must be Open. Re-evaluates Option eligibility and any data entry done in this event is lost. The system attempts to reprocess participants to PR status.
R	Re-Enter	Reopens the data entry page. If you need to change an election this is where it should be done. The system leaves the event at a process status of RE. When you post-election changes to the data entry component, the system updates the process status to ET.
V	Void	Used when an event needs to void. Do not set the Event Status to void. The system will do that when the employee is reprocessed. If the event is in a process status of FE-Enrolled, elections are rolled back from Base Benefit enrollment tables but retains them on a table. The system leaves the event at a process status of RE.

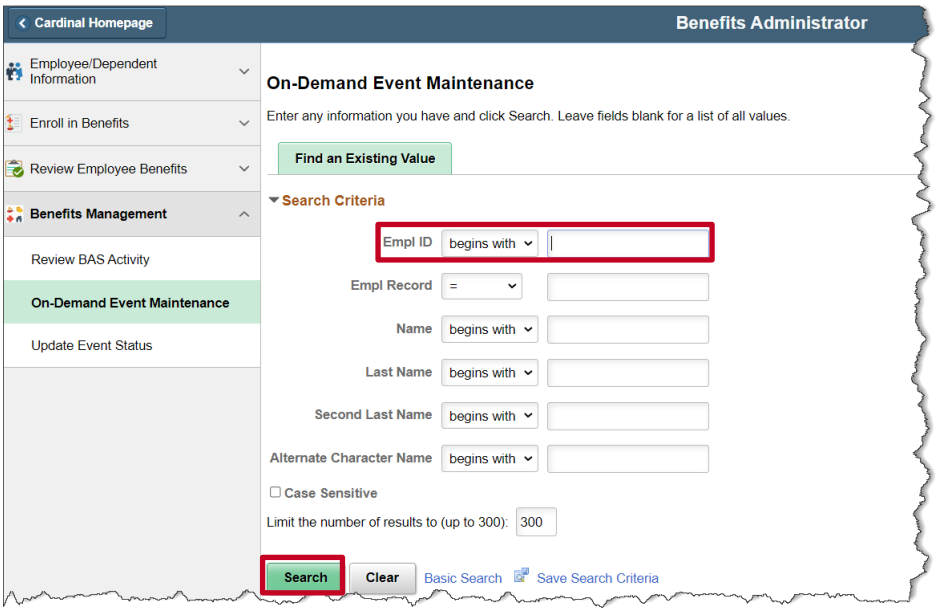
Processing Benefit Elections: Transfer Out / Termination Employees

When an employee transfers out or is terminated from their current agency, the Benefit Administrator needs to process the transfer out (XFO) or the termination (TER) benefit event on the On-Demand Event Maintenance page.

1. Navigate to the **On Demand Event Maintenance** page using the following path:

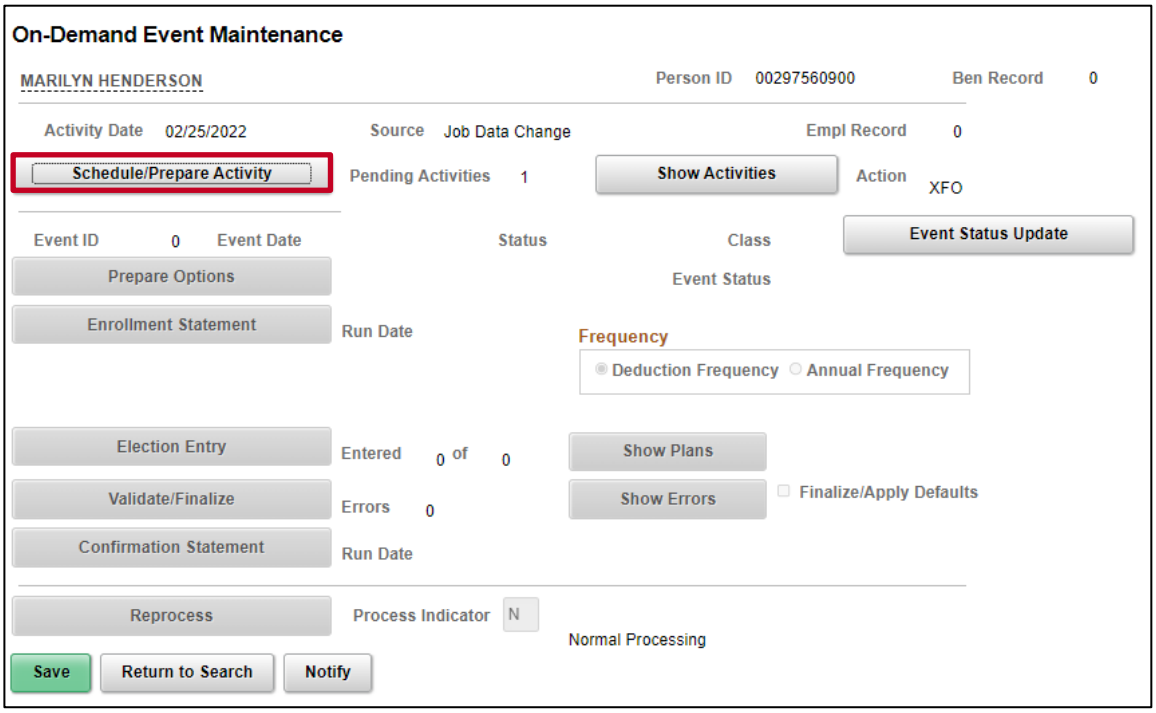
   Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

The **On-Demand Event Maintenance** page displays.



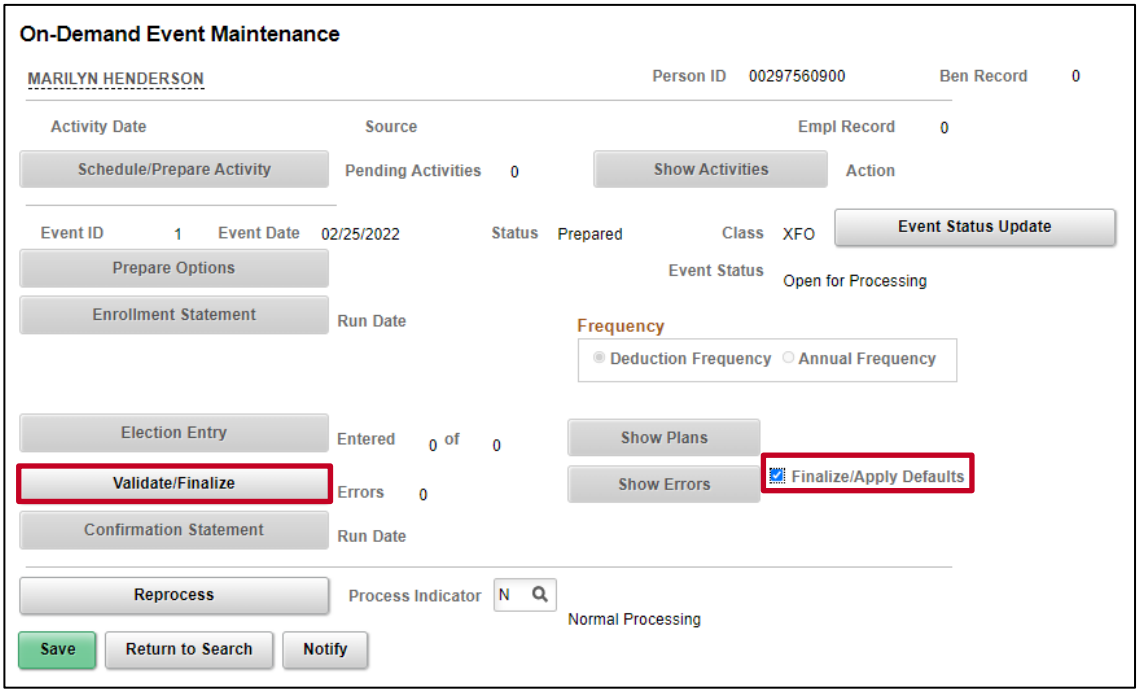
2. Enter the **Empl ID.**
3. Click the **Search** button.

The **On-Demand Event Maintenance** page refreshes.



4. Click on the **Schedule/Prepare Activity** button.
5. Click **OK** on the pop-up message that appears.

The **On-Demand Event Maintenance** page refreshes.



6. Click the **Finalize/Apply Defaults** check box.
7. Click **Validate/Finalize** button.

   Note: The XFO and TER events are processed the same.

Processing Benefit Elections: Transfer In Employees

When an employee transfers into a new agency, the Benefit Administrator of the receiving agency needs to reelect the employee's benefit elections to match what the employee was enrolled in prior to the transfer.

The BA must look at the previously selected benefit elections for the employee before the terminated event.

To access the benefit elections for the employee, access the following pages: Health Benefits, Spending Accounts, and Simple Benefits pages using the following path.

Navigator > Benefits > Enroll in Benefits

The transfer in BAS Action for the benefit elections will be: **XFR** (Transfer Between Agencies).

Note: Generally, the employee cannot request any changes to benefit elections during this process.

Note: This section does not apply to **Localities.**

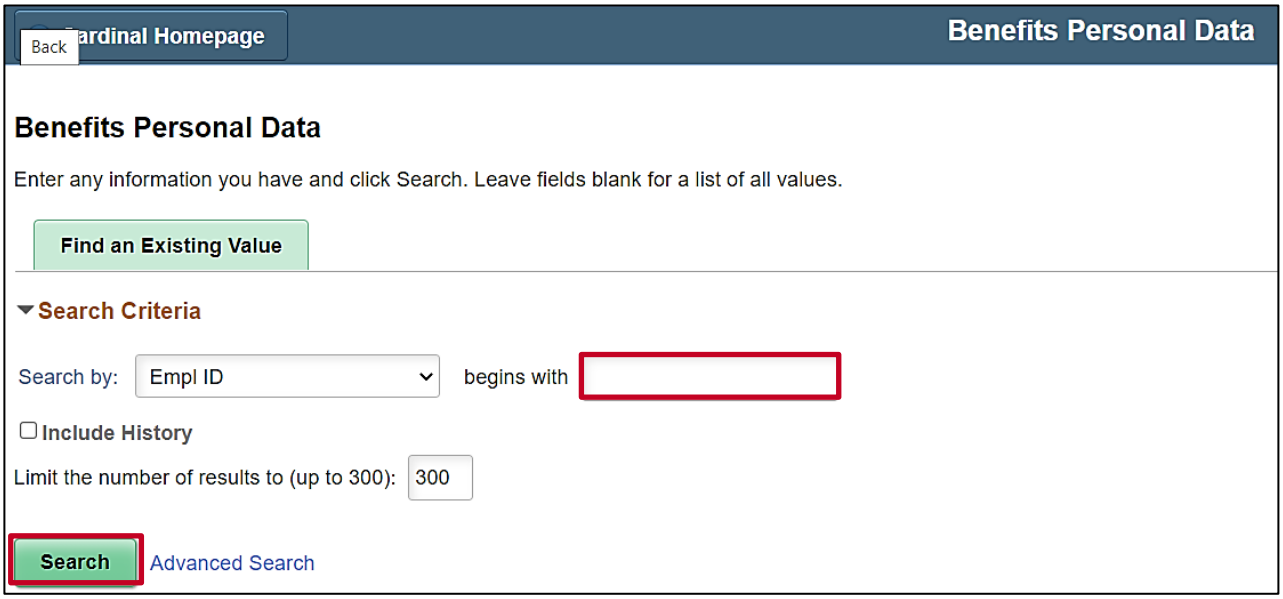
The Benefits Personal Data Page

Before enrolling an employee in Medicare Benefits, the Agency BA must complete the information shown on the **Benefits Personal Data** page.

1. Access the **Benefits Personal Data** page using the following path:

   Navigator > Benefits > Employee/Dependent Information > Benefits Personal Data

The **Benefits Personal Data Search** page appears.

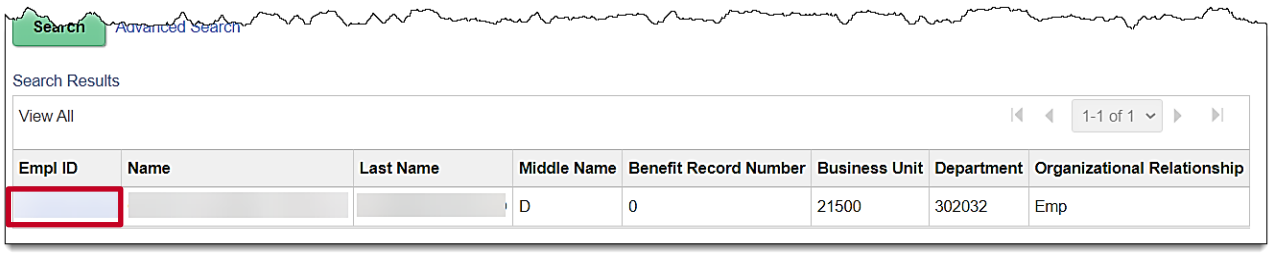


2. Enter the Employee ID in the **Empl ID** field.

   Note: You can also search by entering the beginning of the Name, or other search criteria using the corresponding drop-down options. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. Cardinal security restricts the user to seeing only their agency employees.

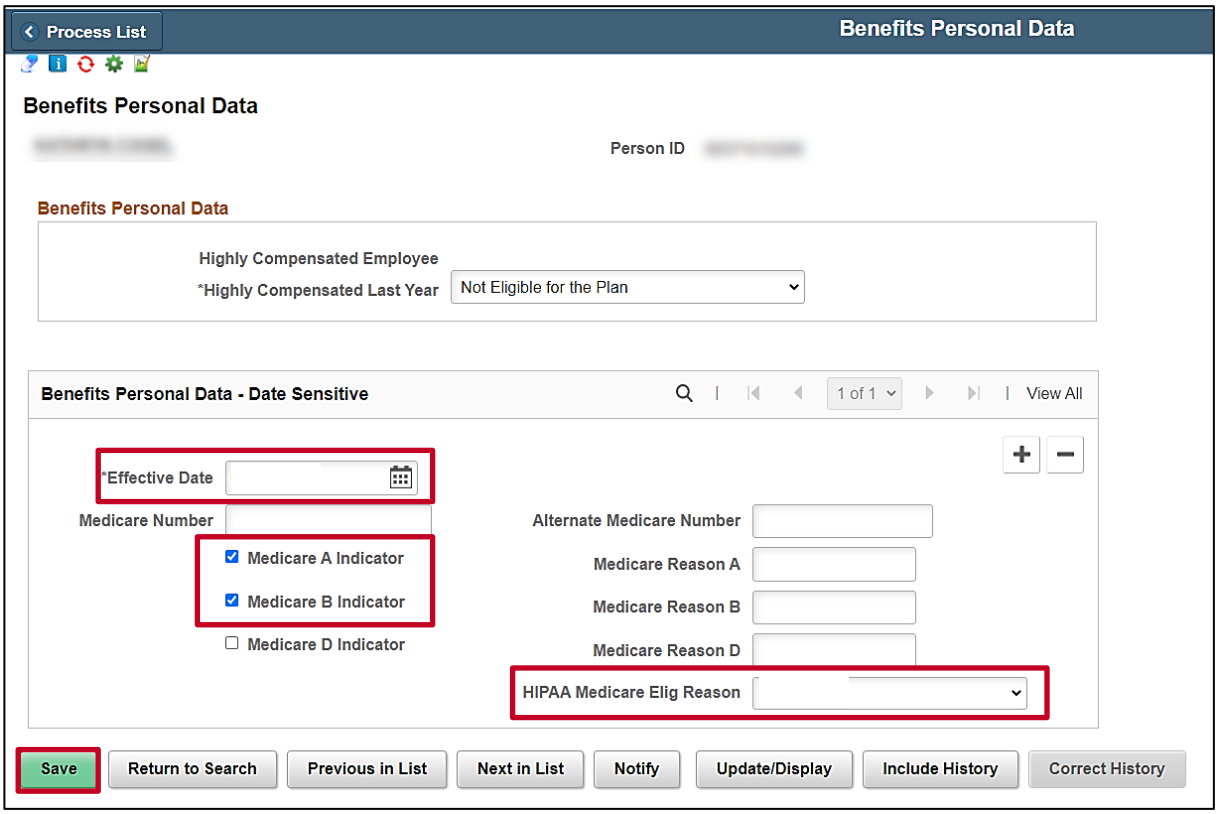
3. Click the **Search** button.

The **Search Results** display on the bottom portion of the page.



4. Click on the **Empl ID** link.

The **Benefits Personal Data** page for the applicable employee displays.



5. Enter the first of the month in which the employee is eligible for Medicare in the **Effective Date** field.
6. Check the boxes next to **Medicare A** and **Medicare B**.

   Note: Both need to be checked for the employee to be enrolled in Medicare.
7. Select the corresponding **HIPAA Medicare Elig Reason**:
   a. Age
   b. Disability
   c. End Stage Renal Disease
8. Click the **Save** button.

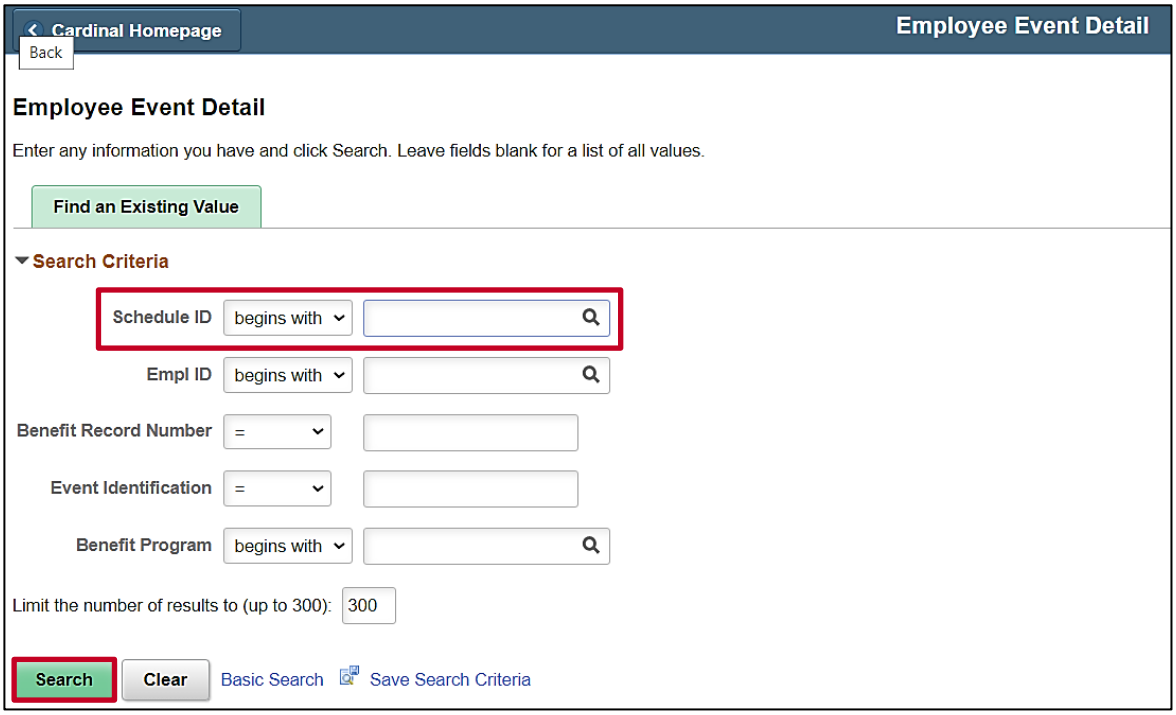
The Employee Event Detail Page

To view relevant details related to the nature and status of an event, the Agency BA would access the **Employee Event Datils** page.

1. Navigate to the **Employee Events Details** page using the following path:

   Navigator > Benefits > Manage Automated Enrollment > Review Processing Results > Employee Event Detail

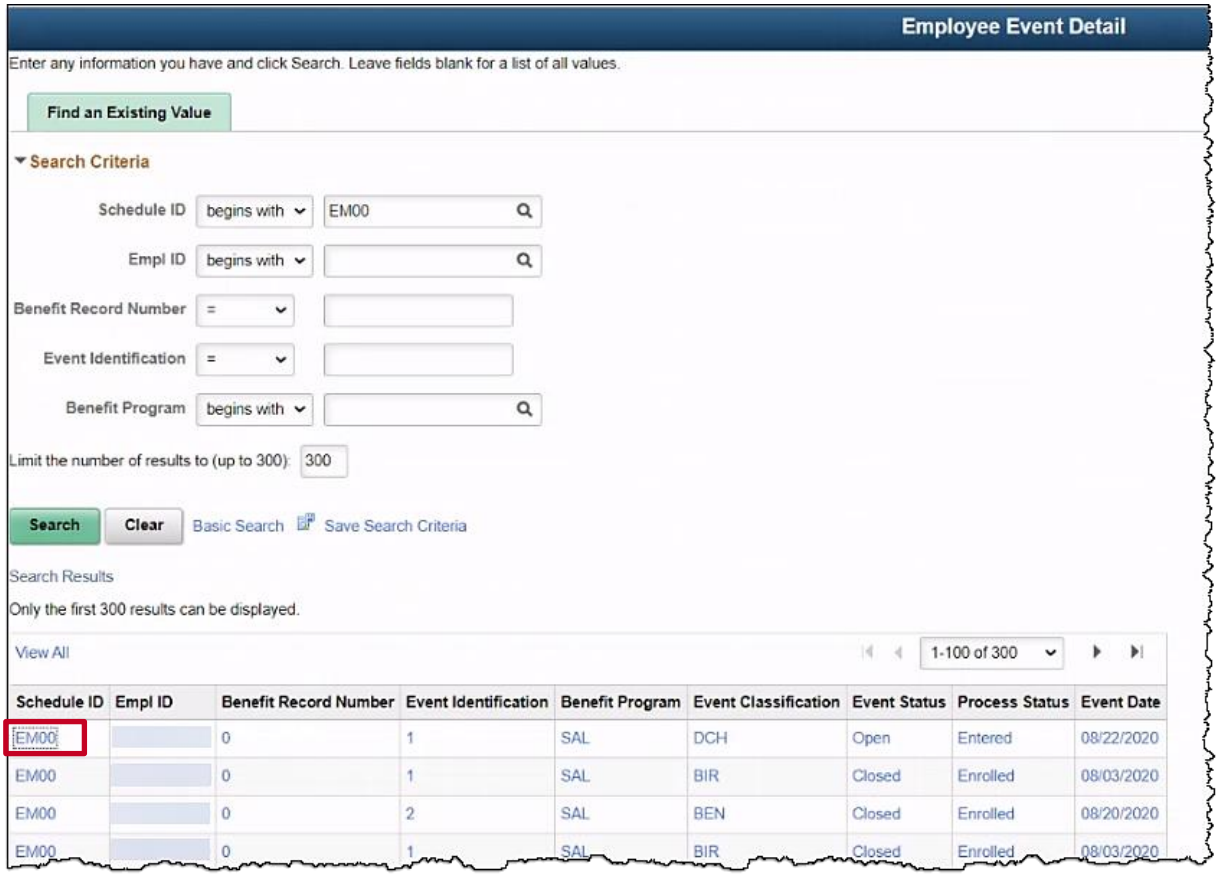
The **Employee Event Detail Search** page displays.



2. Enter the Schedule ID in the **Schedule ID** field.
3. Click the **Search** button.

   Note: Numerous benefit events can occur simultaneously, all in varying points in the process and with different statuses.

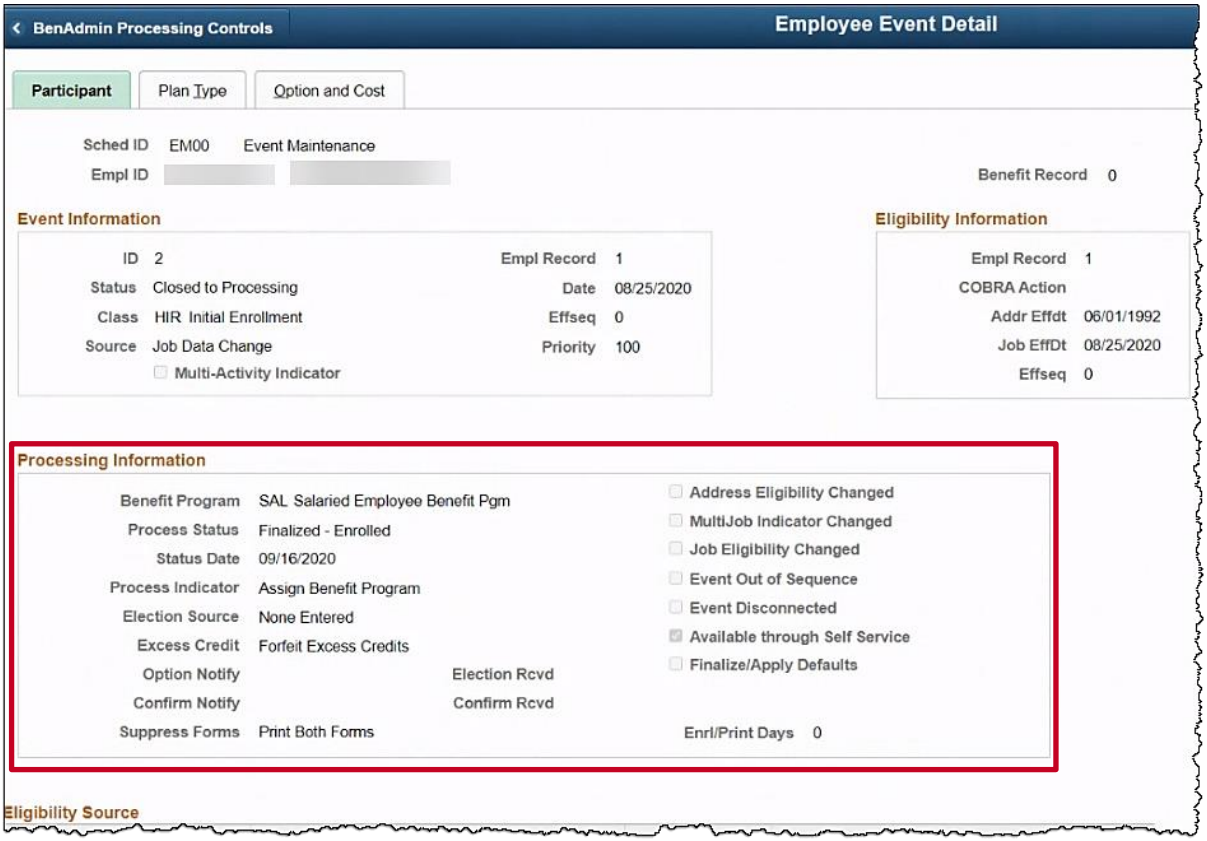
The **Employee Event Detail** Search page returns with the search results on the bottom of the page.



Note: When entering a **Schedule ID** on the **Employee Event Detail** search page, all associated events will reflect in the Search Results. (Alternatively, the Empl ID of a specific individual can be entered.) The data can be ordered by clicking on the results headers such as Event Classification, Event Status, Process Status, or Event Date.

4. Click on the **Schedule ID** link.

The **Employee Event Detail** page displays with the **Participant** tab selected.



Note: The **Participant** tab reflects **Event Information** such as the date and class of the event, **Eligibility Information** such as any associated COBRA action related to this event, **Processing Information** such as the event Process Status and the Election Source, and **Eligibility Source information** related to the Address or Job records that may have relevance to benefit eligibility.

5. Review the information under the section **Processing Information** section**.** There are a series of checkboxes or "flags" that reflect the type of change made to an employee's data that may impact benefits eligibility. The Agency BA must view the information shown under this section and interpret what each possible "flag" means.

   a. **Job or Address Eligibility Changed**: The system flags these events when the HR data used for processing event eligibility is changed, a new row affecting eligibility is inserted, or the row used for eligibility is deleted.

   b. **Event Out of Sequence:** The Event Out of Sequence flag refers to events that have been processed out of order according to their effective date or priority. An Out of Sequence event might need to be reprocessed because an earlier, opened event might have changed the defaults, eligibility, or event rule processing results for the later, closed event.

   c. **Event Disconnected:** The Event Disconnected flag generally refers to open or closed events based on job rows that have been deleted. It can also refer to an open event where the BAS Group ID has been changed.

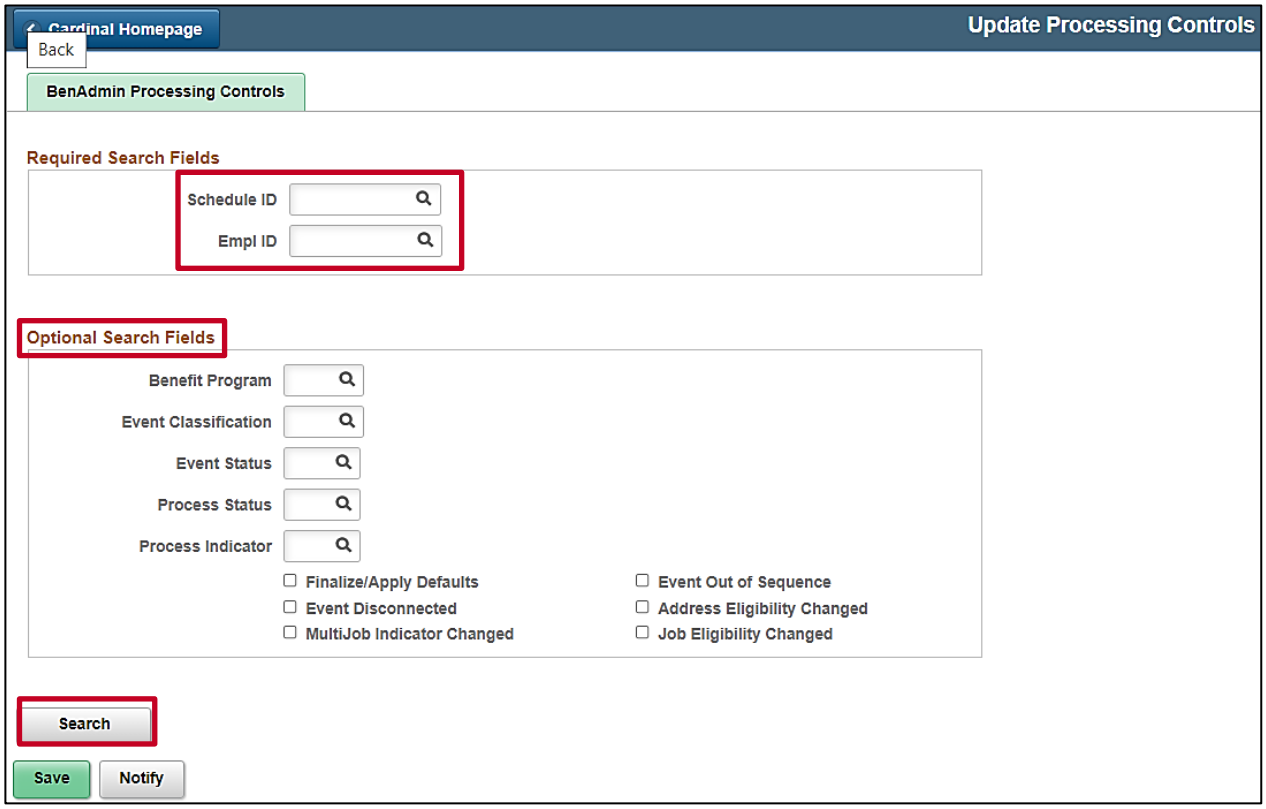
Searching for Benefit Events

To search for specific benefit events, the BA must navigate to the **Update Processing Controls** page.

1. Navigate to the **Update Processing Controls** page using the following path:

   Navigator > Benefits > Manage Automated Enrollment > Events > Update Processing Controls

The **Update Processing Controls** Search page displays.



2. Enter the **Schedule ID** or **Empl ID** in the applicable Required Search Field.

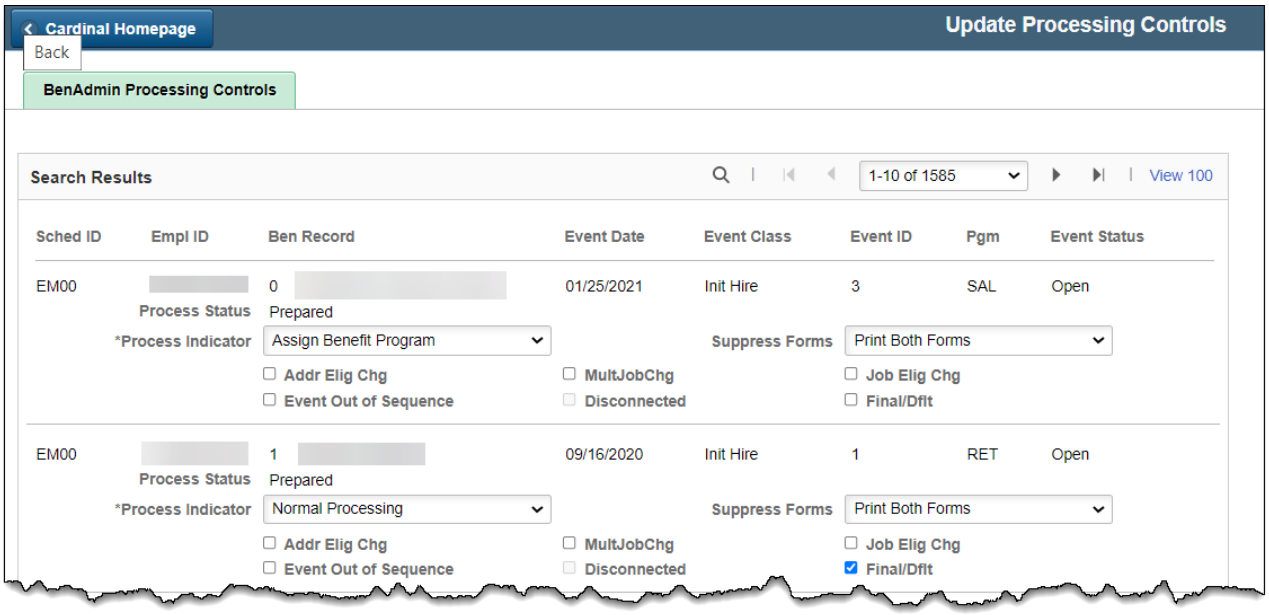
3. Enter Optional Search criteria, when appropriate, in the applicable **Optional Search Fields** section**.** If there are no Optional Search criteria, proceed to Step 4.

   Under the **Optional Search Fields** section there are several search options with specific characteristics useful for an Agency BA to be able to search for items such as Open events with an Event Out of Sequence flag. This can be helpful to identify, review, and address specific scenarios.

   Note: For the **Event Status** field, refer to the **Working with Events** Section of this Job Aid for more information on flags and status indicators that provide processing information for a particular event.

4. Click **Search.**

The **Update Processing Controls** page displays. All events which meet the criteria from the search are displayed.



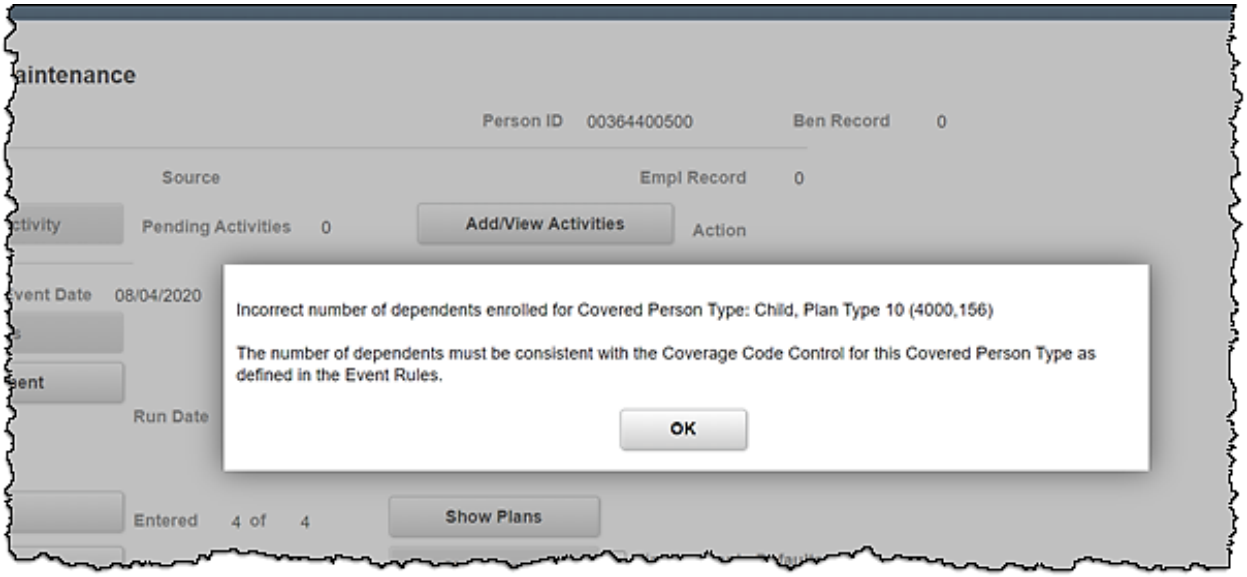
Note: Typically, the Benefit Administrator would determine if a flag can be removed, or an event needs to be set for reprocessing. When Benefits Administration runs in batch, each event will be processed in the same manner as if the entry was performed on the **On-Demand** page and manually processed. The **Employee Process Status Report** will also provide a list of all employees in a schedule with process statuses, but the Agency BA cannot select on the flag indicator values.

Troubleshooting Errors

The screen shots that follow reflect a few of the most commonly experienced error messages along with a description of the information presented and possible corrective actions.

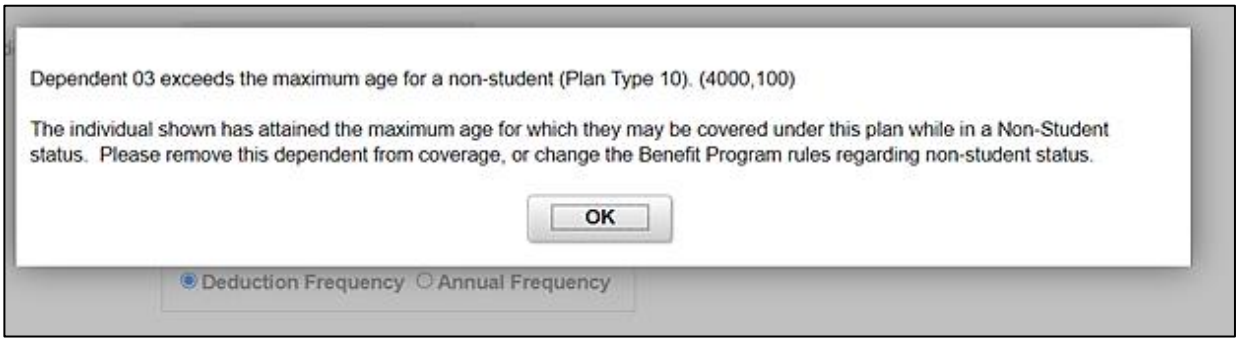
- **Error Message**: Incorrect number of dependents enrolled for Covered Person Type: Child, Plan Type 10. The number of dependents must be consistent with the Coverage Code Control for this Covered Person Type as defined in the Event Rules.

  This is an example of a message that displays when an action to add or remove a dependent is not permitted by plan rules. For example, the child enrolled under an Employee + Child coverage is removed from coverage, but the coverage level is unchanged.



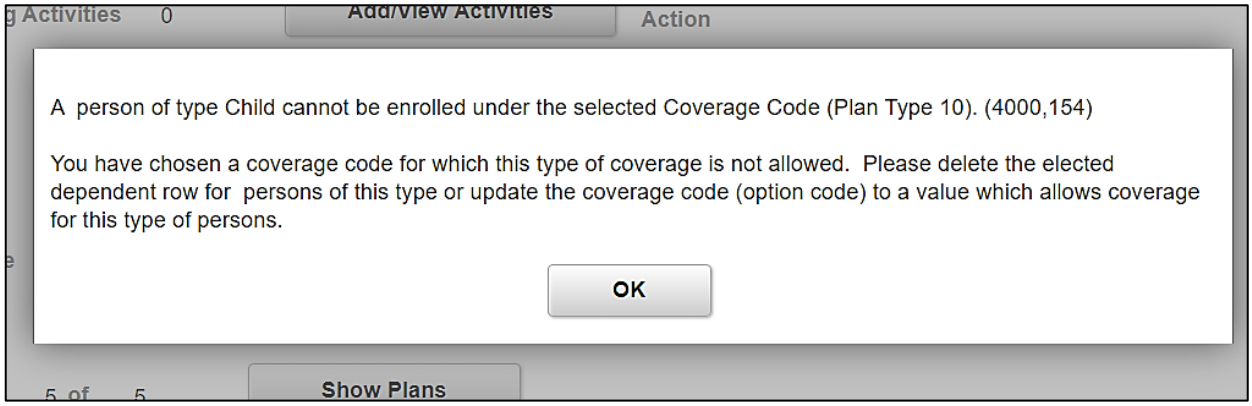
- **Error Message**: Dependent 03 exceeds the maximum age for a non-student (Plan Type 10). The individual shown as attained the maximum age for which they may be covered under this plan while in a Non-Student status. Please remove this dependent from coverage, or change the Benefit Program rules, regarding non-student status.

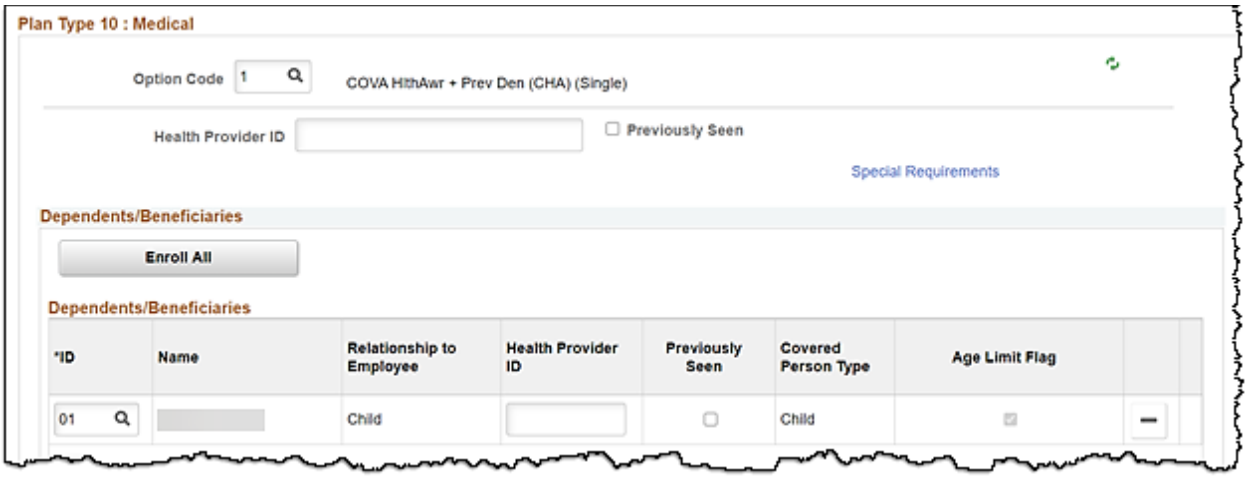
  This is an example of a message that appears when an over-age dependent is covered. The overage dependent should remain covered. State policy allows the dependent age 26 to remain covered until the end of the year that he/she turns 26. For example, while processing a mid-year life event like a divorce, if there is a dependent age 26 covered, this message will appear when trying to finalize the event. After finalizing an event, the BA may need to double check the Base Benefits to ensure that the over-age dependent is still listed as enrolled.



- **Error Message**: A person of type Child cannot be enrolled under the select Coverage Code (Plan Type 10). You have chosen a coverage code for which this type of coverage is not allowed. Please delete the elected dependent row for persons of this type or update the coverage code (option code) to a value which allows coverage for this type of persons.

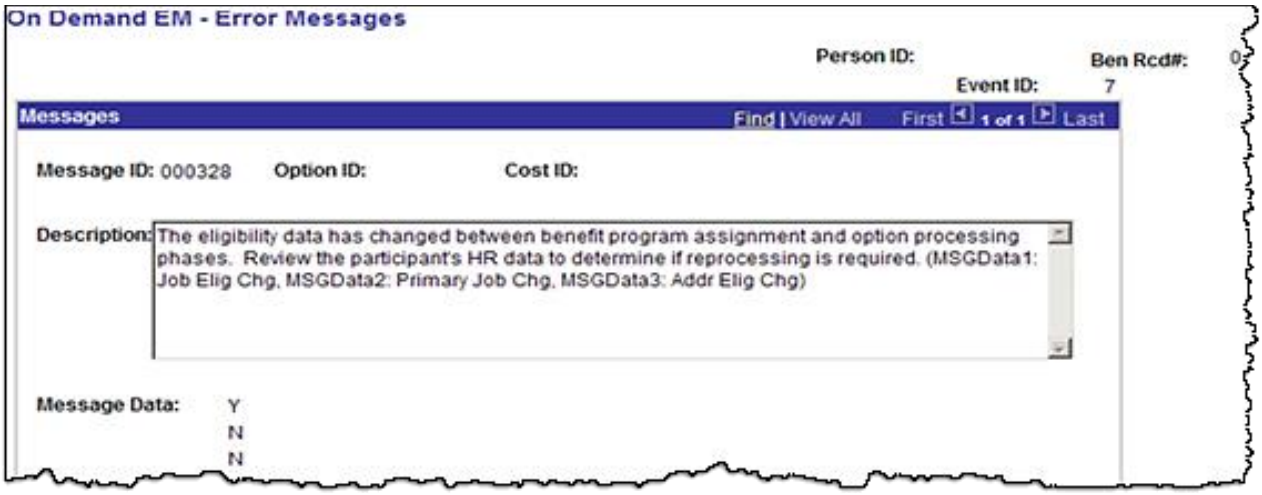
  This message displays when an action to add a dependent is not permitted by plan rules. For example, the Employee Only coverage is selected, yet a child is listed as a dependent. See view of the Dependent/Beneficiary enrollment that follows.





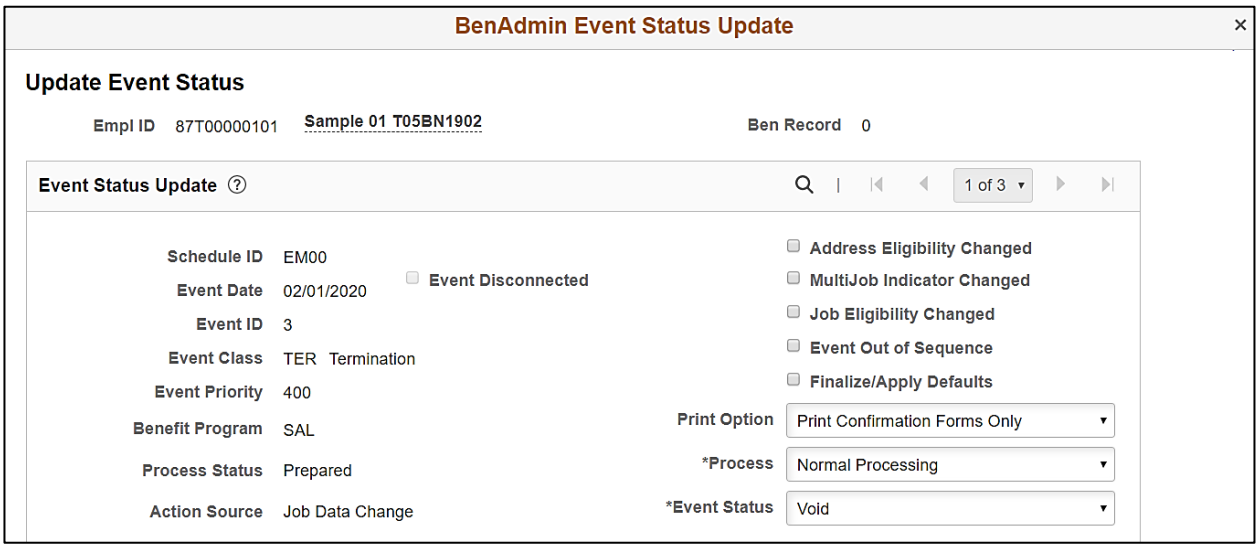
- **Error Message**: This eligibility data has changed between benefit program assignment and option processing phases. Review the participant's HR data to determine if reprocessing is required.

  This message typically displays when a change was made to a person's Job record between when the event was initially created and the time it is processed through Benefit Administration that may have affected the original evaluation for benefit eligibility. Typically, this would lead to the Benefit Administrator (BA) performing a re-assignment of the Benefit Program followed by benefit enrollment actions. If desired, the BA can work with the Human Resource unit to discuss the changes to the Job and determine if re-assignment is necessary.



Voiding Events

At times, an event is no longer needed and needs to be voided. Typically, events are voided if the employee submitted the wrong event date, benefits keyed the wrong event date, or the event is disconnected. To have an event voided, contact the Office of Health Benefits.



Disconnected Events

If a Job row is deleted, the associated benefit event becomes disconnected. If an event is disconnected before it is finalized, the Benefit Administration process will automatically close the event. However, if the event is already finalized, research is required to determine if that event should be voided.

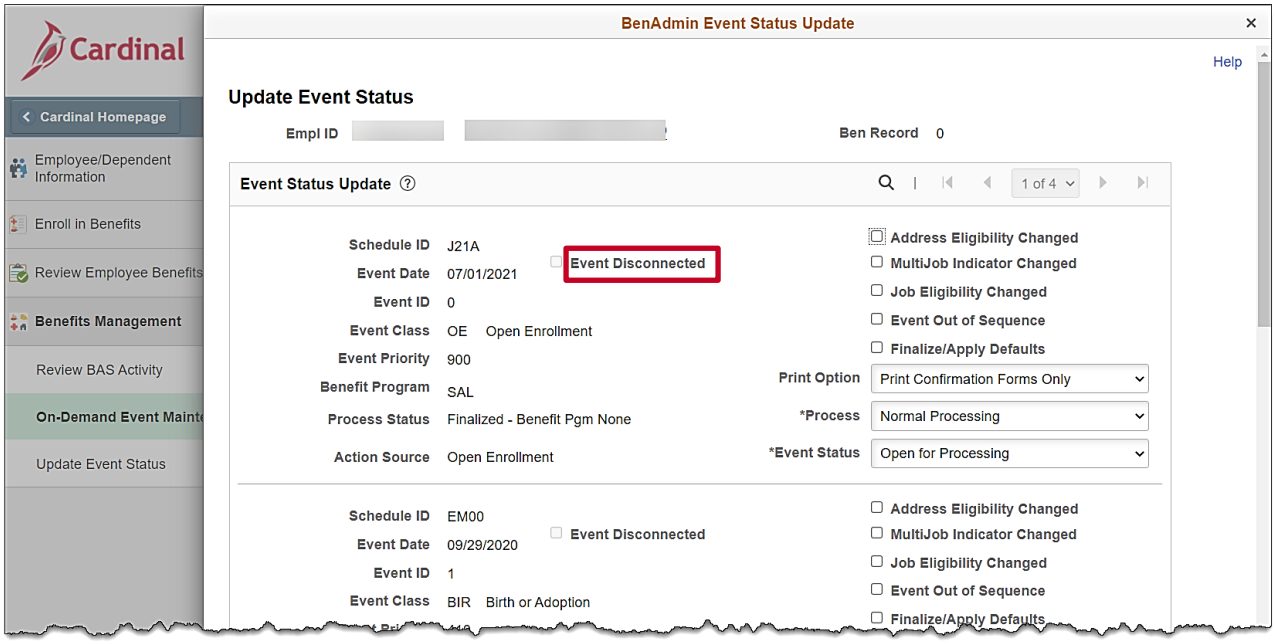
1. To view disconnected events, access the **On-Demand Event Maintenance** page using the following path:

   Benefits Administrator Tile > Benefits Management > On-Demand Event Maintenance

   Note: See steps 1-4 of the **On-Demand Event Maintenance Page** section for details on entering and selecting the Employee ID. The screenshot on step 4 also displays the Event Status Update button.

2. Click on the **Event Status Update** button to view the disconnected events.

The **BenAdmin Event Status Update** page displays.

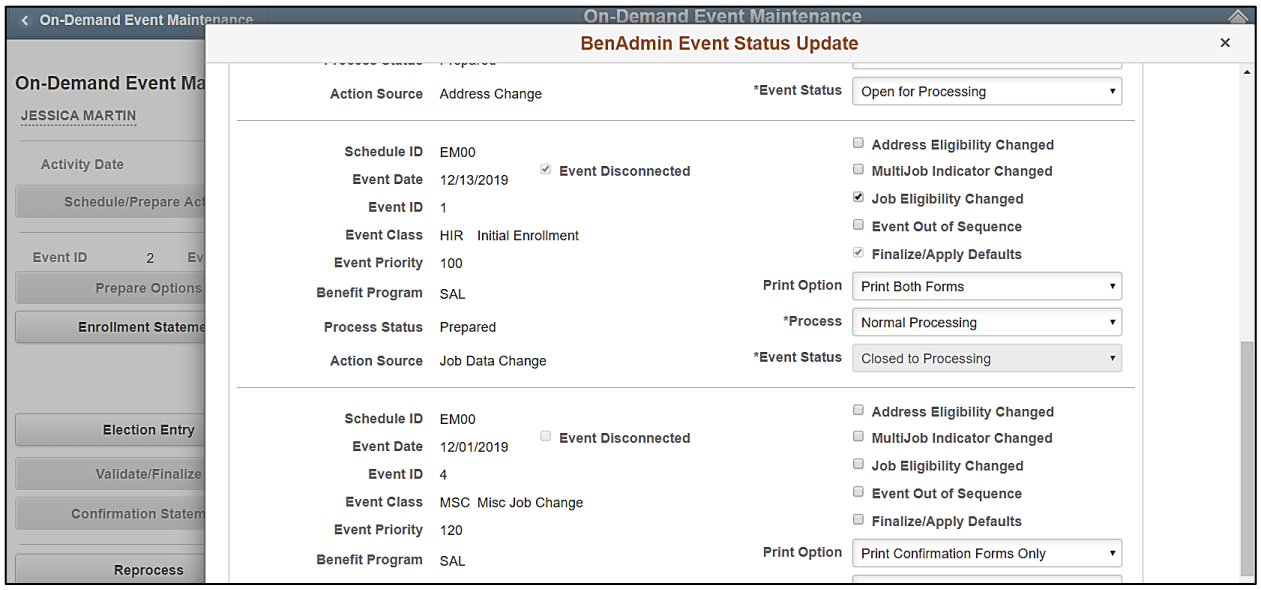


Flagged Events

The Benefits Administration program identifies changes in Job and Personal Data which can impact eligibility for an event created prior to that change. These events then become “flagged events” with the associated flags marked to indicate benefit eligibility must be reevaluated. The most common flags seen are **Address Eligibility Changed**, **Job Eligibility Changed**, and **Event Out of Sequence**.

The Flagged Participants Report, (BAS008) identifies employees with flagged events. If an event has not yet reached Prepared status and one or more of the eligibility flags are set, then the event will get set back to Assign Program before any further processing on this event occurs. If Prepared, the options and elections already entered will be reevaluated upon the next execution of Benefits Administration.

Example of a flagged event on the **BenAdmin Event Status Update** page:



- A change to the Job record with an effective date of 12/01/2019 impacts the eligibility for the employee’s 12/13/2019 event. Therefore, the **Job Eligibility Change flag** and **Event Out of Sequence** boxes are **checked**.
  - The flag checkboxes display *on the event that must be reevaluated*, not the row that caused the change.
  - Benefits Administration will automatically reprocess the flagged event. Once reprocessed, both the **Job Eligibility Change** and **Out of Sequence Flags** are **unchecked**.

- The following are the three most common types of flags seen by the Agency BA.
  - The **Address Eligibility Changed** checkbox will become checked when an update is made to the employee's address in Personal Information and eligibility must be reevaluated.
  - The **Job Eligibility Changed** checkbox reflects that Job information initially used in determining benefits eligibility has been changed. The Job Eligibility Changed checkbox will become checked when the Job row for which the event is based on has been corrected or when a new row is inserted into the Job record with an Effective Date prior to an existing Event Date.
  - The **Event Out of Sequence** checkbox refers to an event that has been processed out of order according to its effective date or priority. It will become checked when another event is created with an Event Date prior to the Effective Date of the event that already exists (regardless of the process status of the existing row). These may be retroactive, current, or future rows that have an event date that precedes that of an existing event. This is often seen after Open Enrollment (OE). For example, a Birth Event was entered effective June 15 after the employee had completed enrollment for OE that is effective July 1. The Event Out of Sequence Flag would be checked on the OE event because a review is required to determine if the baby is to be added to the OE enrollment.

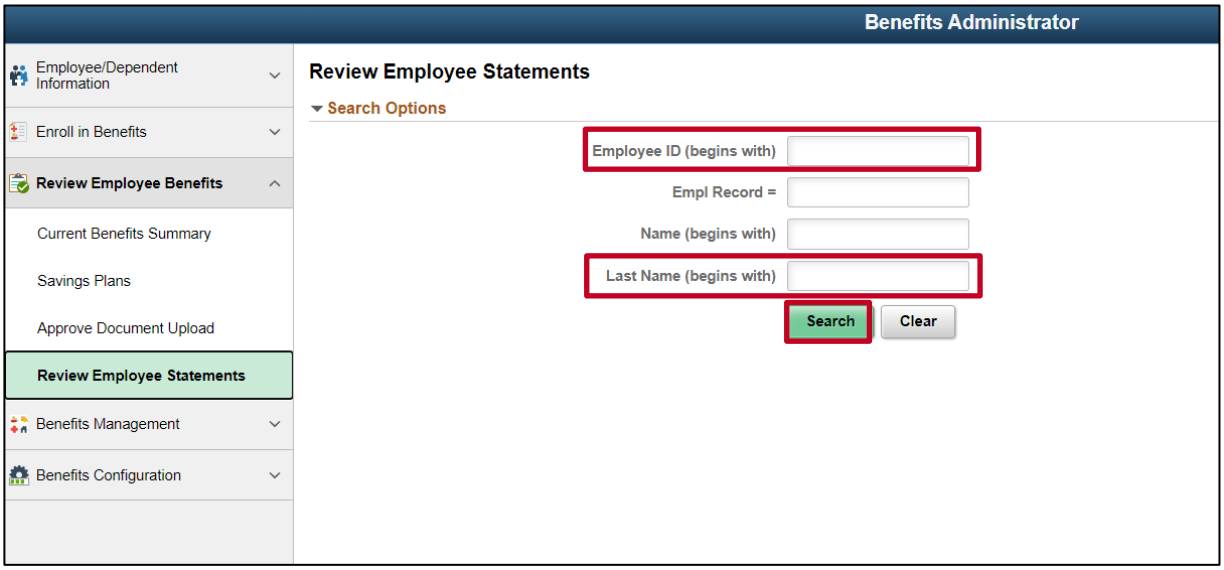
How to Review Benefit Statements

To review an employee's benefit statements the Agency BA can access the **Review Employee Statements** page.

1. Navigate to the **Review Employee Statements** page using the following path:

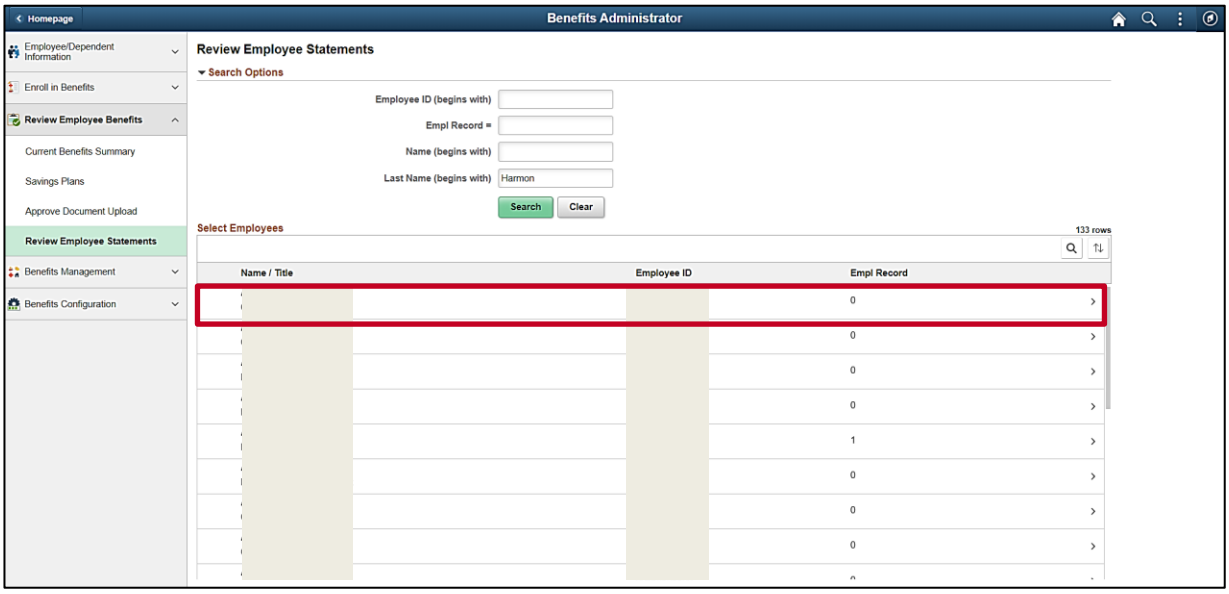
   Benefit Administrator Tile > Review Employee Benefits > Review Employee Statements

The **Review Employee Statements Search** page displays.



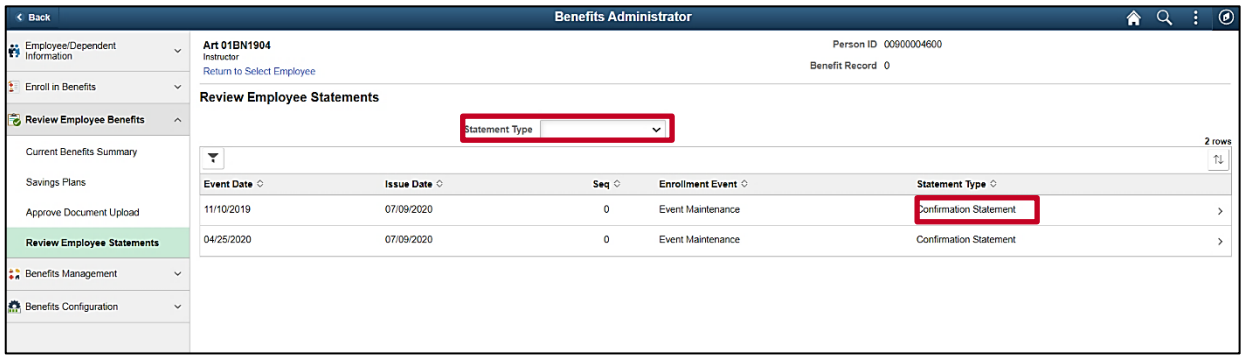
2. Enter the **Employee ID** or **Last Name** in the applicable search fields.
3. Click the **Search** button.

The **Review Employee Statements Search** page returns and displays results on the bottom of the page.



4. Select the row for the appropriate employee/participant.

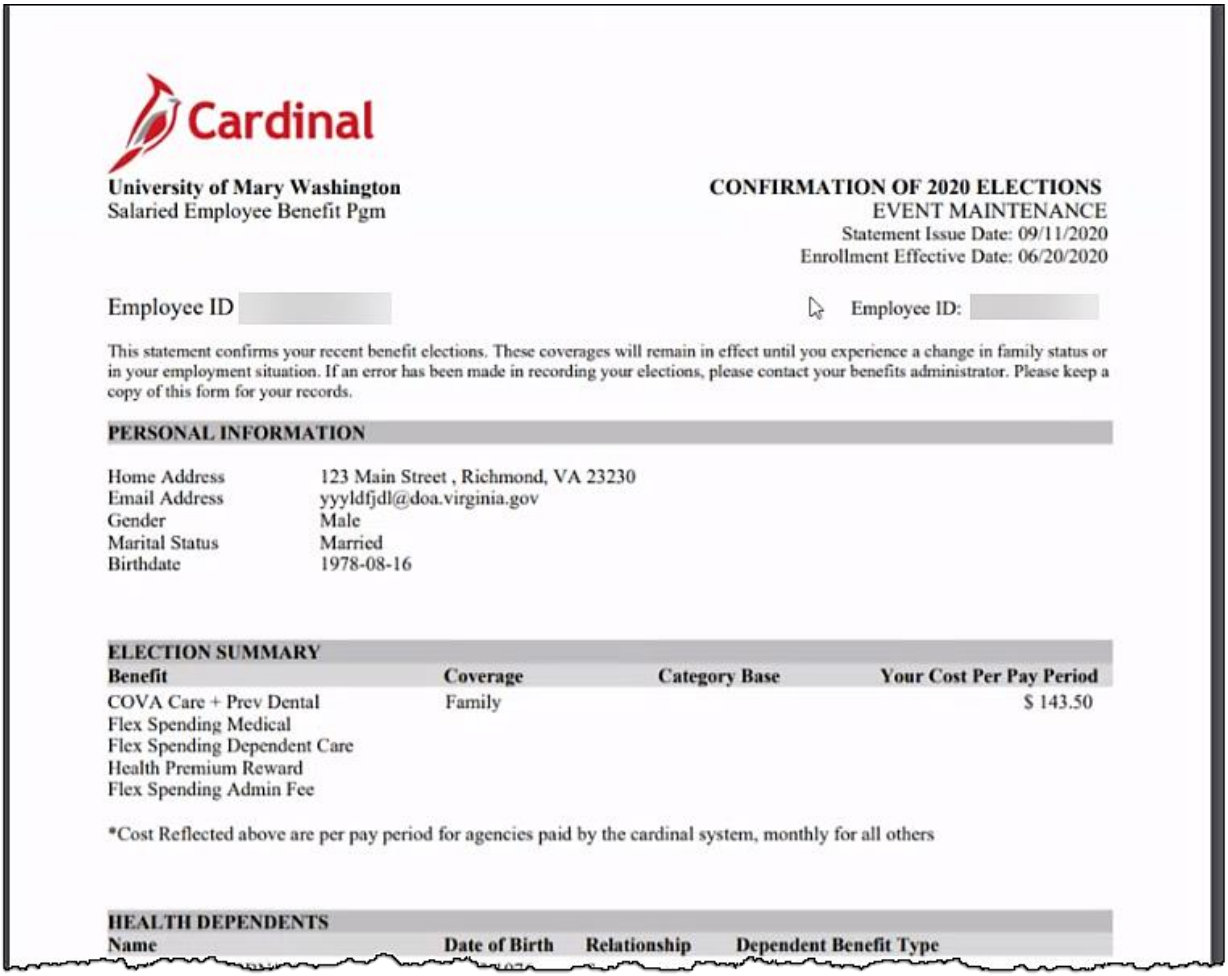
The **Review Employee Statements** page displays for the employee/participant selected.



5. Select the Statement desired to view and/or print from the **Statement Type field** drop-down menu.

6. Select the specific Statement row to view and/or print from the list that displays.

The **Statement** selected displays.



Cardinal

University of Mary Washington
Salaried Employee Benefit Pgm

CONFIRMATION OF 2020 ELECTIONS
EVENT MAINTENANCE
Statement Issue Date: 09/11/2020
Enrollment Effective Date: 06/20/2020

Employee ID

Employee ID:

This statement confirms your recent benefit elections. These coverages will remain in effect until you experience a change in family status or in your employment situation. If an error has been made in recording your elections, please contact your benefits administrator. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address	123 Main Street , Richmond, VA 23230
Email Address	yyyldfjdl@doa.virginia.gov
Gender	Male
Marital Status	Married
Birthdate	1978-08-16

ELECTION SUMMARY

Benefit	Coverage	Category Base	Your Cost Per Pay Period
COVA Care + Prev Dental	Family		$ 143.50
Flex Spending Medical			
Flex Spending Dependent Care			
Health Premium Reward			
Flex Spending Admin Fee			

*Cost Reflected above are per pay period for agencies paid by the cardinal system, monthly for all others

HEALTH DEPENDENTS

Name	Date of Birth	Relationship	Dependent Benefit Type

7. Review the statement and print, as applicable.

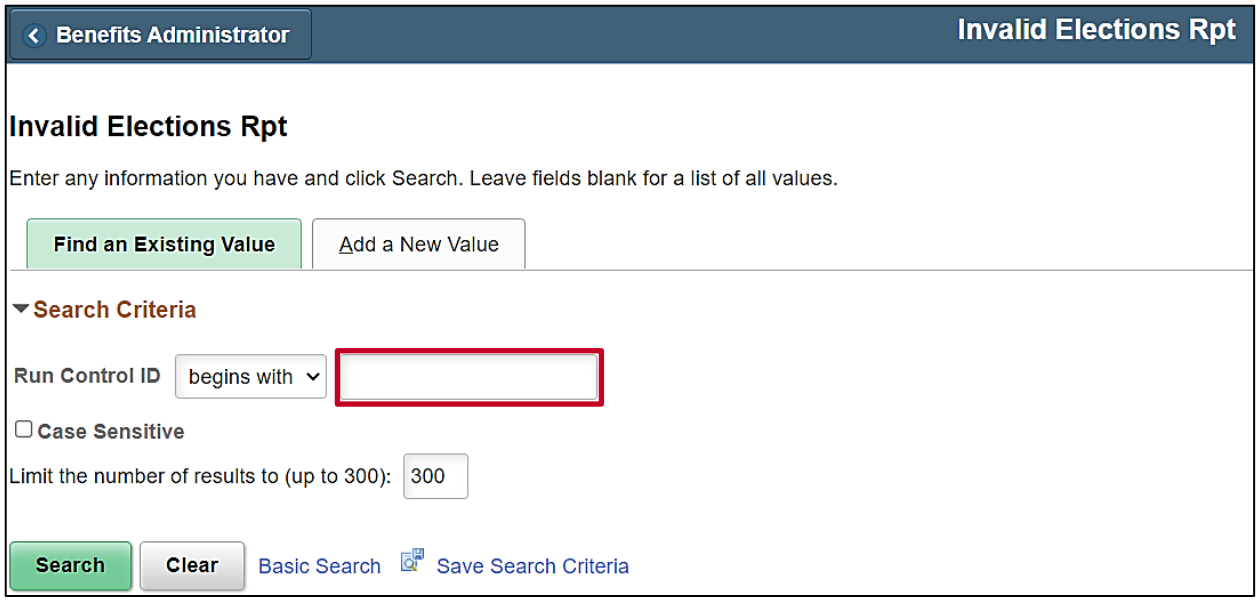
Invalid Elections Report

To review invalid elections, the Agency BA will access the Invalid Elections report.

1. Navigate to the **Invalid Elections** report using the following path:

   Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Invalid Elections Rpt

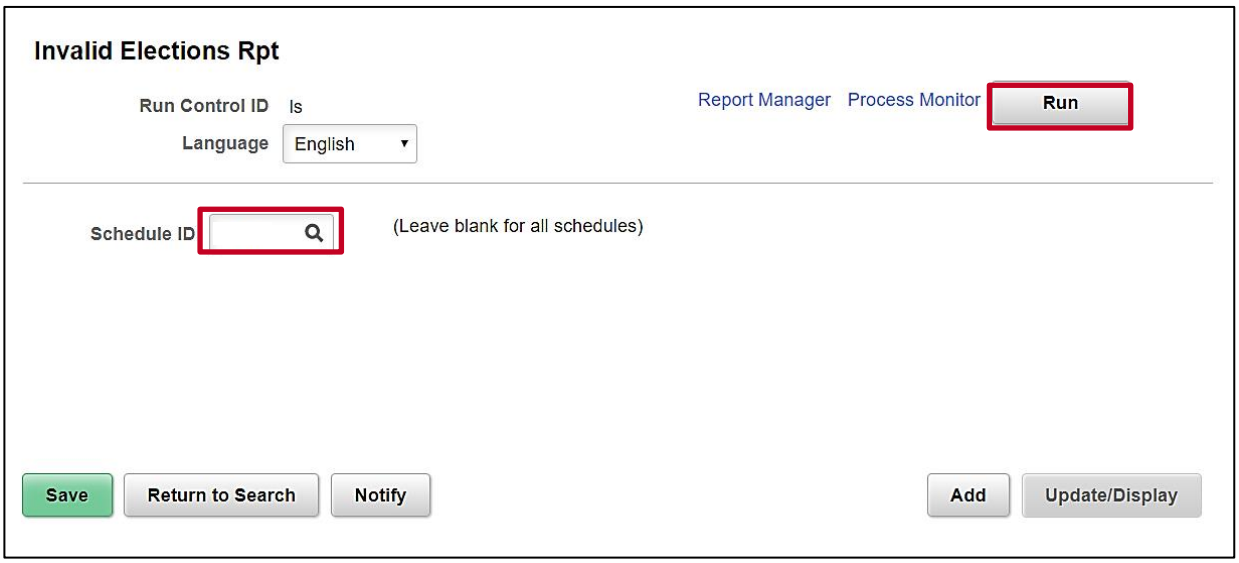
The **Invalid Elections Rpt Search** page displays.



2. Enter the Run Control ID in the **Run Control ID** field.

   Note: For more information on running reports, see the resource titled **Cardinal Reports Catalog**. This Job Aid can be found on the Cardinal website in **Resources** under **Learning**.

The **Invalid Elections Report** page displays.



3. Enter the **Schedule ID.**

   Note: The **Invalid Elections Report** should be run routinely and more frequently during **Open Enrollment**. This can be run for an individual **Schedule ID** or for all Schedule IDs by leaving the field blank. Separate schedule IDs will be created for ongoing maintenance and Open Enrollment.

4. Click **Run.**

The **BenAdmin Preparation and Elections Errors** report will display if there are errors.

```
                                                                PeopleSoft
Report ID:  BAS003                                   BenAdmin Preparation and Election Errors                                   Page No.  1
                                                                                                                                Run Date 04/27/2020
                                                                                                                                Run Time 16:09:01

Sched                      Event Optn Cost
ID     Employee ID Rcd# ID    ID   ID   Msg-ID    Error Massage Description                                                   Message-Data 1/2/3
====== =========== ==== ===== ==== ==== ======    ==========================================================================   ==============================
                   0    0        0    0 000327    Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in     1: 2019-11-23
                                                  effect as of the Event Date. There are many possible causes for this. Rows existing at the   2: 000
                                                  time of this event may have been subsequently deleted. The Event Date may pre-date all       3: TJ
                                                  effective-dated rows in critical HR tables.
                                                  If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has
                                                  its Benefit System flag set to something other than (BA) "Benefits Administration", as of

                   0    0        0    0 000327    Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in     1: 2019-07-23
                                                  effect as of the Event Date. There are many possible causes for this. Rows existing at the   2: 000
                                                  time of this event may have been subsequently deleted. The Event Date may pre-date all       3: TJ
                                                  effective-dated rows in critical HR tables.
                                                  If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has
                                                  its Benefit System flag set to something other than (BA) "Benefits Administration", as of

                   0    0        0    0 000327    Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in     1: 2019-10-26
                                                  effect as of the Event Date. There are many possible causes for this. Rows existing at the   2: 000
                                                  time of this event may have been subsequently deleted. The Event Date may pre-date all       3: TJ
                                                  effective-dated rows in critical HR tables.
                                                  If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has
                                                  its Benefit System flag set to something other than (BA) "Benefits Administration", as of

                   0    0        0    0 000155    No Schedule could be found to process a new event.  A Schedule-Id must exist that matches     1: DOA
                                                  the employee's Company and BAS-Group-ID.  (MSGData1: Company; MSGData2: BAS-Group-Id)

                   0    0        0    0 000327    Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in     1: 2019-11-23
                                                  effect as of the Event Date. There are many possible causes for this. Rows existing at the   2: 000
                                                  time of this event may have been subsequently deleted. The Event Date may pre-date all       3: TJ
                                                  effective-dated rows in critical HR tables.
                                                  If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has
                                                  its Benefit System flag set to something other than (BA) "Benefits Administration", as of
```

Note: Once the messages are resolved, when the Ben Admin process runs again the system, will pick up the changes, validate the record again and close or continue processing the event.

For more information on running reports, see the resource titled **Cardinal Reports Catalog**. This document can be found on the Cardinal website in **Resources** under **Learning**.