

Managing Leave of Absence (Paid and Unpaid)

The Enter and Maintain Leave Status business process completed by the HR Administrator is used to place salaried employees in a paid or an unpaid leave status. Depending on the type of leave, the Benefit Administrator will have to take specific actions.

This Job Aid goes through Paid and Unpaid Leave of Absence (LOA) scenarios, and how those scenarios result in three different benefit events:

- Paid LOA resulting in MSC benefit event
- Unpaid LOA resulting in an LOA benefit event
- Unpaid LOA resulting in an LAT manual benefit event

In addition, this Job Aid goes through the Benefit Administrator’s actions when an employee returns from leave and the benefit event it creates on the Benefits side:

- Return from (Paid and Unpaid) leave of absence resulting in an RFL benefit event

If you are both an HR Administrator and a Benefit Administrator, refer to the **HR351_Managing Leave of Absence (Paid and Unpaid) Job Aid** before completing the steps in this document.

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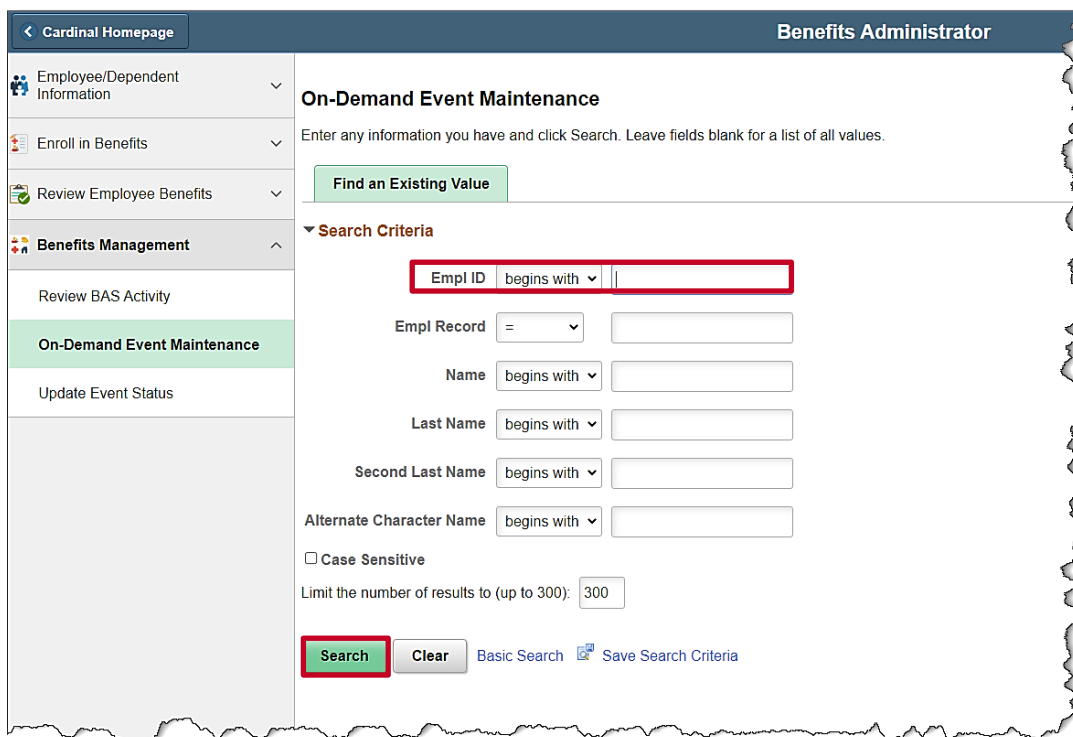
Paid Leave of Absence (MSC benefit event)

Once the HR Administrator has placed the employee on a paid leave of absence, the change in job data automatically creates a Miscellaneous (MSC) benefit event on the benefits side in Cardinal. This benefit event will automatically be processed with no manual intervention by the Agency Benefit Administrator (BA) in Cardinal. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

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

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

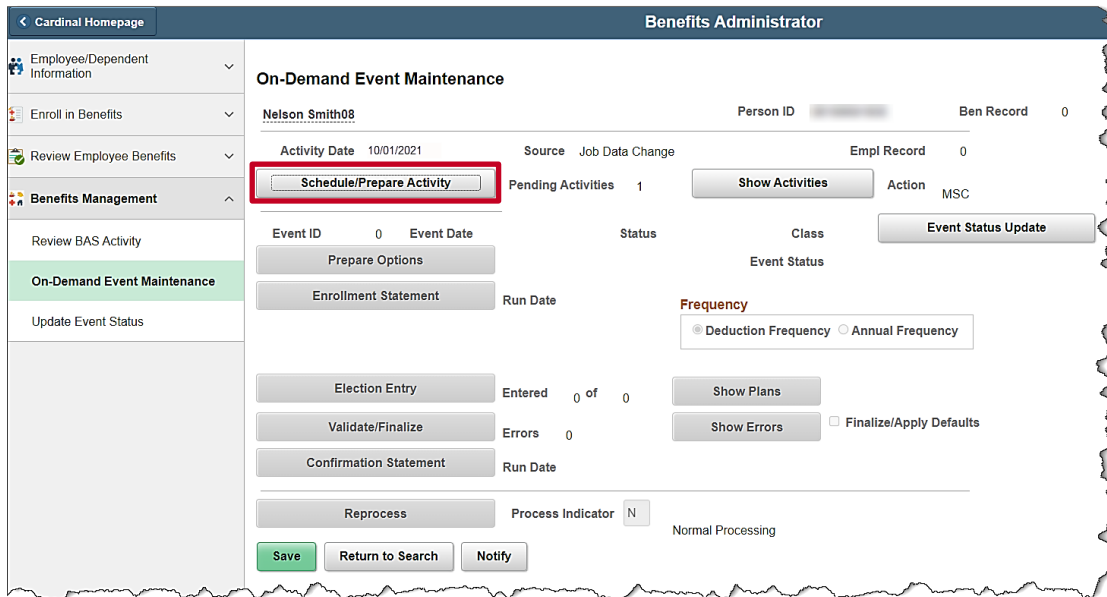
The On-Demand Event Maintenance Search Page displays.



The screenshot shows the 'On-Demand Event Maintenance' search page. The left sidebar contains navigation options: 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management' (expanded), 'Review BAS Activity', 'On-Demand Event Maintenance' (selected), and 'Update Event Status'. The main content area is titled 'On-Demand Event Maintenance' and includes a 'Find an Existing Value' button. Below this is the 'Search Criteria' section with the following fields: 'Empl ID' (with a dropdown set to 'begins with' and a red box around the input field), 'Empl Record' (with an equals sign dropdown and an empty input field), 'Name' (with a dropdown set to 'begins with' and an empty input field), 'Last Name' (with a dropdown set to 'begins with' and an empty input field), 'Second Last Name' (with a dropdown set to 'begins with' and an empty input field), and 'Alternate Character Name' (with a dropdown set to 'begins with' and an empty input field). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom are 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

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

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



Cardinal Home **Benefits Administrator**

On-Demand Event Maintenance

Nelson Smith08 Person ID [redacted] Ben Record 0

Activity Date 10/01/2021 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 Show Activities Action MSC

Event ID 0 Event Date Status Class Event Status Update

Prepare Options

Enrollment Statement Run Date

Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

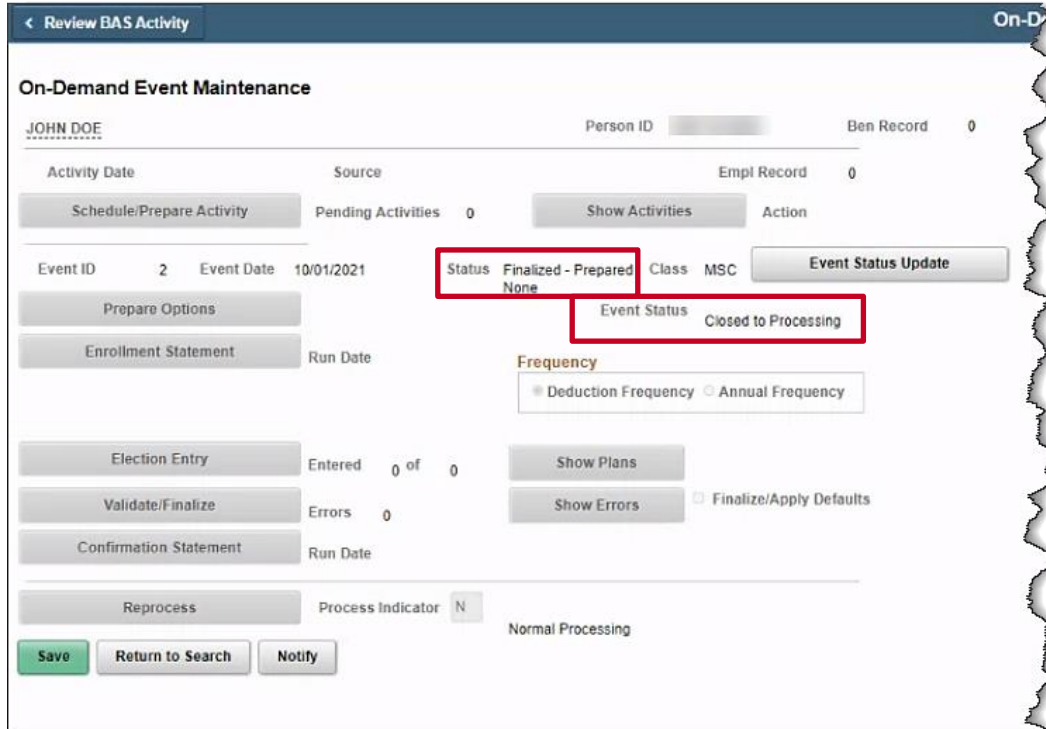
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

4. Click the **Schedule/Prepare Activity** button.

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



Review BAS Activity **On-D**

On-Demand Event Maintenance

JOHN DOE Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 10/01/2021 **Status Finalized - Prepared None** Class MSC Event Status Update

Prepare Options **Event Status Closed to Processing**

Enrollment Statement Run Date

Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

Note: the MSC event automatically gets a Status of **Finalized-Prepared None** and an Event Status of **Closed to Processing** by Cardinal. No further action is necessary by the BA.

Unpaid Leave of Absence (LOA event)

Once the HR Administrator places the employee in an unpaid leave of absence, Cardinal creates an LOA benefit event that remains open for 30 days. The BA will communicate with the employee and determine if a change in coverage is needed. An employee may elect to waive coverage or reduce the number of covered dependents under the same plan at the start of a leave without pay (LWOP) if it is requested within the 60-day qualifying midyear event window.

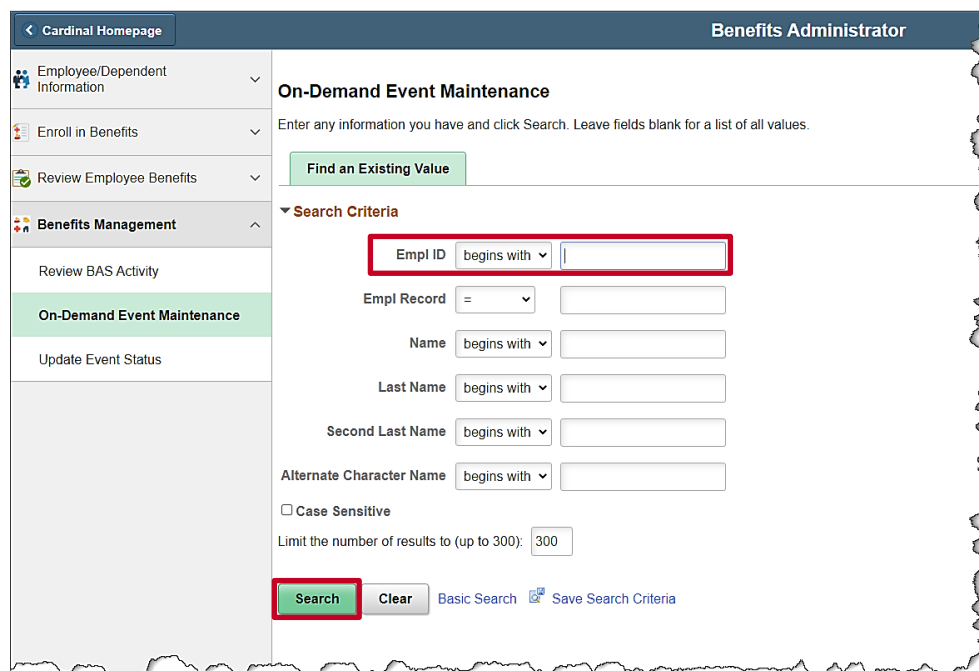
LOA Event – No coverage changes

If the employee's elections are staying the same complete the following steps:

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

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

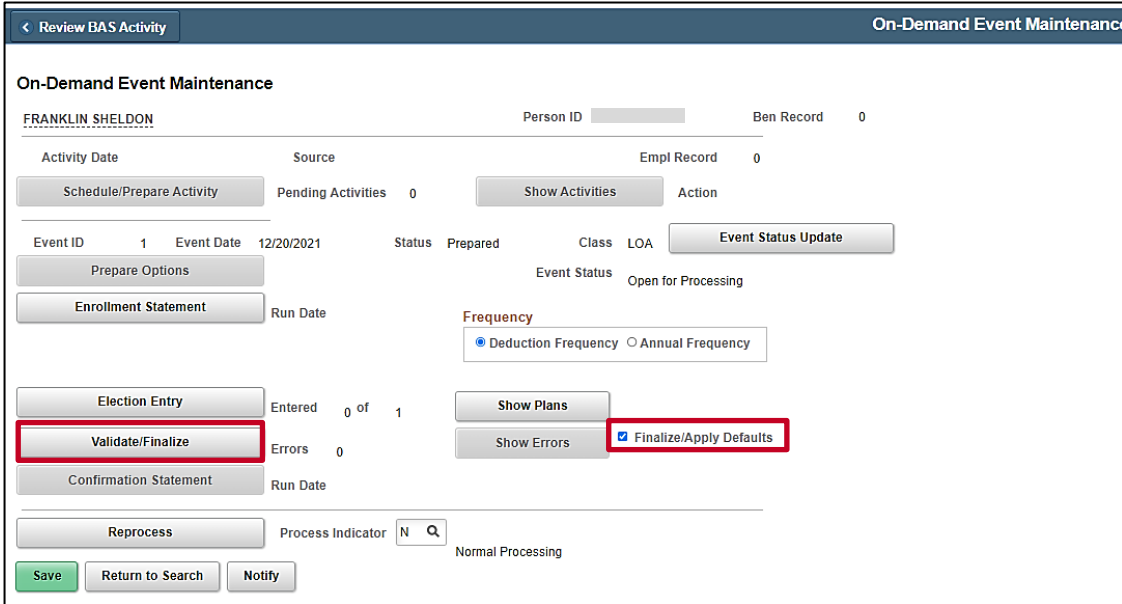
The **On-Demand Event Maintenance** Search Page displays.



The screenshot shows the 'On-Demand Event Maintenance' search page. The left sidebar contains navigation options: Employee/Dependent Information, Enroll in Benefits, Review Employee Benefits, Benefits Management (expanded), Review BAS Activity, On-Demand Event Maintenance (highlighted), and Update Event Status. The main content area is titled 'On-Demand Event Maintenance' and includes a 'Find an Existing Value' button. Below this is the 'Search Criteria' section with the following fields: Empl ID (beginning with dropdown and input field, highlighted with a red box), Empl Record (dropdown and input field), Name (beginning with dropdown and input field), Last Name (beginning with dropdown and input field), Second Last Name (beginning with dropdown and input field), and Alternate Character Name (beginning with dropdown and input field). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. At the bottom, there are 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

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

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



On-Demand Event Maintenance

FRANKLIN SHELDON Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 1 Event Date 12/20/2021 Status Prepared Class LOA Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 0 of 1 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

4. Check the **Finalize/Apply Defaults** checkbox.
5. Click the **Validate/Finalize** button.

Note: No action is required from the BA except for finalizing the benefit event.

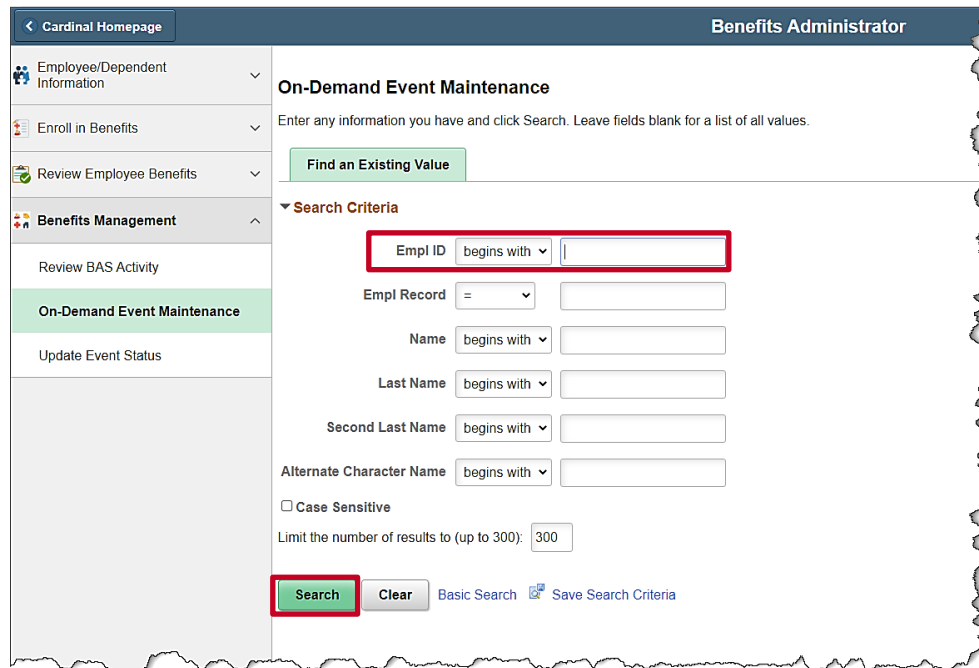
LOA Event – Change in coverage

If coverage is changing for the employee complete the following steps:

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

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

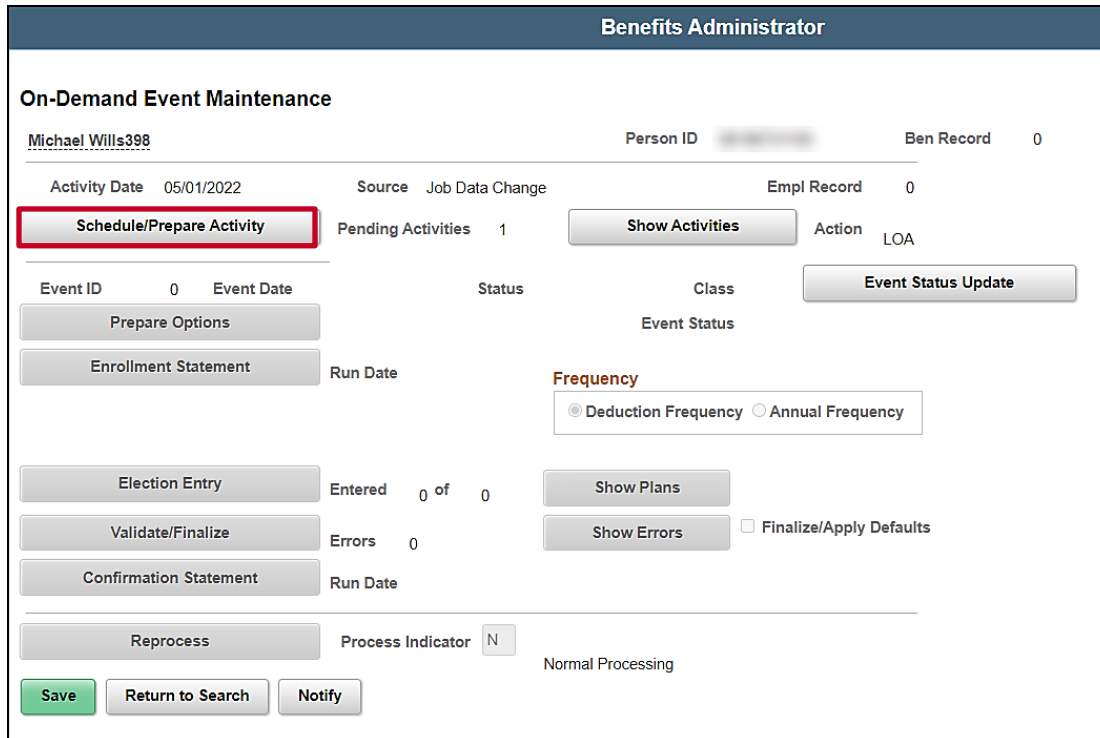
The **On-Demand Event Maintenance** Search Page displays.



The screenshot shows the 'On-Demand Event Maintenance' search page. On the left is a navigation menu with 'On-Demand Event Maintenance' highlighted. The main content area has a search criteria form. A red box highlights the 'Empl ID' dropdown menu and its corresponding text input field. Another red box highlights the 'Search' button at the bottom of the form. The form includes fields for 'Empl ID', 'Empl Record', 'Name', 'Last Name', 'Second Last Name', and 'Alternate Character Name', each with a 'begins with' dropdown. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to 300. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are at the bottom.

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

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date 05/01/2022 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 **Show Activities** Action LOA

Event ID 0 Event Date Status Class **Event Status Update**

Prepare Options Event Status

Enrollment Statement Run Date

Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 **Show Plans**

Validate/Finalize Errors 0 **Show Errors** Finalize/Apply Defaults

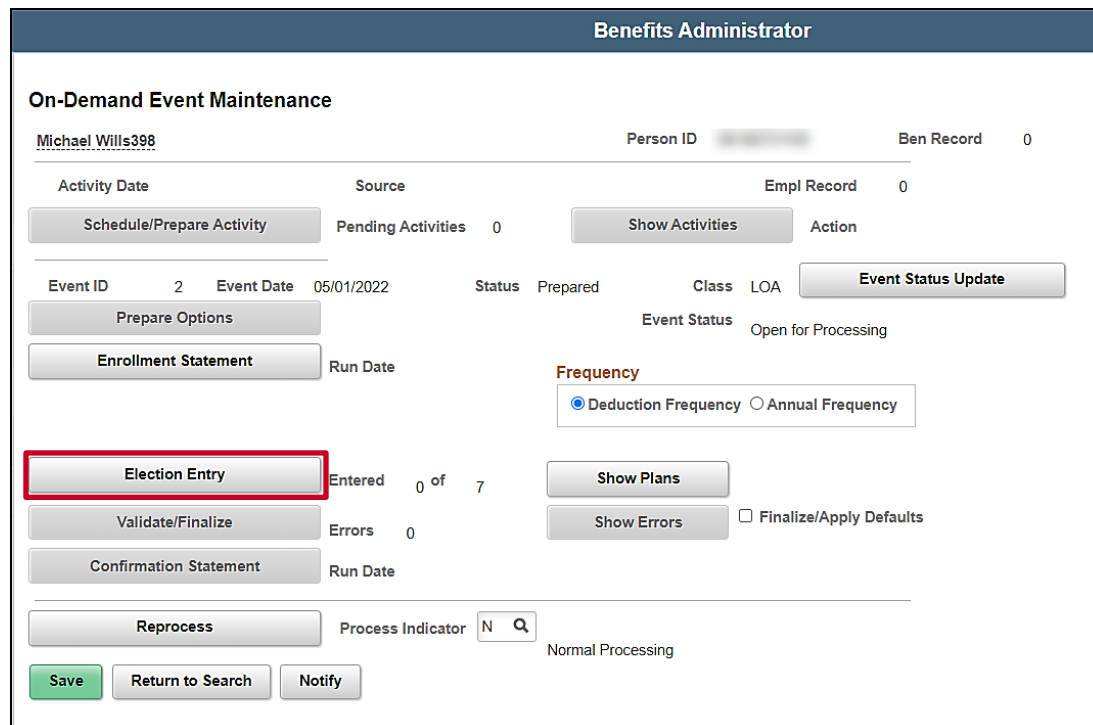
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save **Return to Search** **Notify**

- Click on the **Schedule/Prepare Activity** button. If BenAdmin has already run, skip this step.

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 **Show Activities** Action

Event ID 2 Event Date 05/01/2022 Status Prepared Class LOA **Event Status Update**

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 7 **Show Plans**

Validate/Finalize Errors 0 **Show Errors** Finalize/Apply Defaults

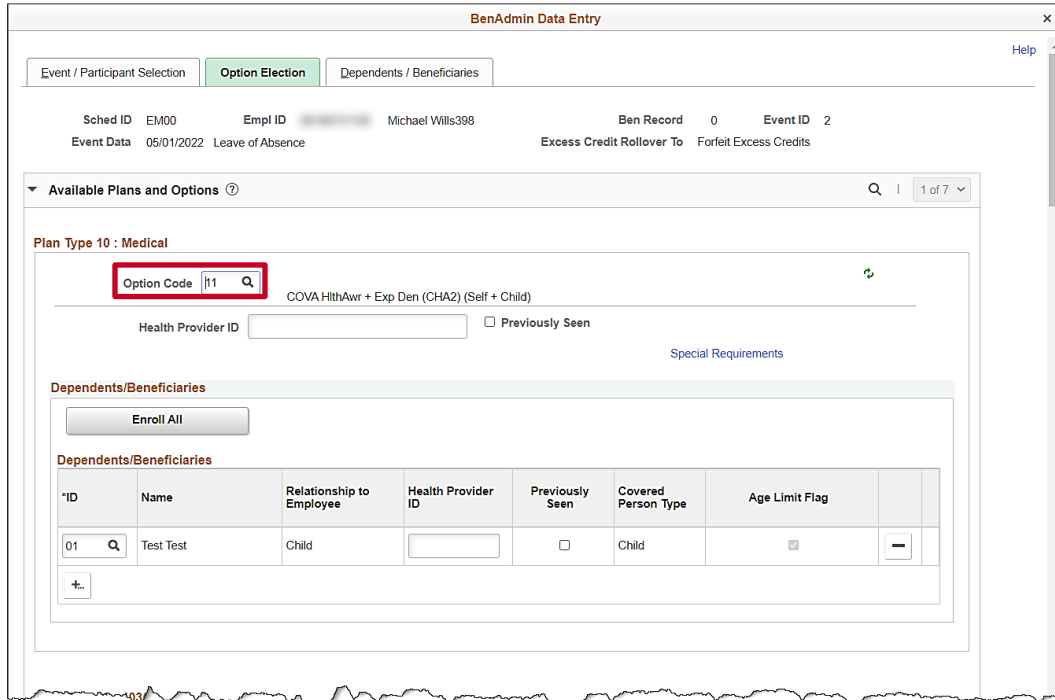
Confirmation Statement Run Date

Reprocess Process Indicator N **Q** Normal Processing

Save **Return to Search** **Notify**

5. Click the **Election Entry** button.

The **Option Election** page displays.



BenAdmin Data Entry

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Sched ID EM00 Empl ID Michael Wills398 Ben Record 0 Event ID 2
 Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code 11

COVA HlthAwrr + Exp Den (CHA2) (Self + Child)

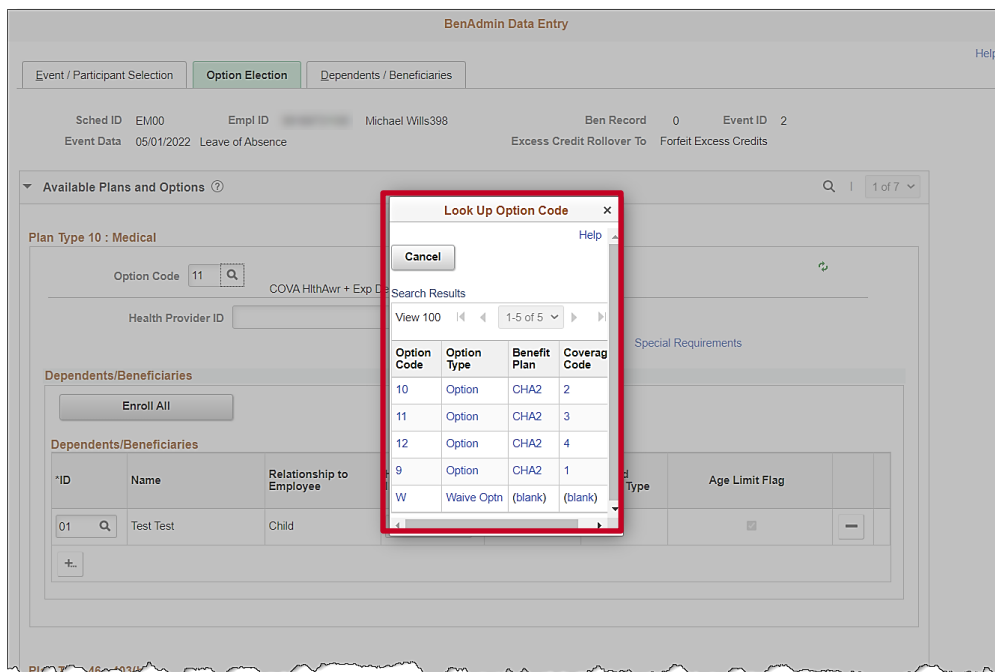
Health Provider ID Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.

The **Look Up** pop-up window displays.



BenAdmin Data Entry

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Sched ID EM00 Empl ID Michael Wills398 Ben Record 0 Event ID 2
 Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code 11

COVA HlthAwrr + Exp Den

Health Provider ID Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

Look Up Option Code

[Help](#)

Search Results

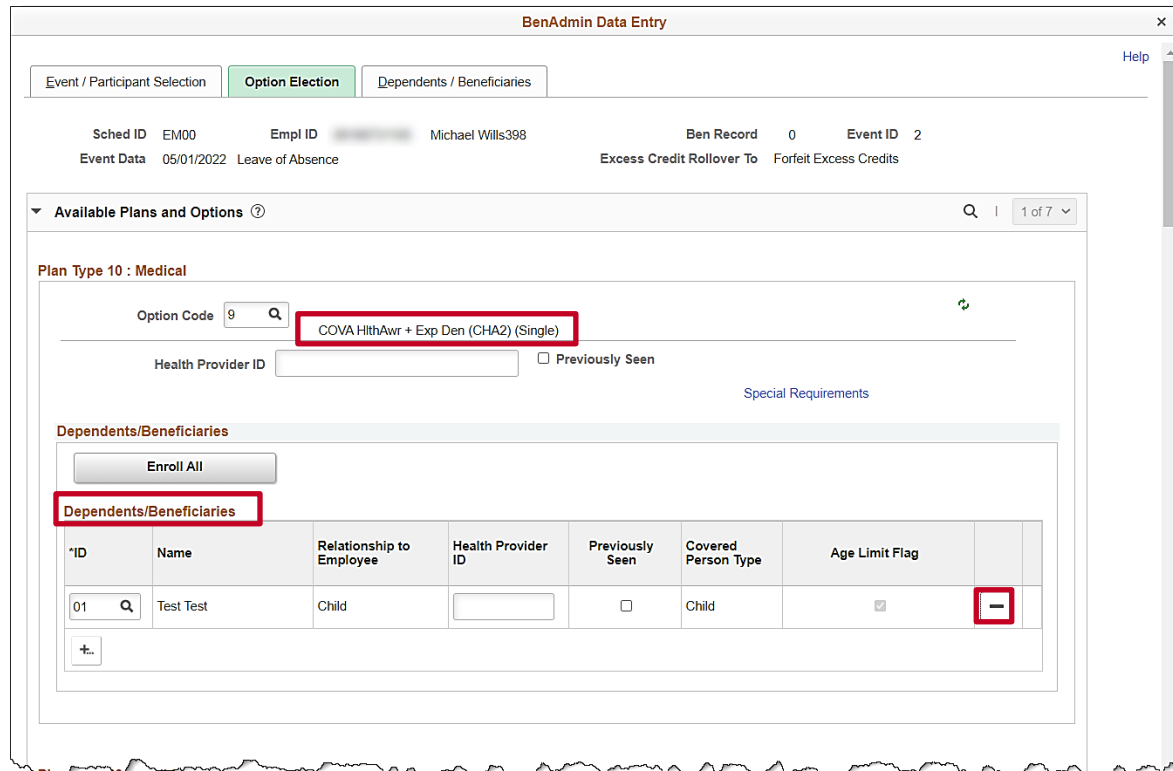
View 100 1-5 of 5

Option Code	Option Type	Benefit Plan	Coverag Code
10	Option	CHA2	2
11	Option	CHA2	3
12	Option	CHA2	4
9	Option	CHA2	1
W	Waive Optn	(blank)	(blank)

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7. Select a new coverage code under the same **Medical Plan** for the employee.

The **Option Election** tab refreshes.



BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID [REDACTED] Michael Wills398 Ben Record 0 Event ID 2
 Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code 9 **COVA HlthAwr + Exp Den (CHA2) (Single)**

Health Provider ID Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

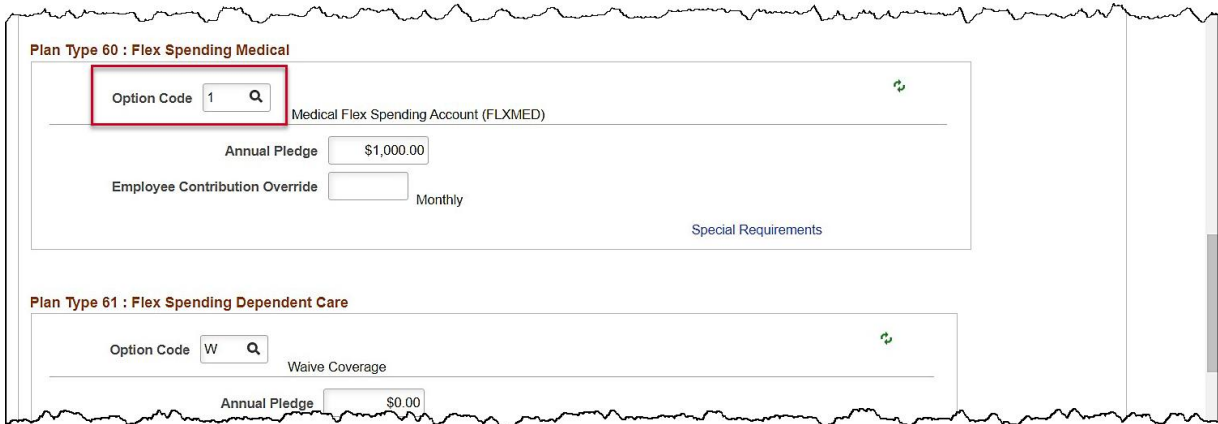
ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-

8. Click the “-“ next to the dependent listed. Since the employee reduced coverage to **Single**, by selecting a coverage code of **1**, the BA must also remove the dependent from coverage.

Note: If the employee does not want to change their FSA elections skip to Step 15.

9. Scroll down to the **Flexible Spending Medical** section.

The **Flexible Spending Medical** plan section displays.



Plan Type 60 : Flex Spending Medical

Option Code

Medical Flex Spending Account (FLXMED)

Annual Pledge

Employee Contribution Override Monthly

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code

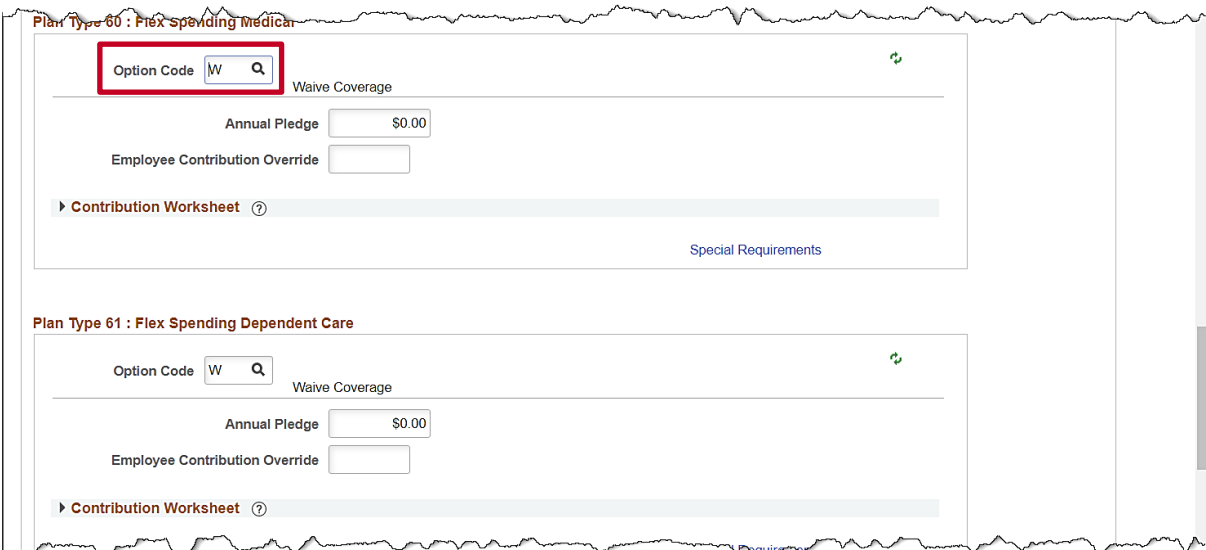
Waive Coverage

Annual Pledge

10. Click on the magnifying glass next to **Option Code** under **Plan Type 60: Flexible Spending Medical**.
11. Click **Waive**.

Note: The employee can either elect a lower amount of annual pledge than the current election or choose to waive the FSA amount.

The **Option Election** page refreshes.



Plan Type 60 : Flex Spending Medical

Option Code Waive Coverage

Annual Pledge

Employee Contribution Override

▶ Contribution Worksheet ⓘ

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code Waive Coverage

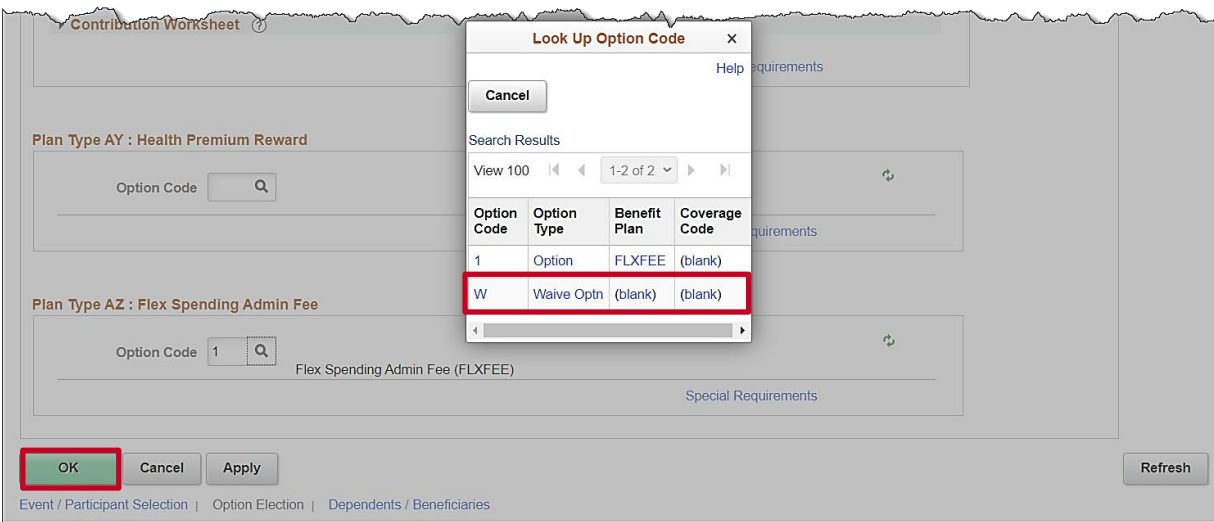
Annual Pledge

Employee Contribution Override

▶ Contribution Worksheet ⓘ

12. Scroll down to the **Flex Spending Admin Fee** section.

The **Flex Spending Admin Fee** section displays.



Contribution Worksheet ⓘ

Plan Type AY : Health Premium Reward

Option Code

Plan Type AZ : Flex Spending Admin Fee

Option Code Flex Spending Admin Fee (FLXFEE)

Special Requirements

Look Up Option Code X

[Help](#) [Requirements](#)

Search Results

View 100 | 1-2 of 2

Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	FLXFEE	(blank)
W	Waive Optn	(blank)	(blank)

Event / Participant Selection | Option Election | Dependents / Beneficiaries

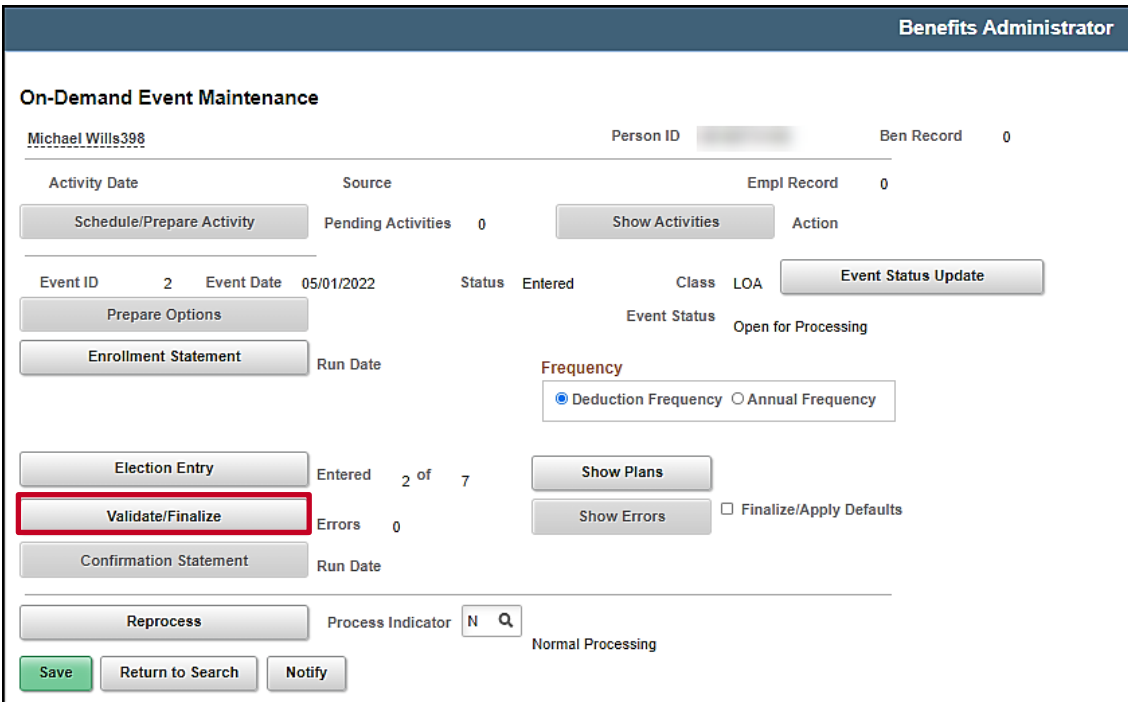
13. Click on the magnifying glass next to **Option Code** under **Plan Type AZ: Flex Spending Admin Fee**.

14. Click **W** or **Waive Optn**.

15. Click the **OK** button.

BN361 Managing Leave of Absence

The On-Demand Event Maintenance page displays.



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 Status Entered Class LOA Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 2 of 7 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

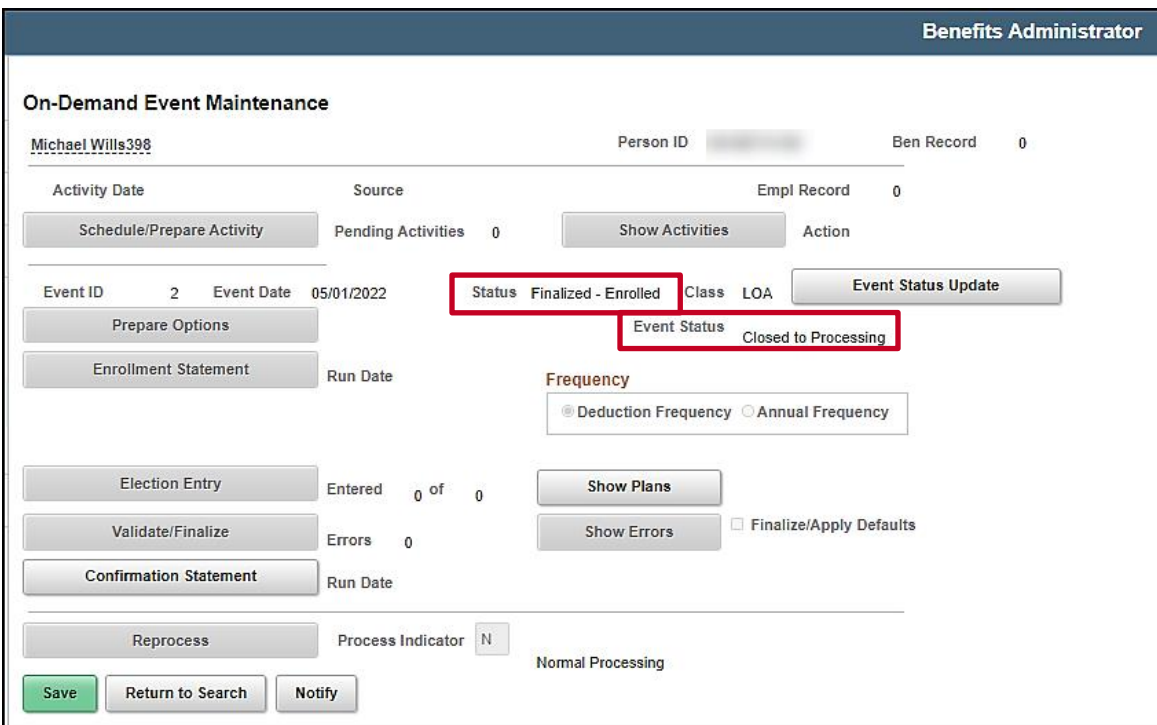
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

16. Click on the **Validate Finalize** button.

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 Status Finalized - Enrolled Class LOA Event Status Update

Prepare Options Event Status Closed to Processing

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

Note: The **Status** is now Finalized/Enrolled, and the **Event Status** is Closed for Processing.

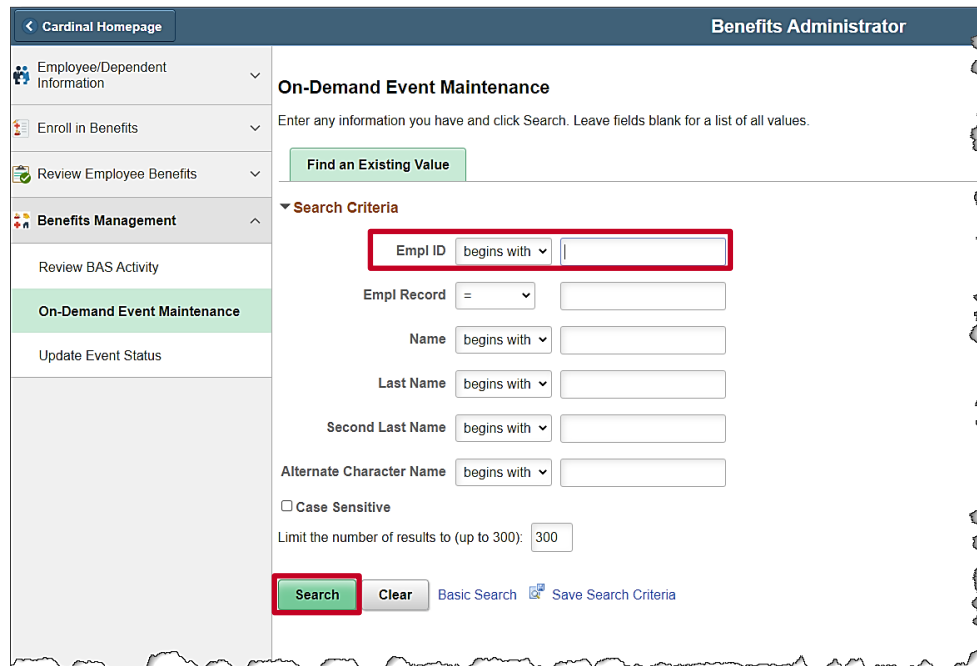
LOA Event – Waive coverage

If the employee is waiving coverage during their unpaid leave of absence, the BA must go into the LOA benefit event and waive coverage manually by completing the following steps:

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** Search Page displays.

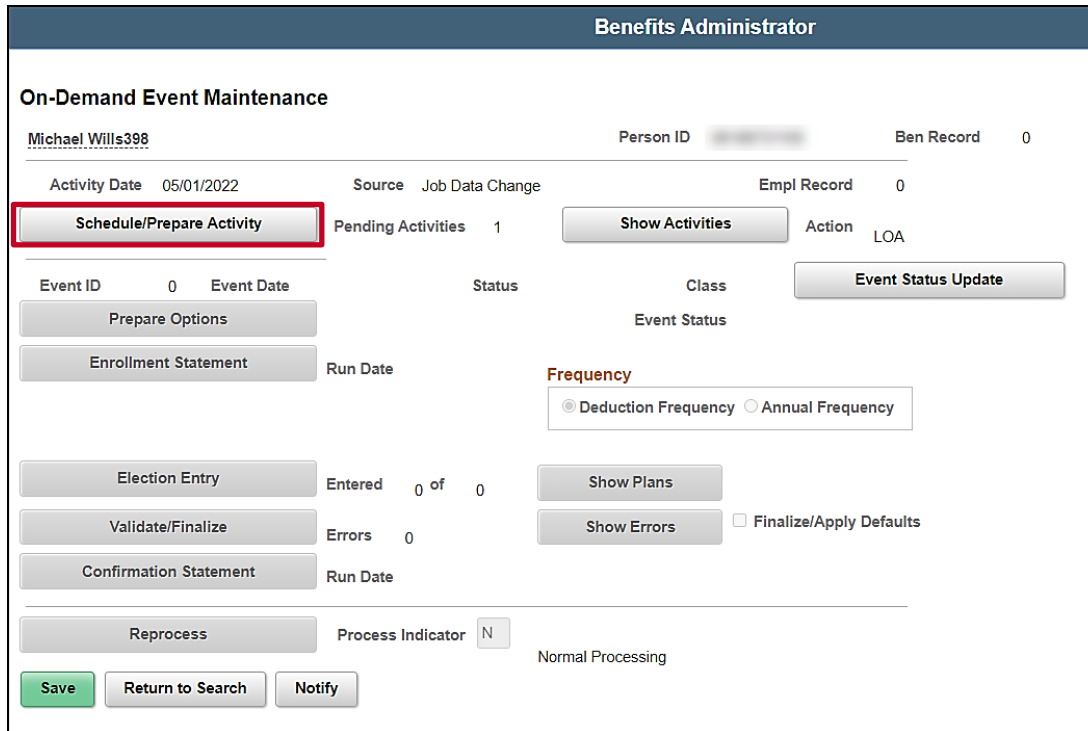


The screenshot shows the 'On-Demand Event Maintenance' search page. The left sidebar contains navigation options: 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management' (expanded), 'Review BAS Activity', 'On-Demand Event Maintenance' (selected), and 'Update Event Status'. The main content area is titled 'On-Demand Event Maintenance' and includes a 'Find an Existing Value' button. Below this is the 'Search Criteria' section with the following fields: 'Empl ID' (beginning with a dropdown and a text input, highlighted with a red box), 'Empl Record' (operator dropdown and text input), 'Name' (beginning with dropdown and text input), 'Last Name' (beginning with dropdown and text input), 'Second Last Name' (beginning with dropdown and text input), and 'Alternate Character Name' (beginning with dropdown and text input). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to 300. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

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

BN361 Managing Leave of Absence

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date 05/01/2022 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 Show Activities Action LOA

Event ID 0 Event Date Status Class Event Status Update

Prepare Options

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

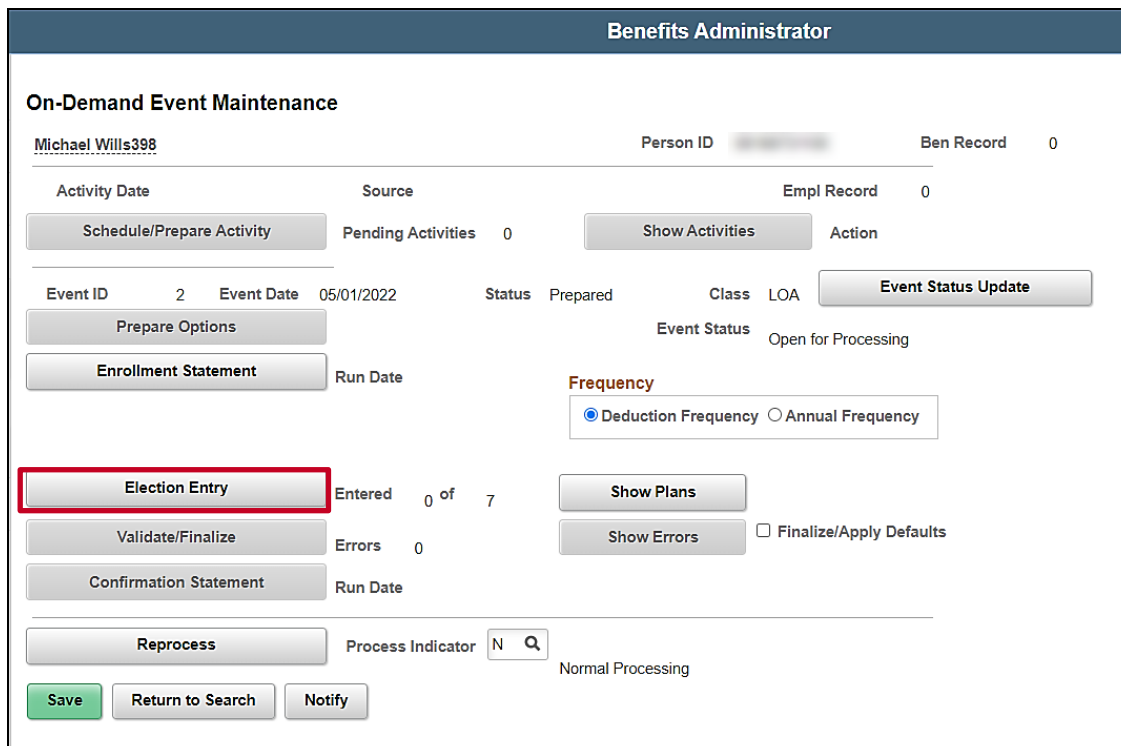
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

- Click on the **Schedule/Prepare Activity** button. If BenAdmin has already run, skip this step.

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 Status Prepared Class LOA Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 0 of 7 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

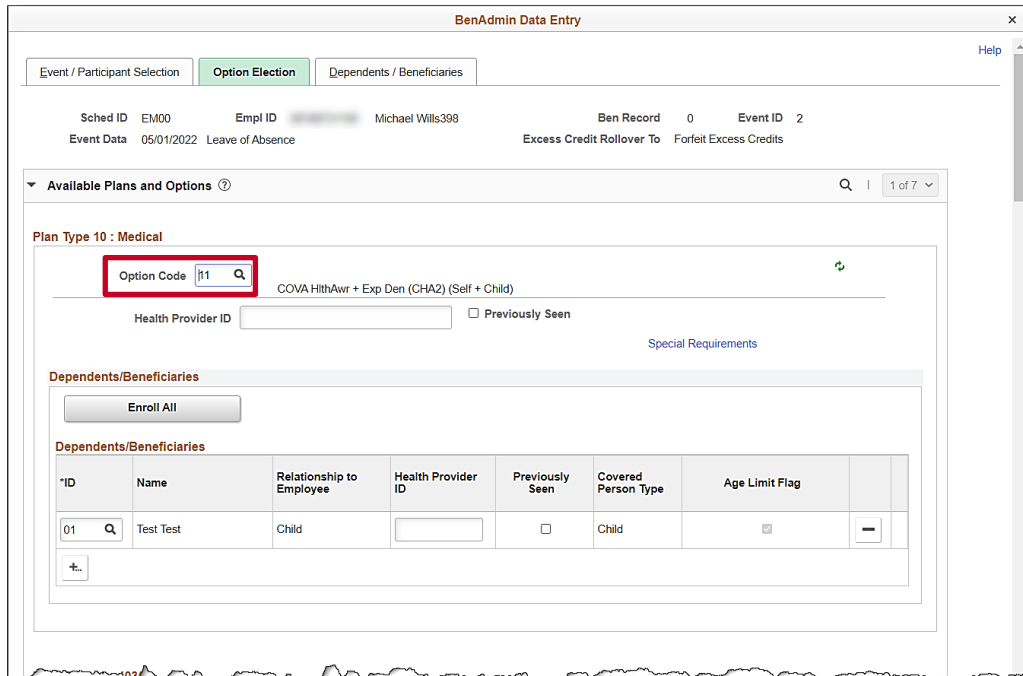
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

5. Click the **Election Entry** button.

The **Option Election** page displays.



BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Michael Wills398 Ben Record 0 Event ID 2
 Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code 11 COVA HlthAwr + Exp Den (CHA2) (Self + Child)

Health Provider ID Previously Seen

Special Requirements

Dependents/Beneficiaries

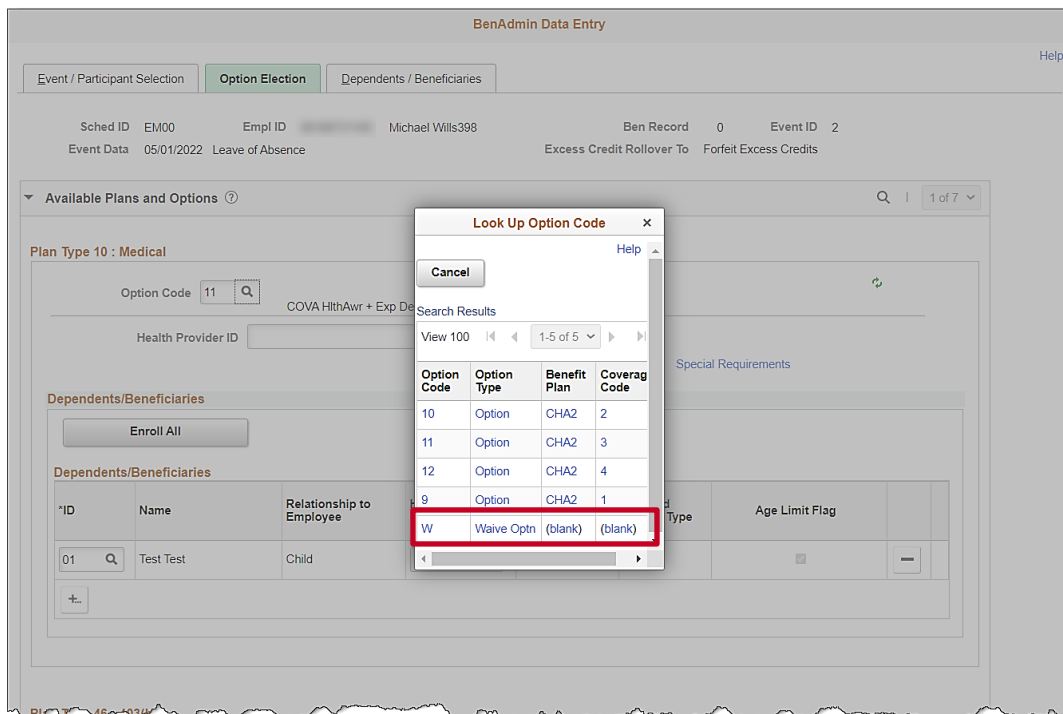
Enroll All

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

6. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.

The **Look Up Option Code** pop-up window appears.



BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Michael Wills398 Ben Record 0 Event ID 2
 Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 7

Plan Type 10 : Medical

Option Code 11 COVA HlthAwr + Exp Den (CHA2) (Self + Child)

Health Provider ID Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

Look Up Option Code

Cancel

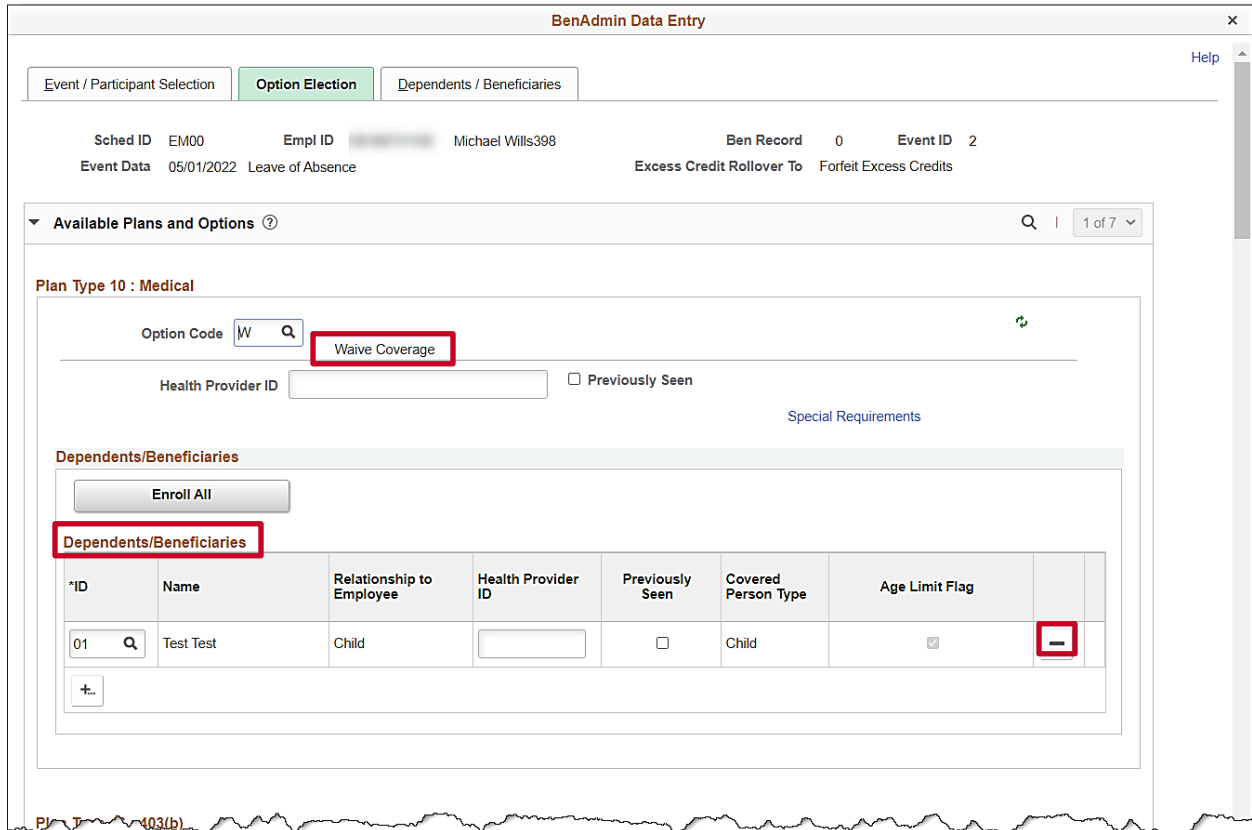
Search Results

View 100 1-5 of 5

Option Code	Option Type	Benefit Plan	Coverag Code
10	Option	CHA2	2
11	Option	CHA2	3
12	Option	CHA2	4
9	Option	CHA2	1
W	Waive Optn	(blank)	(blank)

7. Click **W** or **Waive Optn** to waive medical plan elections.

The **Option Election** tab refreshes.



BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID [REDACTED] Michael Wills398 Ben Record 0 Event ID 2
 Event Data 05/01/2022 Leave of Absence Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options ② 1 of 7

Plan Type 10 : Medical

Option Code **Waive Coverage**

Health Provider ID Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

Dependents/Beneficiaries

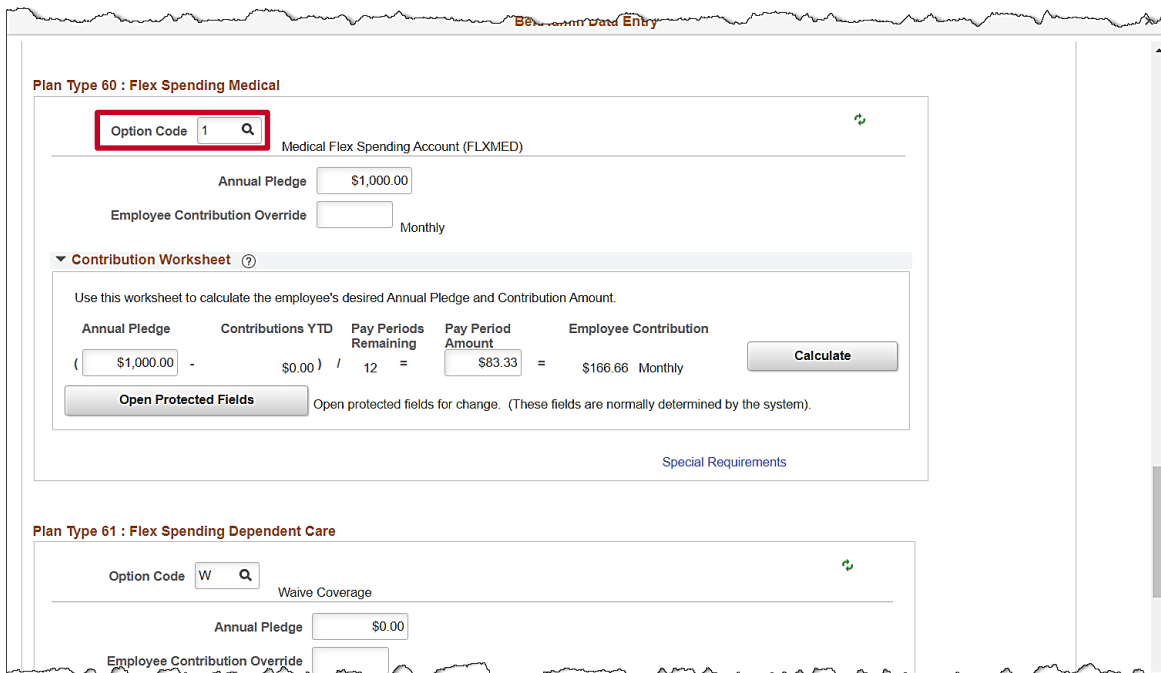
*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01 <input type="button" value="Q"/>	Test Test	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<input type="button" value="+"/>							

PI/T-403(b)

8. Click the “-” next to the dependent listed. Since the employee **Waved** coverage, the BA must also remove the dependent from coverage.

9. Scroll down to the **Flex Spending Medical** section.

The **Flex Spending Medical** section displays.



Plan Type 60 : Flex Spending Medical

Option Code

Medical Flex Spending Account (FLXMED)

Annual Pledge

Employee Contribution Override Monthly

Contribution Worksheet

Use this worksheet to calculate the employee's desired Annual Pledge and Contribution Amount.

Annual Pledge	Contributions YTD	Pay Periods Remaining	Pay Period Amount	Employee Contribution
(<input type="text" value="\$1,000.00"/> - <input type="text" value="\$0.00"/>) / 12 =			<input type="text" value="\$83.33"/>	= \$166.66 Monthly

Open protected fields for change. (These fields are normally determined by the system).

[Special Requirements](#)

Plan Type 61 : Flex Spending Dependent Care

Option Code

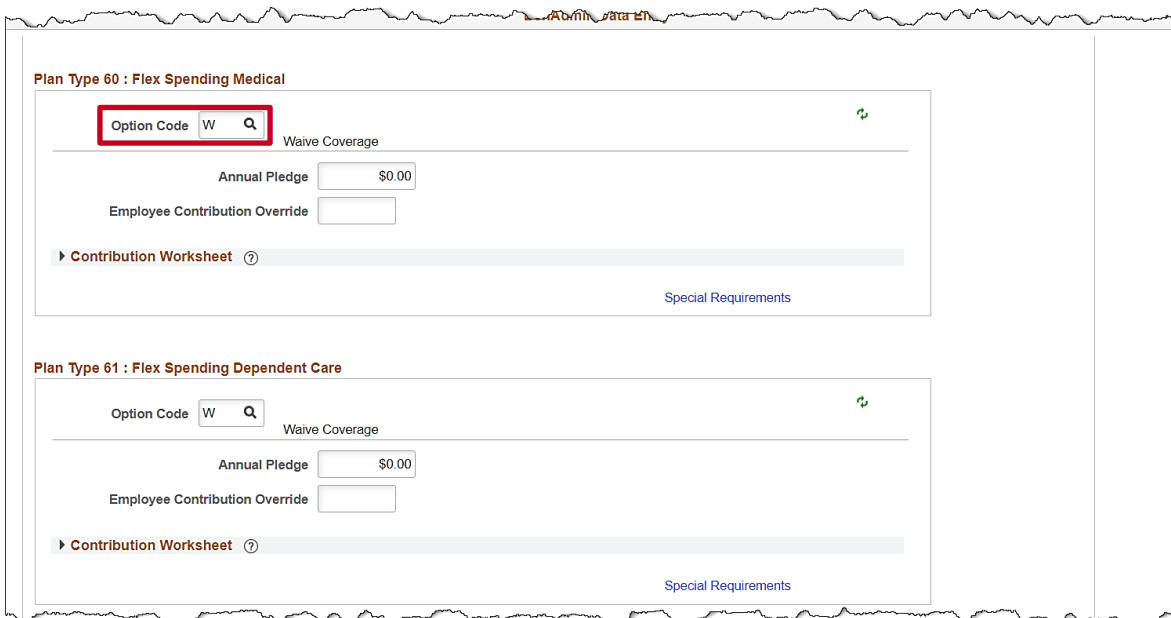
Waive Coverage

Annual Pledge

Employee Contribution Override

10. Click on the magnifying glass next to **Option Code** under **Plan Type 60: Flexible Spending Medical**.

11. Click **W** or **Waive Optn**.



Plan Type 60 : Flex Spending Medical

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

Contribution Worksheet

[Special Requirements](#)

Plan Type 61 : Flex Spending Dependent Care

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

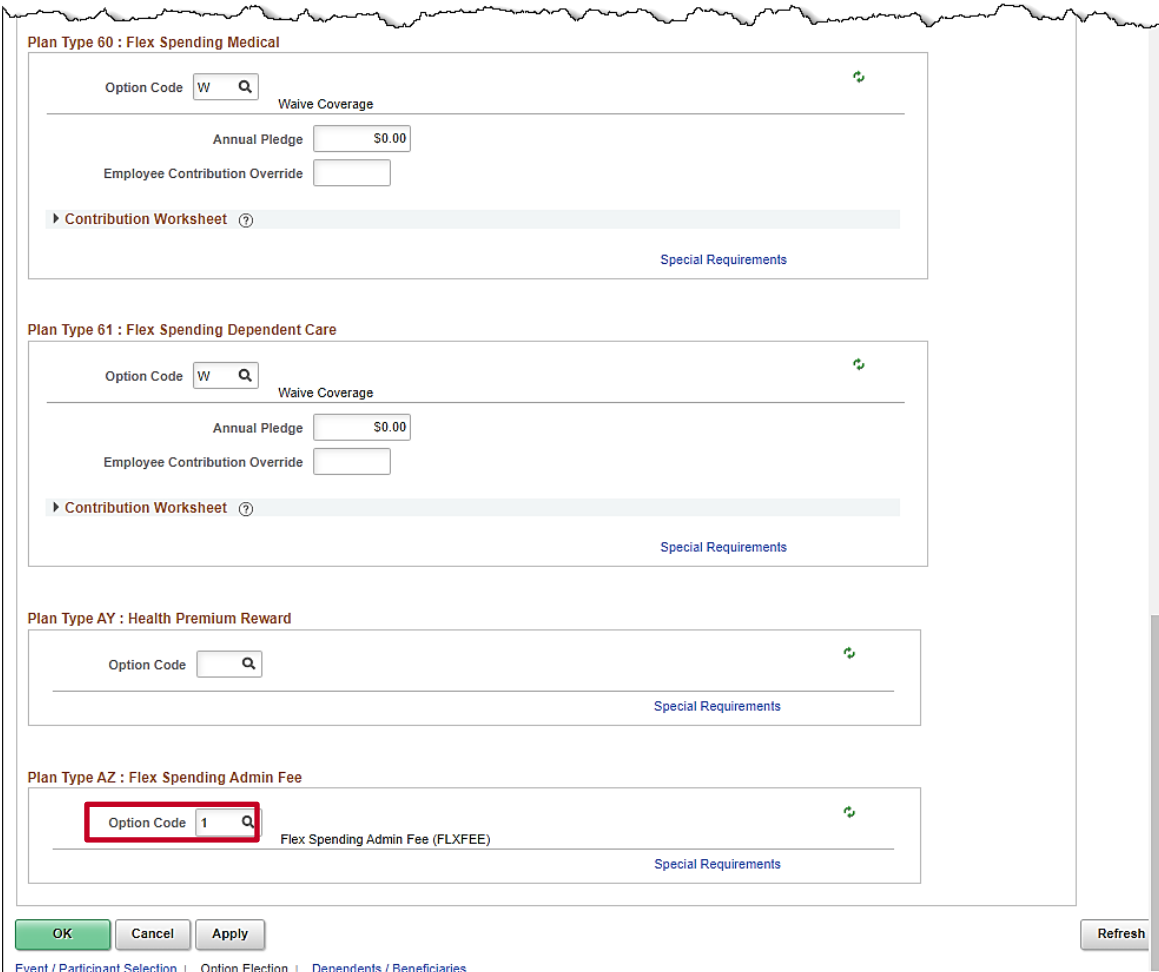
Contribution Worksheet

[Special Requirements](#)

Note: If the employee has an Annual Pledge amount for **Flex Spending Dependent Care**, elect **W** or **Waive Optn** by clicking on the magnifying glass next to **Option Code**.

12. Scroll down to the **Flex Spending Admin Fee** section.

The **Flex Spending Admin** fee section displays.



The screenshot shows a web interface with four plan type sections. The first two are 'Plan Type 60 : Flex Spending Medical' and 'Plan Type 61 : Flex Spending Dependent Care', both with 'Option Code' set to 'W'. The third is 'Plan Type AY : Health Premium Reward' with an empty 'Option Code' field. The fourth is 'Plan Type AZ : Flex Spending Admin Fee', where the 'Option Code' field contains the value '1' and is highlighted with a red box. Below the sections are 'OK', 'Cancel', and 'Apply' buttons, and a 'Refresh' button on the right.

13. Click on the magnifying glass next to **Option Code** under **Plan Type AZ: Flex Spending Admin Fee**.

14. Click **W** or **Waive Optn**.

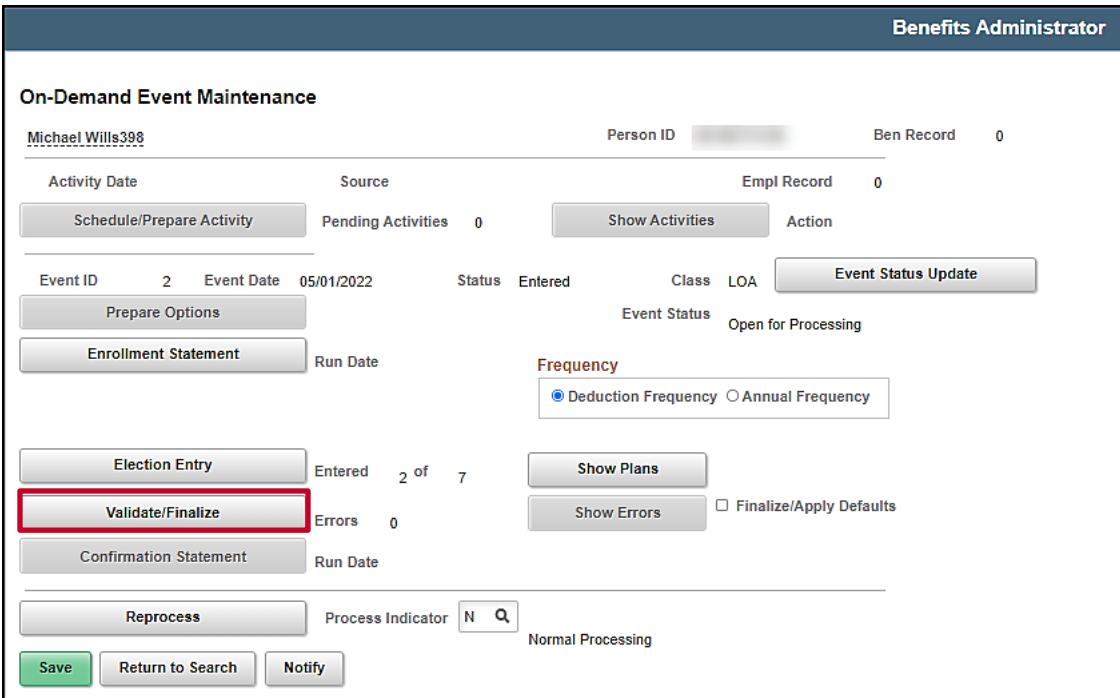
The **Flex Spending Admin Fee** section refreshes.



The screenshot shows the same web interface as before, but the 'Option Code' field under 'Plan Type AZ : Flex Spending Admin Fee' now contains the value 'W' and is highlighted with a red box. The 'OK', 'Cancel', and 'Apply' buttons are also visible, with the 'OK' button highlighted with a red box.

15. Click the **OK** button.

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 Status Entered Class LOA Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 2 of 7 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

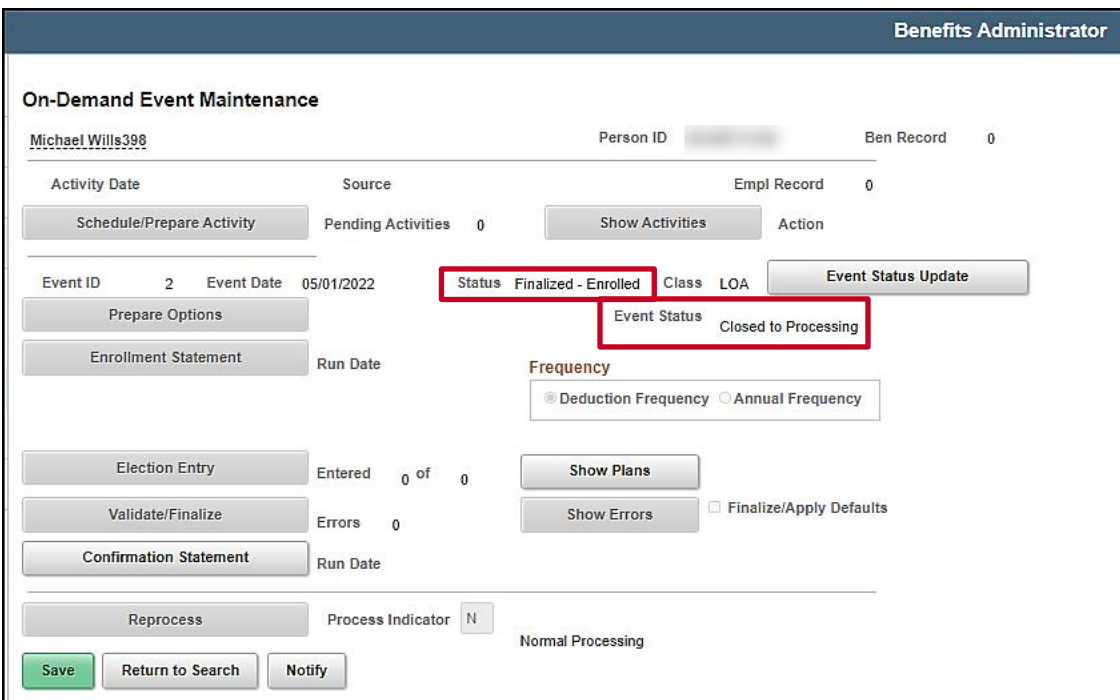
Confirmation Statement Run Date

Reprocess Process Indicator N Q Normal Processing

Save Return to Search Notify

16. Click on the **Validate Finalize** button.

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



Benefits Administrator

On-Demand Event Maintenance

Michael Wills398 Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 05/01/2022 **Status Finalized - Enrolled** Class LOA Event Status Update

Prepare Options **Event Status Closed to Processing**

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

Note: The **Status** is now Finalized/Enrolled, and the **Event Status** is Closed for Processing.

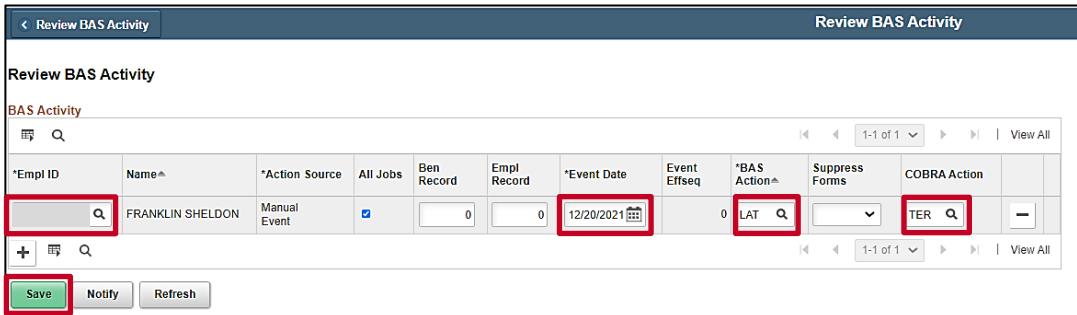
Unpaid Leave of Absence (LAT event)

After the employee initially goes out on unpaid leave of absence, and an update to coverage is needed (e.g., terminate coverage), the BA will need to create an LAT manual event.

1. Navigate to the **Review BAS Activity** page using the following path:

Benefits Administrator tile > Benefits Management > Review BAS Activity

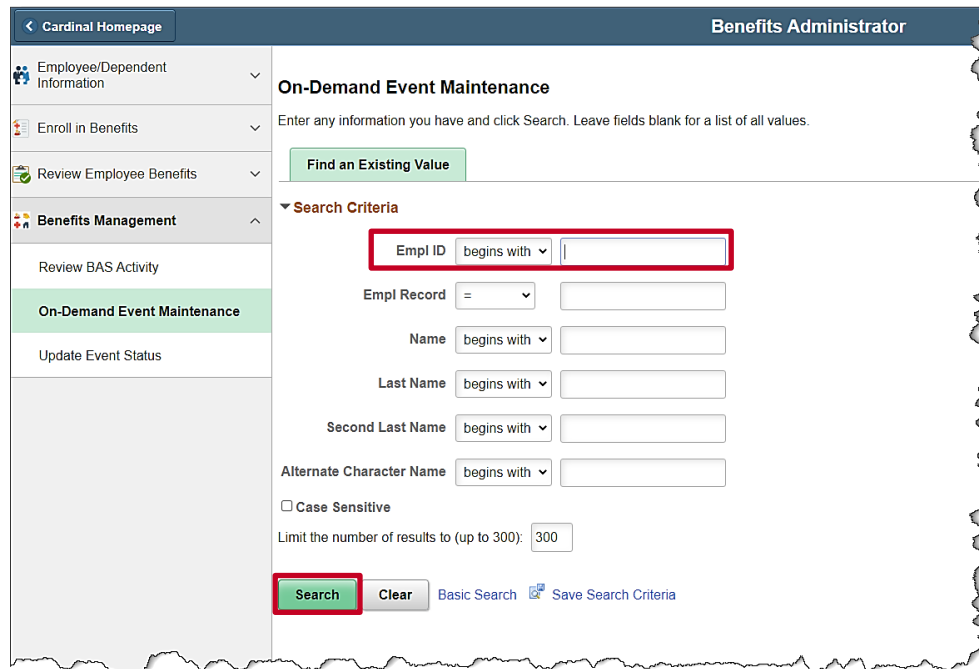
The **Review BAS Activity** page displays.



*Empl ID	Name	*Action Source	All Jobs	Ben Record	Empl Record	*Event Date	Event Effseq	*BAS Action	Suppress Forms	COBRA Action
	FRANKLIN SHELDON	Manual Event	<input checked="" type="checkbox"/>	0	0	12/20/2021	0	LAT		TER

2. Click the “+” button.
3. Enter the **Employee ID** in the **Empl ID** field.
4. Enter the **Event Date**.
5. Enter **LAT** in the **BAS Action** field.
6. Enter **TER** in the **COBRA Action** field.
7. Click **Save**.
8. Navigate to the **On-Demand Event Maintenance** page using the following path:
Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance

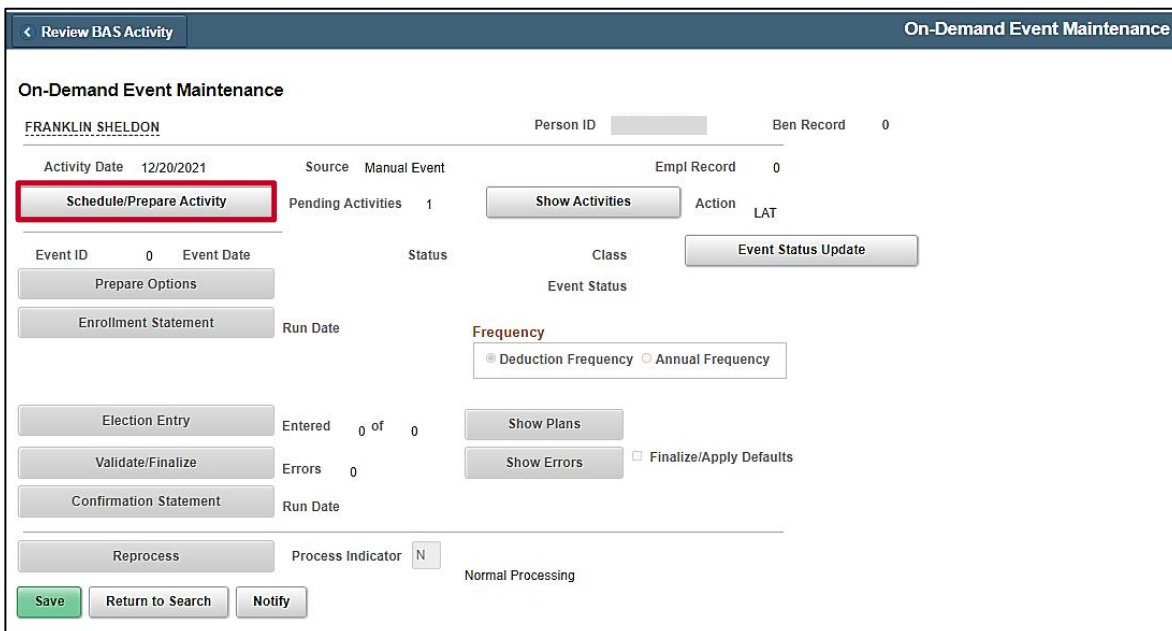
The **On-Demand Event Maintenance** Search Page appears.



9. Enter the **Empl ID**.

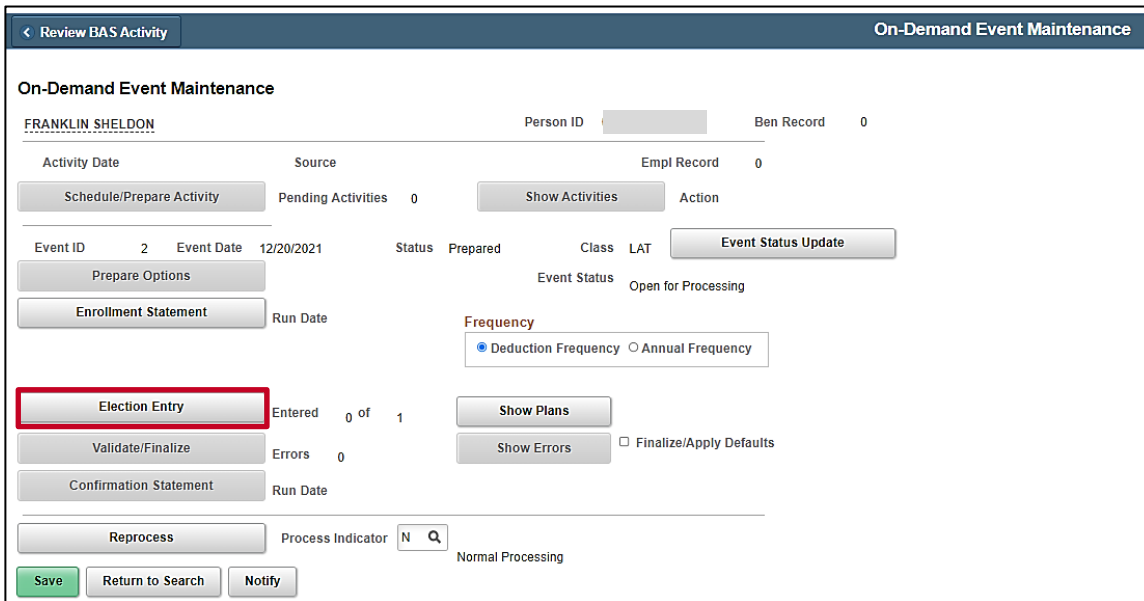
10. Click **Search**.

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



11. Click **Schedule/Prepare Activity** button.

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



On-Demand Event Maintenance

FRANKLIN SHELDON Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 2 Event Date 12/20/2021 Status Prepared Class LAT Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency
 Deduction Frequency Annual Frequency

Election Entry Entered 0 of 1 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

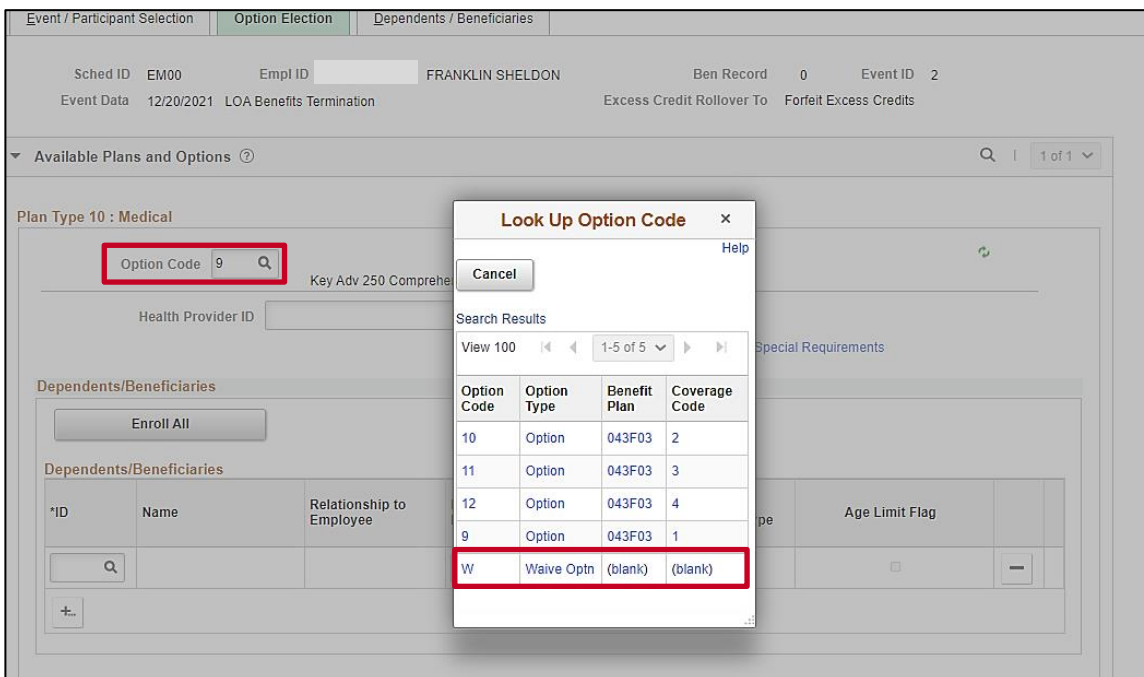
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

12. Click the **Election Entry** button.

The **Option Election** page appears.



Event / Participant Selection Option Election Dependents / Beneficiaries

Sched ID EM00 Empl ID [redacted] FRANKLIN SHELDON Ben Record 0 Event ID 2

Event Data 12/20/2021 LOA Benefits Termination Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options ②

Plan Type 10 : Medical

Option Code 9

Health Provider ID

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

*ID Name Relationship to Employee

Look Up Option Code

Cancel Help

Search Results

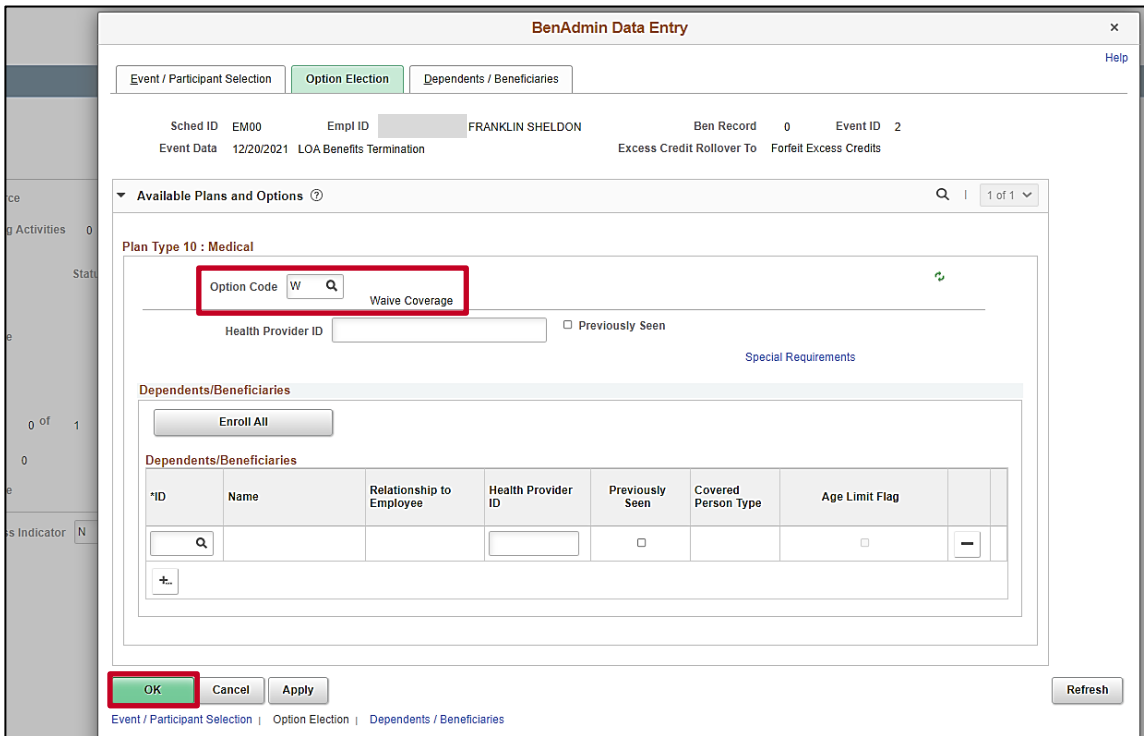
View 100 1-5 of 5

Option Code	Option Type	Benefit Plan	Coverage Code
10	Option	043F03	2
11	Option	043F03	3
12	Option	043F03	4
9	Option	043F03	1
W	Waive Optn	(blank)	(blank)

13. Click on the magnifying glass next to **Plan Type 10: Medical Option Code**.

14. Select **W** or **Waive Optn**.

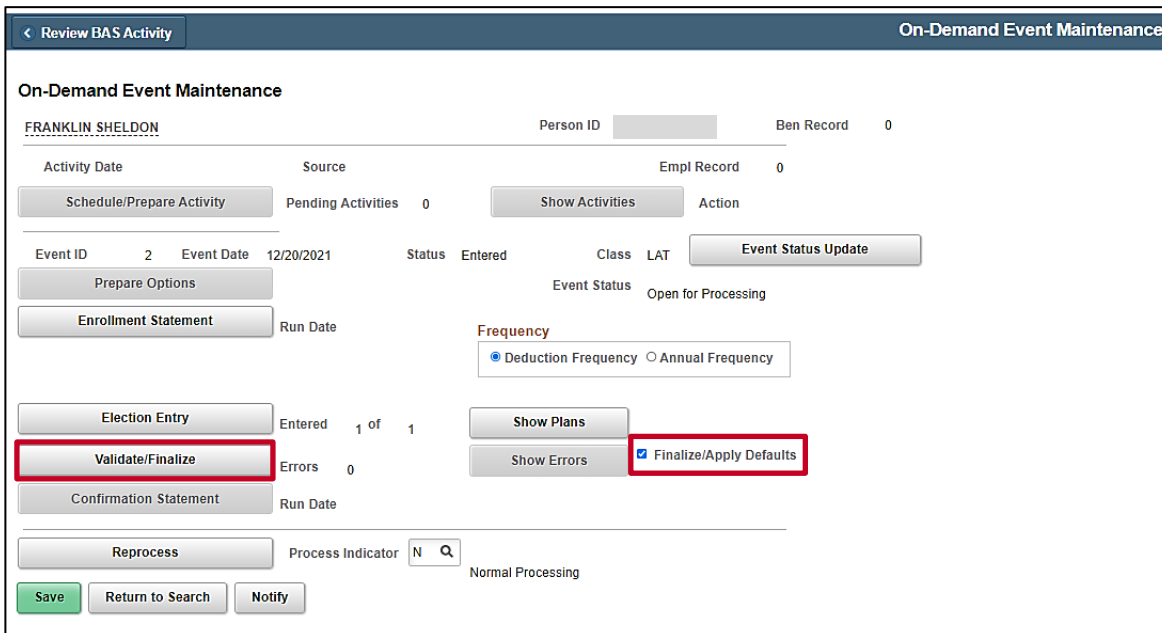
The **Option Election** page refreshes.



The screenshot shows the 'BenAdmin Data Entry' window with the 'Option Election' tab selected. The 'Available Plans and Options' section is expanded to show 'Plan Type 10 : Medical'. Within this section, the 'Option Code' field contains the value 'W' and is highlighted with a red box. Below this, there are fields for 'Health Provider ID' and a 'Previously Seen' checkbox. The 'Dependents/Beneficiaries' section includes an 'Enroll All' button and a table with columns for ID, Name, Relationship to Employee, Health Provider ID, Previously Seen, Covered Person Type, and Age Limit Flag. At the bottom of the window, the 'OK' button is highlighted with a red box, along with 'Cancel' and 'Apply' buttons. A 'Refresh' button is also visible in the bottom right corner.

15. Click **OK**.

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



The screenshot shows the 'On-Demand Event Maintenance' page for FRANKLIN SHELDON. The page displays various activity details and buttons for managing the event. The 'Event ID' is 2, the 'Event Date' is 12/20/2021, and the 'Status' is 'Entered'. The 'Event Status' is 'Open for Processing'. The 'Frequency' is set to 'Deduction Frequency'. The 'Validate/Finalize' button is highlighted with a red box. The 'Finalize/Apply Defaults' checkbox is checked and also highlighted with a red box. Other buttons include 'Schedule/Prepare Activity', 'Show Activities', 'Event Status Update', 'Prepare Options', 'Enrollment Statement', 'Election Entry', 'Confirmation Statement', 'Reprocess', 'Save', 'Return to Search', and 'Notify'.

16. Check the **Finalize/Apply Defaults** checkbox.

17. Click the **Validate/Finalize** button.

Returning from Leave (RFL event)

Once the HR Administrator completes the job data transaction to return the employee from (paid or unpaid) leave, Cardinal will automatically create an RFL benefit event. The RFL event can be completed by the employee through Employee Self-Service (ESS), or the Agency BA can complete the event on behalf of the employee. This job aid will walk through two types of scenarios: RFL from an Unpaid no change or a Paid leave of absence event and an RFL from an Unpaid with changes leave of absence.

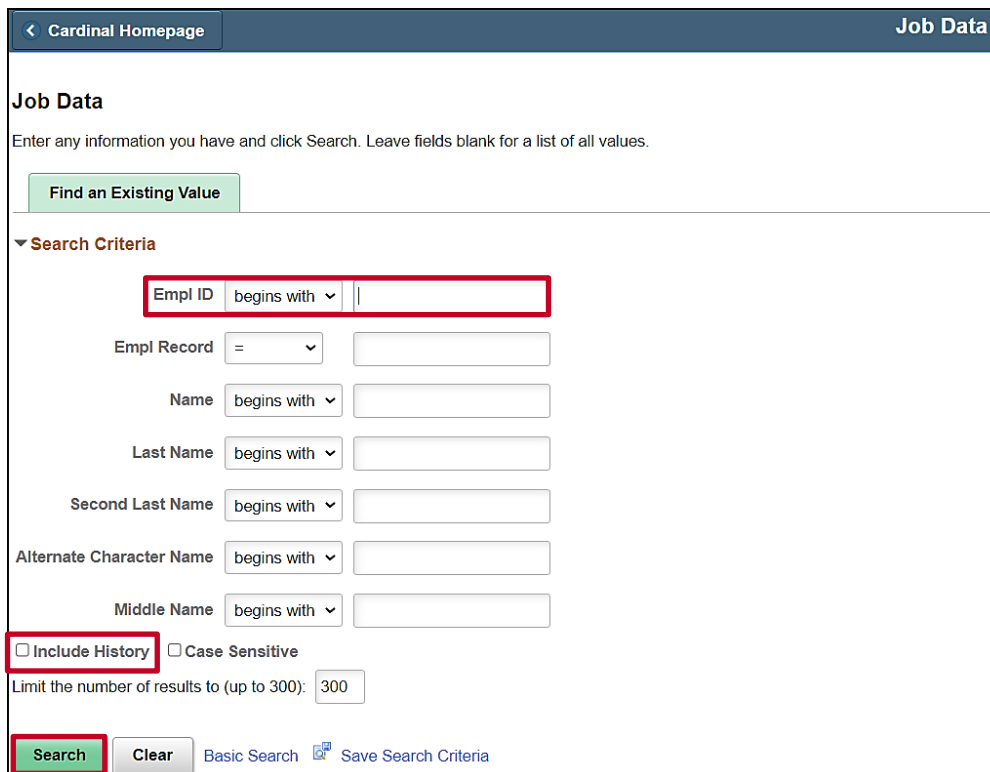
Return from Leave (Unpaid with no change / Paid)

When an employee goes on leave of absence unpaid and makes no changes or if the employee goes on a paid leave of absence, the process for returning from leave is the same. The Agency BA must first check the **Job Data** page of the employee to confirm the type of leave he/she is returning from. If the Agency BA does not wish to wait for the scheduled Benefit Administration process to run, complete the following steps:

1. Navigate to the **Job Data** page of the employee using the following navigation:

Navigator > Workforce Administration > Job Information > Job Data

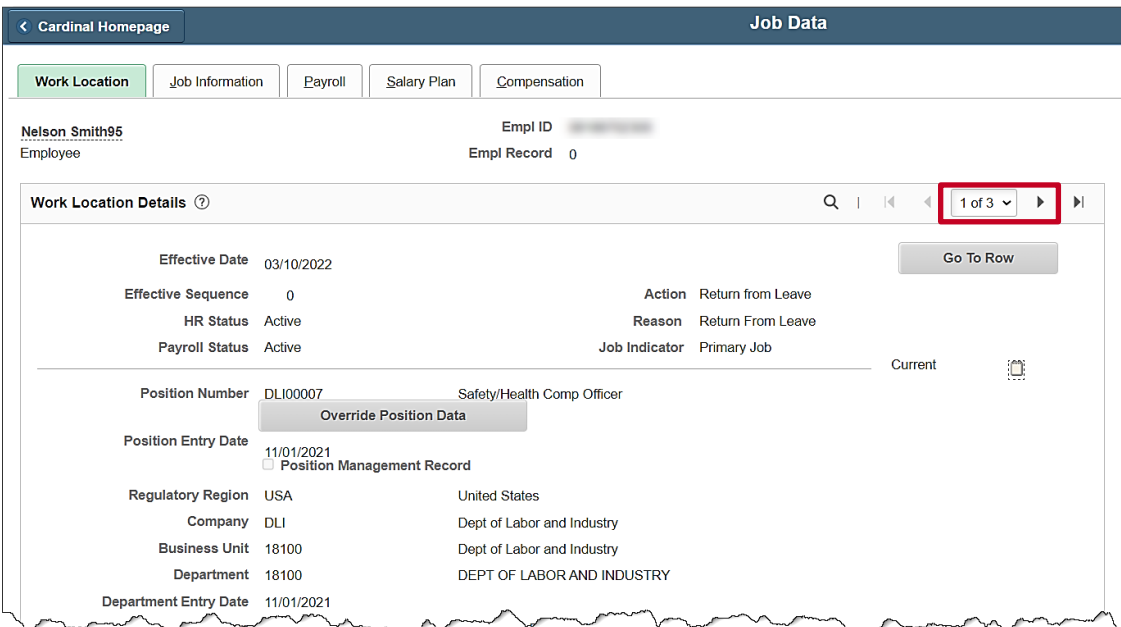
The **Job Data** search page displays.



2. Enter the **Employee ID** in the **Empl ID** field.
3. Check the box next to **Include History**.
4. Click **Search**.

BN361 Managing Leave of Absence

The **Job Data** page for the employee displays.



Cardinal Homepage **Job Data**

Work Location | Job Information | Payroll | Salary Plan | Compensation

Nelson Smith95 Empl ID [redacted]
Employee Empl Record 0

Work Location Details ? 1 of 3

Effective Date 03/10/2022 Go To Row

Effective Sequence 0 Action Return from Leave

HR Status Active Reason Return From Leave

Payroll Status Active Job Indicator Primary Job Current

Position Number DLI00007 Safety/Health Comp Officer
Override Position Data

Position Entry Date 11/01/2021
 Position Management Record

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

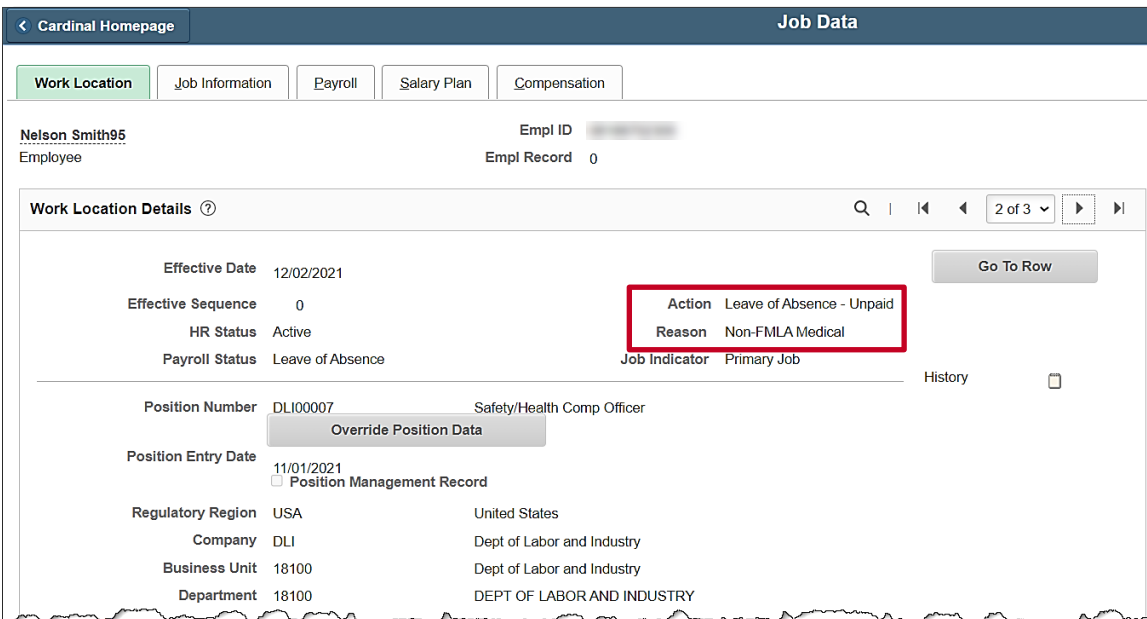
Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

Department Entry Date 11/01/2021

- Click on the **back arrow** to confirm the type of leave the employee returned from.

The **Job Data** page refreshes.



Cardinal Homepage **Job Data**

Work Location | Job Information | Payroll | Salary Plan | Compensation

Nelson Smith95 Empl ID [redacted]
Employee Empl Record 0

Work Location Details ? 2 of 3

Effective Date 12/02/2021 Go To Row

Effective Sequence 0 Action Leave of Absence - Unpaid

HR Status Active Reason Non-FMLA Medical

Payroll Status Leave of Absence Job Indicator Primary Job History

Position Number DLI00007 Safety/Health Comp Officer
Override Position Data

Position Entry Date 11/01/2021
 Position Management Record

Regulatory Region USA United States

Company DLI Dept of Labor and Industry

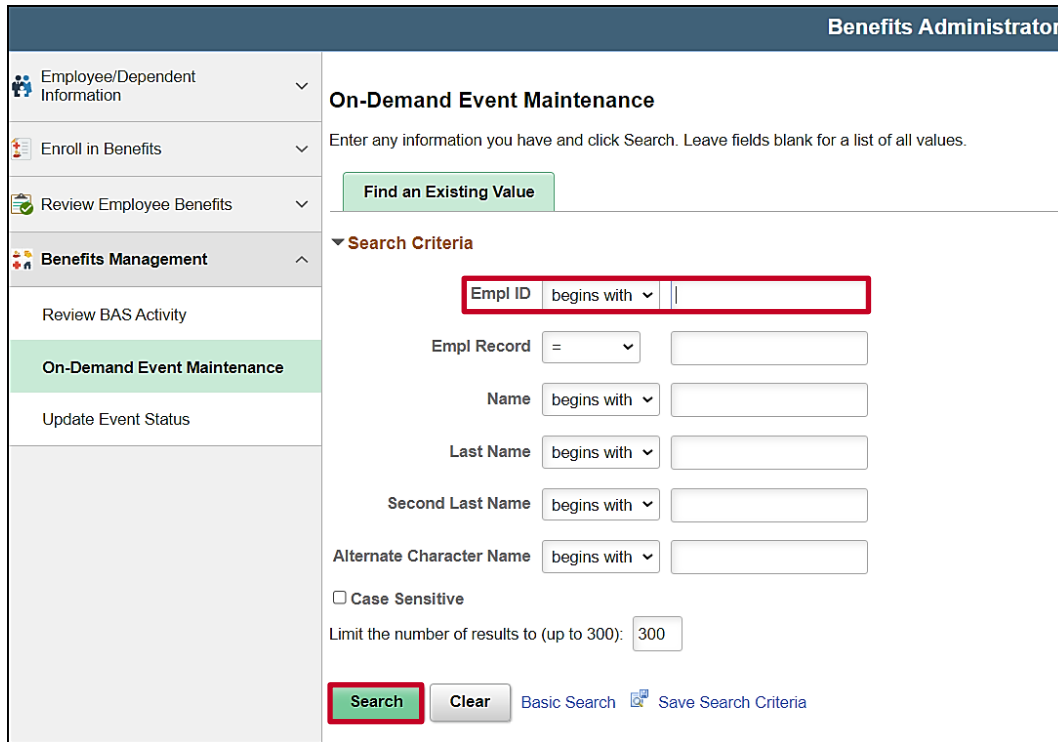
Business Unit 18100 Dept of Labor and Industry

Department 18100 DEPT OF LABOR AND INDUSTRY

- Confirm the type of leave the **Action** and **Reason** show on the **Job Data** page.
- Navigate to the **On-Demand Event Maintenance** page to process the RFL event.

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

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



Benefits Administrator

On-Demand Event Maintenance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Case Sensitive

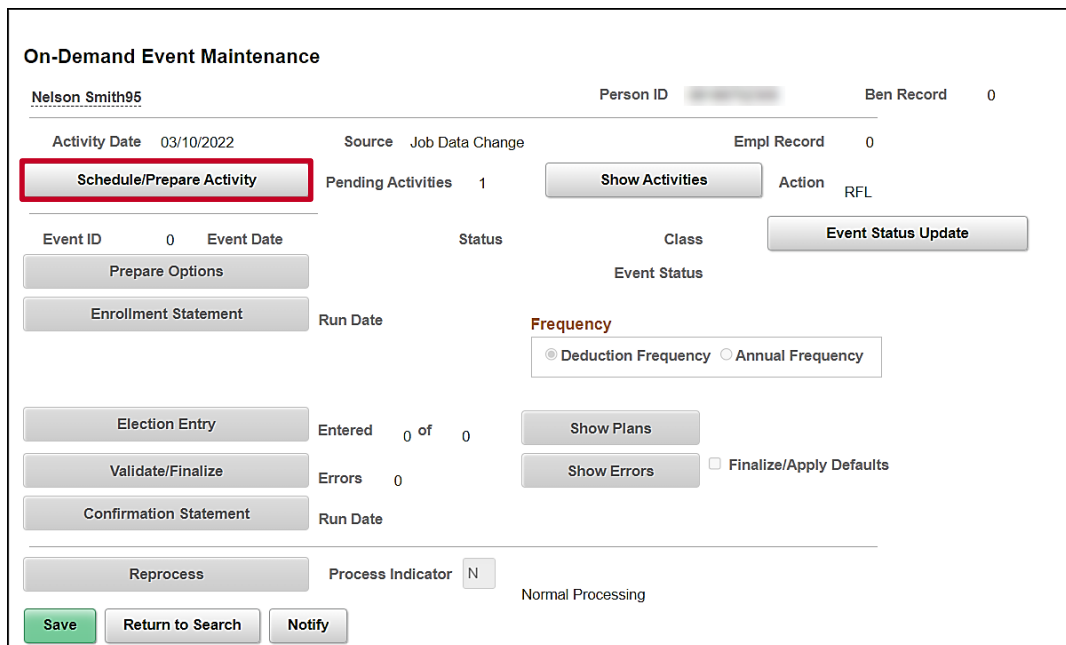
Limit the number of results to (up to 300):

Search [Basic Search](#)

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

9. Click **Search**.

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



On-Demand Event Maintenance

Nelson Smith95 Person ID Ben Record 0

Activity Date 03/10/2022 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 Action RFL

Event ID 0 Event Date Status Class

Run Date **Frequency**

Deduction Frequency Annual Frequency

Entered 0 of 0

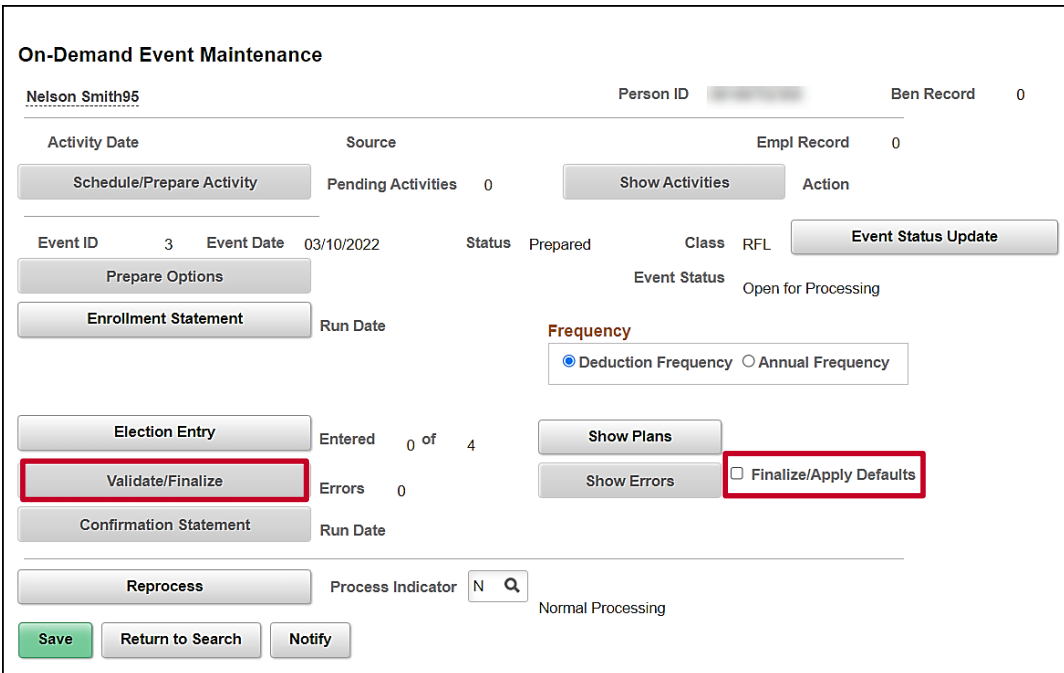
Errors 0 Finalize/Apply Defaults

Run Date

Process Indicator N Normal Processing

10. Click on the **Schedule/Prepare Activity** button. If BenAdmin has already run, skip this step.

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



On-Demand Event Maintenance

Nelson Smith95 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 3 Event Date 03/10/2022 Status Prepared Class RFL Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date

Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 4 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

Note: Since the employee has returned from a paid leave or an unpaid leave of absence and has not made any changes in their benefits while on leave, the Agency BA only has to finalize the event, no further action needs to be taken.

11. Check the box next to **Finalize/Apply Defaults** checkbox.
12. Click the **Validate/Finalize** Button.

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

On-Demand Event Maintenance

Nelson Smith95 Person ID [REDACTED] Ben Record 0

Activity Date Empl Record 0

Pending Activities 0

Action

Event ID 3 Event Date 03/10/2022 Status Finalized - Enrolled Class RFL

 Event Status Closed to Processing

 Run Date

Frequency

Deduction Frequency Annual Frequency

 Entered 0 of 0

 Errors 0 Finalize/Apply Defaults

 Run Date

 Process Indicator N Normal Processing

Note: The **Status** is now Finalized/Enrolled, and the **Event Status** is Closed for Processing.

BN361 Managing Leave of Absence**Return from Leave (Unpaid with change)**

When an employee goes on an unpaid leave of absence and makes changes to their benefit election during their leave, the Agency BA must reach out to the employee and confirm if he/she wants to keep the changes they made while on leave or return to their original elections before their leave of absence. In this scenario the employee has decided to change their benefits back to their original elections before he/she went on leave.

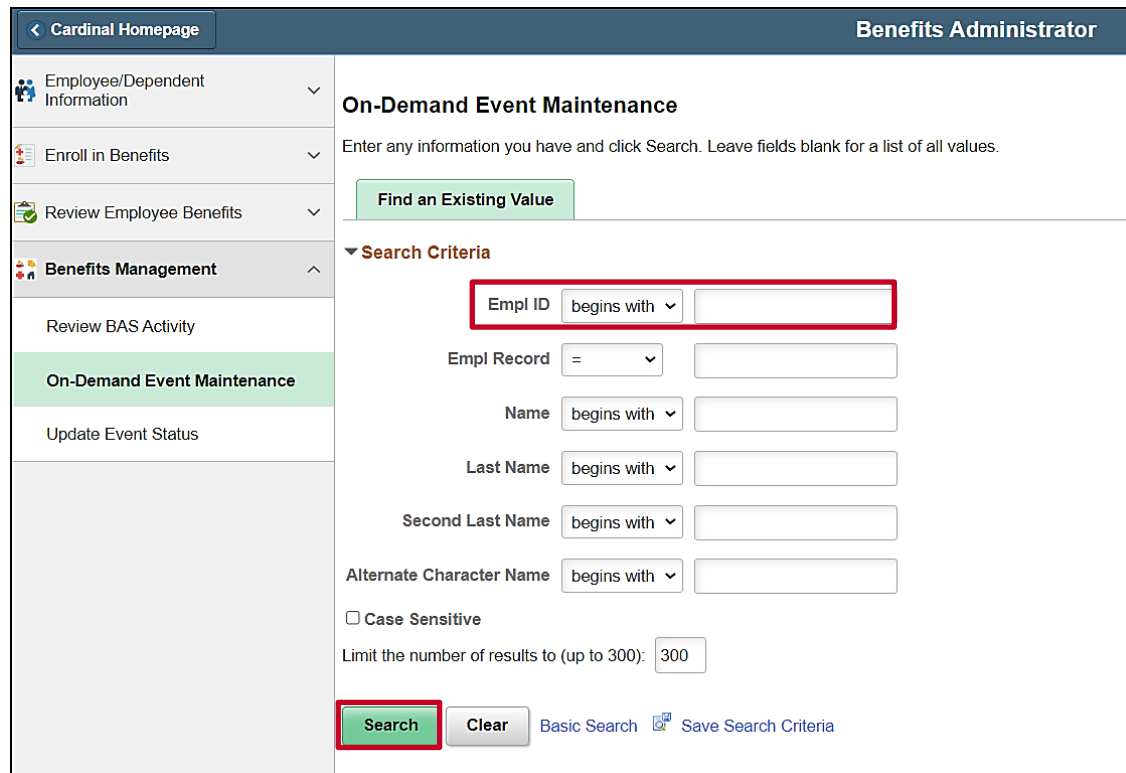
Complete steps 1 – 6 from the **Return from Leave (Unpaid with no change / Paid)** to confirm the type of leave the employee is returning from.

The BA now must communicate with the employee and confirm if he/she made any enrollment changes during their leave of absence, and if they did, the BA must find out if he/she would like to change the enrollments back to the original elections before going on leave. Prior to communicating with the employee, the BA should review the prior benefits in Base Benefits. If the employee does not want to make any change to their elections follow the same process shown in the **Return from Leave (Unpaid with no change / Paid)** section above. If the employee would like to change their elections back to the original election before he/she went on leave, complete the following steps:

1. Navigate to the **On-Demand Event Maintenance** page to process the Return from Leave (RFL) benefit event.

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

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



The screenshot shows the 'On-Demand Event Maintenance' search page. The left sidebar contains navigation options: 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management' (expanded), 'Review BAS Activity', 'On-Demand Event Maintenance' (highlighted), and 'Update Event Status'. The main content area is titled 'On-Demand Event Maintenance' and includes a search criteria section. The search criteria section has a 'Find an Existing Value' button and a 'Search Criteria' dropdown. The search criteria fields are: 'Empl ID begins with' (highlighted with a red box), 'Empl Record =', 'Name begins with', 'Last Name begins with', 'Second Last Name begins with', and 'Alternate Character Name begins with'. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

2. Enter the **Empl ID**.

3. Click **Search**.

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

On-Demand Event Maintenance

Nelson Smith96 Person ID 08188702000 Ben Record 0

Activity Date 03/22/2022 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 Show Activities Action RFL

Event ID 0 Event Date Status Class Event Status Update

Prepare Options

Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 0 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

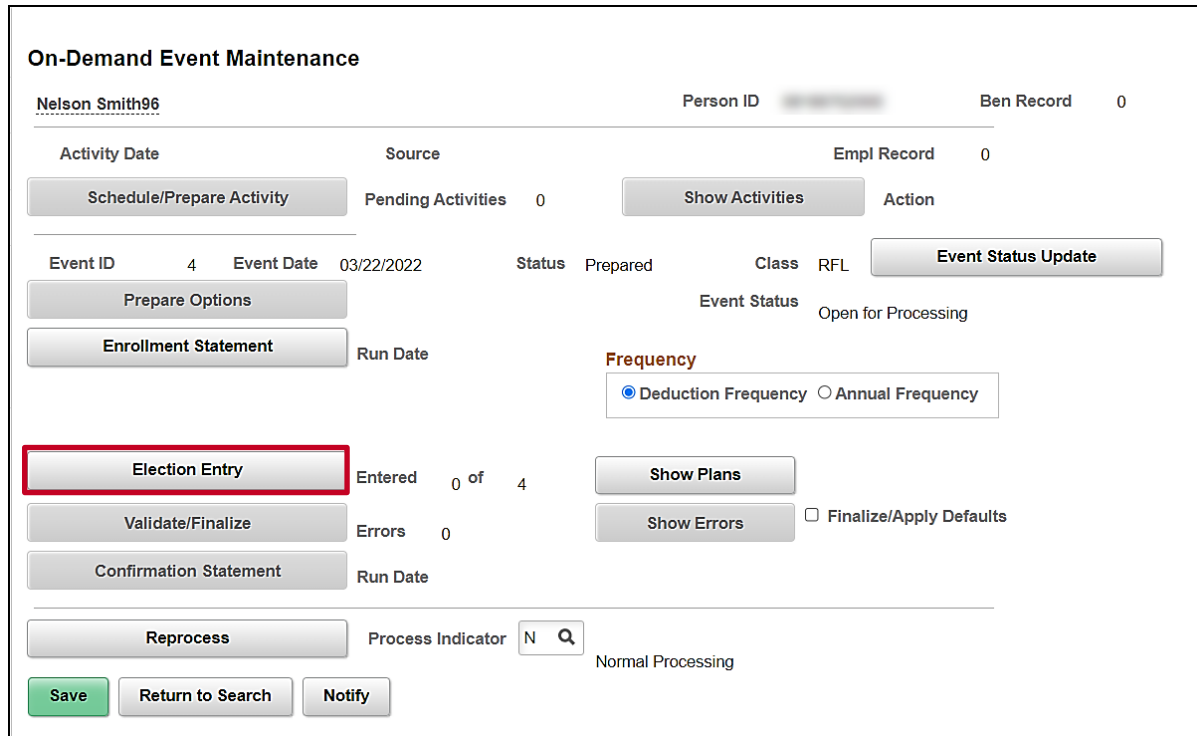
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

4. Click on the **Schedule/Prepare Activity** button.

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



On-Demand Event Maintenance

Nelson Smith96 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 Show Activities Action

Event ID 4 Event Date 03/22/2022 Status Prepared Class RFL Event Status Update

Prepare Options Event Status Open for Processing

Enrollment Statement Run Date Frequency

Deduction Frequency Annual Frequency

Election Entry Entered 0 of 4 Show Plans

Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults

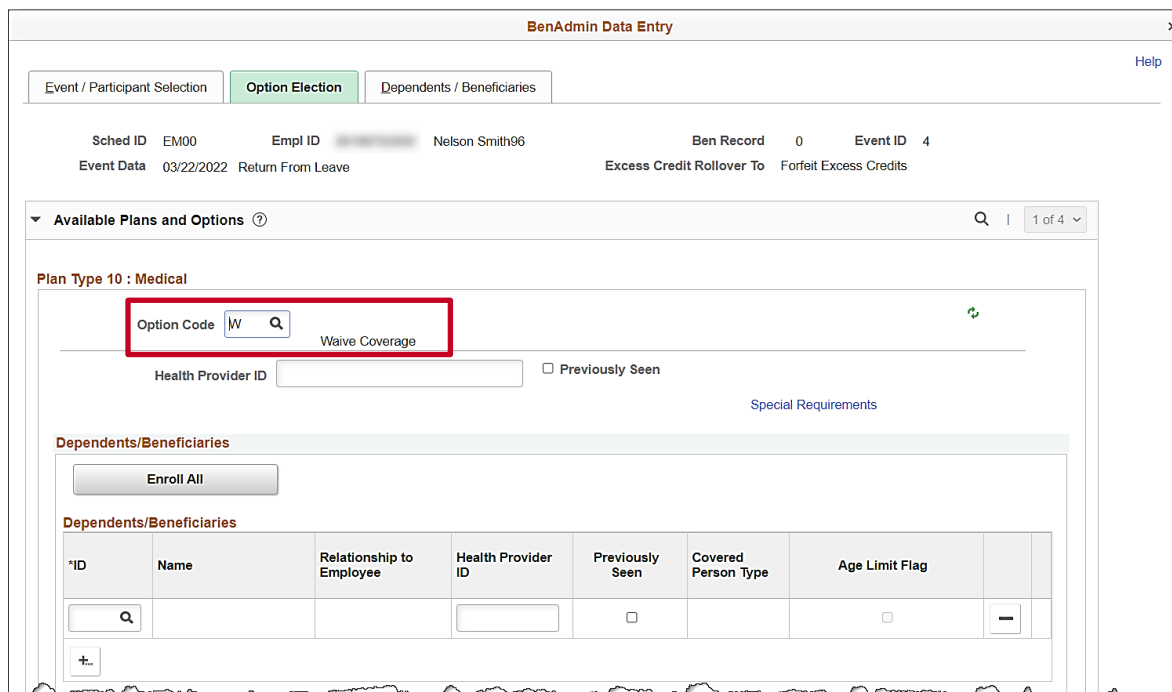
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

5. Click on the **Election Entry** button.

The **BenAdmin Data Entry** page displays.



BenAdmin Data Entry

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Sched ID EM00 Empl ID [REDACTED] Nelson Smith96 Ben Record 0 Event ID 4

Event Data 03/22/2022 Return From Leave Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 4

Plan Type 10 : Medical

Option Code W Waive Coverage

Health Provider ID Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

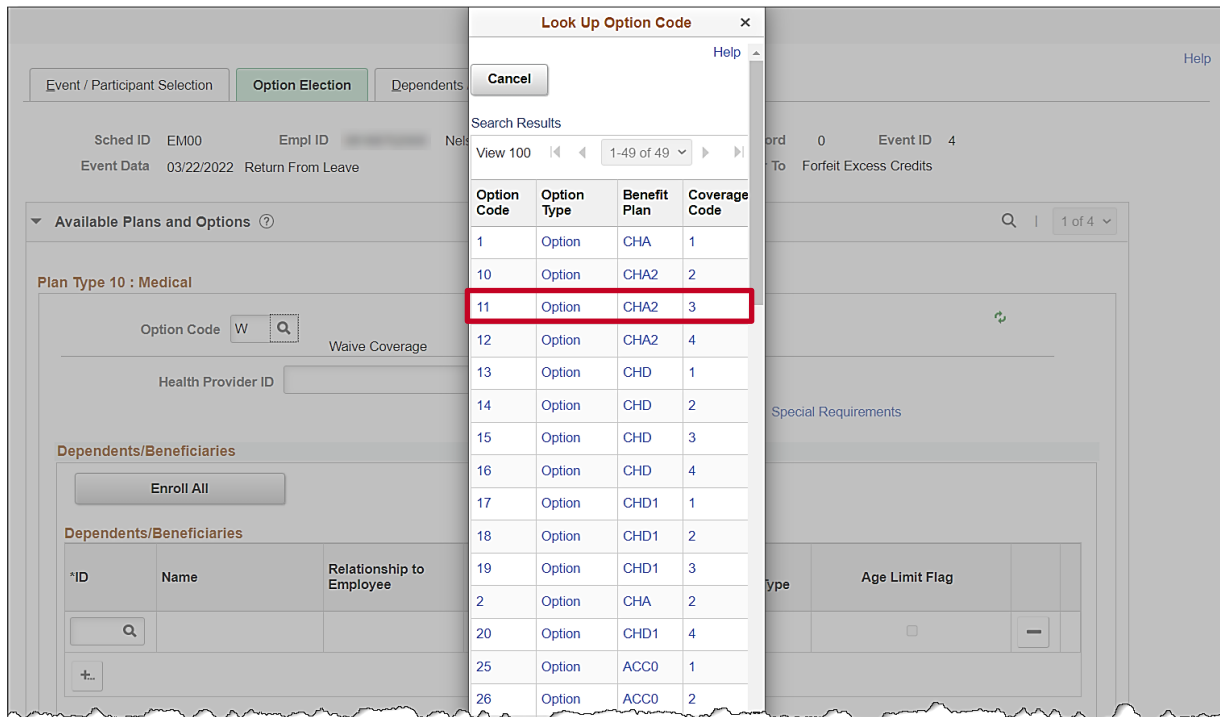
*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>

BN361 Managing Leave of Absence

Note: The employee waived health coverage during LOA, therefore the BA must now re-elect the medical coverage the employee had prior to going on leave of absence.

- Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.

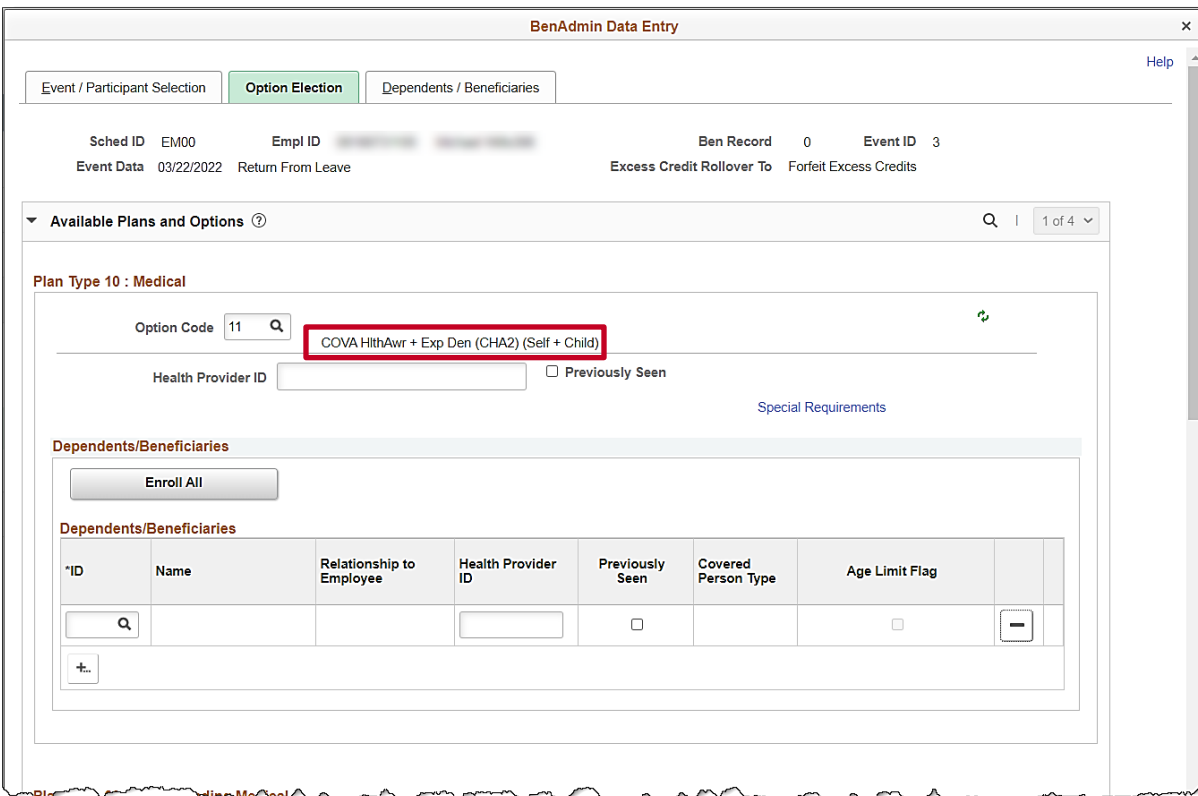
The **Look Up** pop-up window appears.



Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	CHA	1
10	Option	CHA2	2
11	Option	CHA2	3
12	Option	CHA2	4
13	Option	CHD	1
14	Option	CHD	2
15	Option	CHD	3
16	Option	CHD	4
17	Option	CHD1	1
18	Option	CHD1	2
19	Option	CHD1	3
2	Option	CHA	2
20	Option	CHD1	4
25	Option	ACC0	1
26	Option	ACC0	2

- Click on the **Benefit Plan** the employee was previously enrolled in.

The **BenAdmin Date Entry** page returns.



BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 | Empl ID [REDACTED] | Ben Record 0 | Event ID 3
 Event Data 03/22/2022 Return From Leave | Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options ②

Plan Type 10 : Medical

Option Code 11

COVA HlthAwr + Exp Den (CHA2) (Self + Child)

Health Provider ID Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

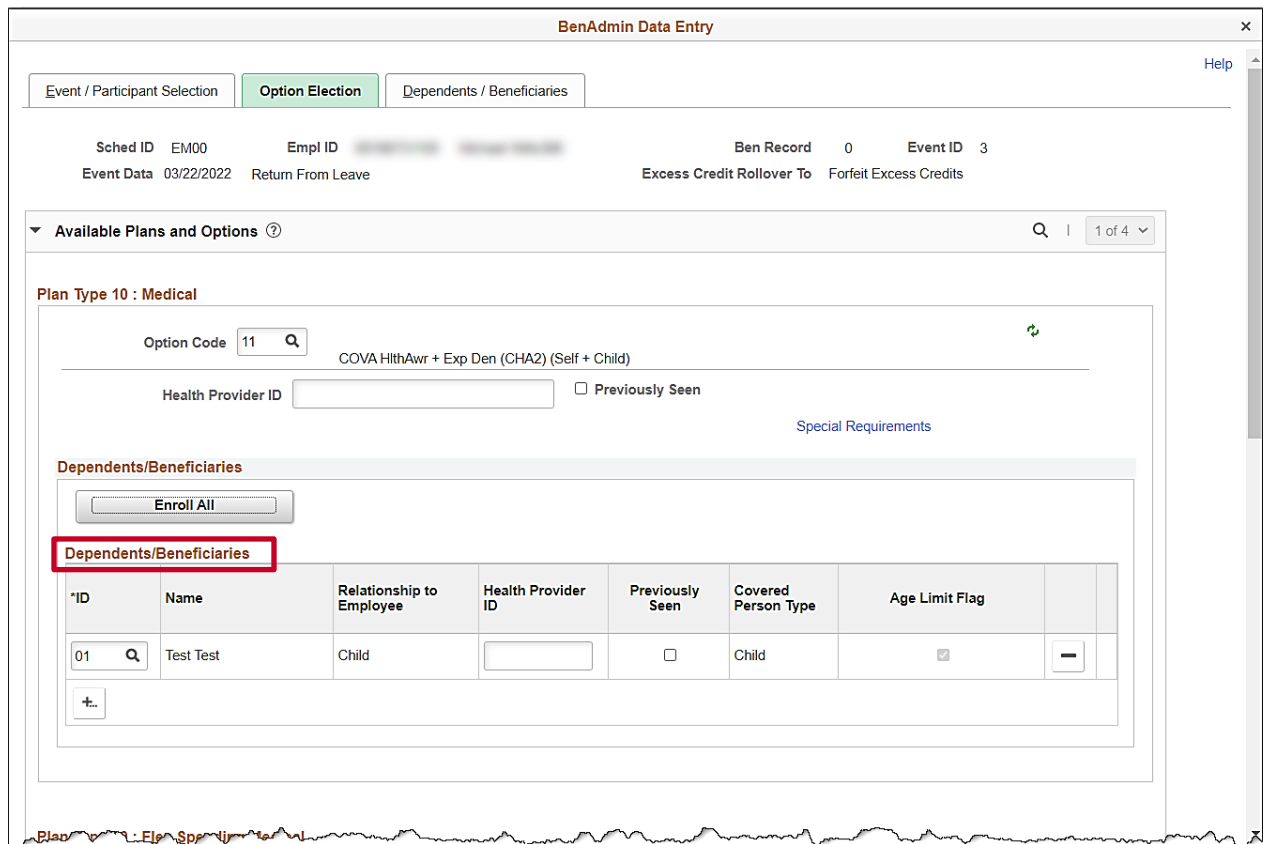
ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="button" value="+..."/>						

Note: The Employee had Employee + Child coverage.

8. Click the **Enroll All** button.

Note: The employee did not have FSA, FSA Dependent, or FSA Fee elected prior to going on leave in this scenario, therefore the elections will remain unchanged.

The **BenAdmin Data Entry** page refreshes.



BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Ben Record 0 Event ID 3
 Event Data 03/22/2022 Return From Leave Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 4

Plan Type 10 : Medical

Option Code 11 COVA HlthAwr + Exp Den (CHA2) (Self + Child)

Health Provider ID Previously Seen Special Requirements

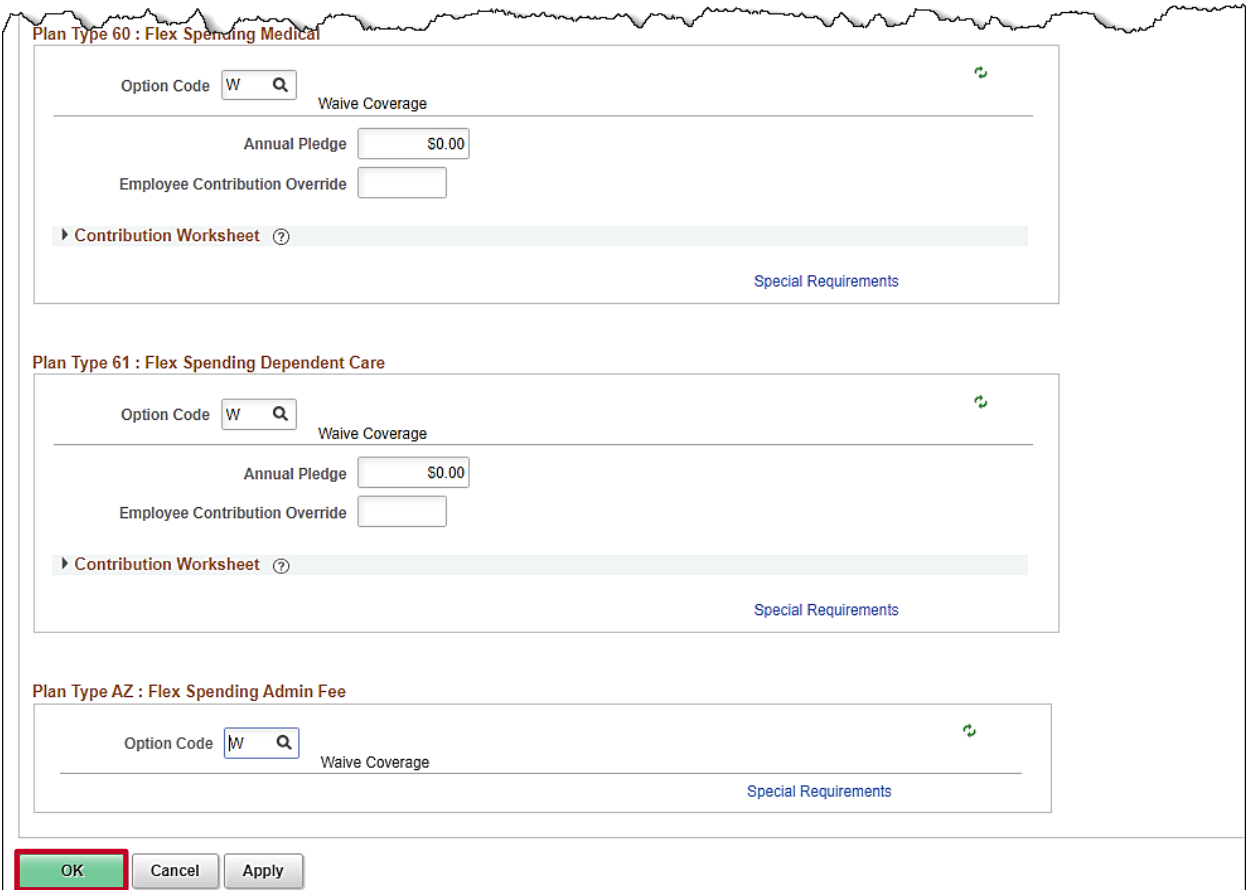
Dependents/Beneficiaries

Enroll All

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Test Test	Child		<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

9. Scroll down to the bottom of the page.

The **BenAdmin Data Entry** page refreshes.



Plan Type G0 : Flex Spending Medical

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

▶ **Contribution Worksheet**

[Special Requirements](#)

Plan Type G1 : Flex Spending Dependent Care

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

▶ **Contribution Worksheet**

[Special Requirements](#)

Plan Type AZ : Flex Spending Admin Fee

Option Code

Waive Coverage

[Special Requirements](#)

10. Click **OK**.

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

On-Demand Event Maintenance

Nelson Smith96 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Pending Activities 0

Action

Event ID 4 Event Date 03/22/2022 Status Entered Class RFL

Event Status Open for Processing

Run Date

Frequency

Deduction Frequency Annual Frequency

Entered 1 of 4

Errors 0

 Finalize/Apply Defaults

Run Date

Process Indicator N

11. Click the **Validate/Finalize** button.

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

On-Demand Event Maintenance

Nelson Smith96 Person ID [REDACTED] Ben Record 0

Activity Date Source Empl Record 0

Pending Activities 0

Action

Event ID 4 Event Date 03/22/2022 **Status Finalized - Enrolled** Class RFL

Event Status Closed to Processing

Run Date

Frequency

Deduction Frequency Annual Frequency

Entered 0 of 0

Errors 0

 Finalize/Apply Defaults

Run Date

Process Indicator N

Note: The **Status** is now Finalized-Enrolled, and the **Event Status** is Closed to Processing.