

Processing a Life Event during Open Enrollment Overview

This Job Aid provides guidance on the actions a Benefits Administrator (BA) must take when processing a Life Event during Open Enrollment (OE). These actions will ensure that the life event changes are reflected in the OE elections and are transmitted to the vendors.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

| Revision Date | Summary of Changes |
|---------------|---|
| 3/1/2025 | Updated the screenshots of the Search pages (<u>Section 1</u> ; after Steps 1 and 12). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid. |



Processing a Life Event during Open Enrollment (OE)

Prior to entering a Life Event, the user must review the employee's OE selections and document any changes made during OE for both Health and FSA (Medical and Dependent Care).

| Step | Action |
|---------------|--|
| 1. | Navigate to the Benefit Event page using the following path: NavBar > Menu > Benefits > Manage Automated Enrollment > Events > Benefit Event |
| The Be | nefit Event Entry Find an Existing Value page displays. |
| (| - Cardinal Homepage Benefit Event Entry |
| 1 | enefit Event Entry Find an Existing Value ' Search Criteria inter any information you have and click Search. Leave fields blank for a list of all values. |
| | Recent Searches Choose from saved searches Empl ID begins with • Empl Record = First Name begins with • Last Name begins with • Business Unit begins with • Choose from saved searches • |
| ĺ | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning . |
| 2. | Enter the employee's Employee ID in the Search by field. Note : The other search by options available (Search by dropdown button) are Business Unit, Department, and Name. Search by: Empl ID |



| Step | Action |
|----------|--|
| 3. | Click the Search button. |
| | Search Clear |
| The Bene | fit Event page displays for the applicable employee. |
| | Benefit Event Detail |
| | Employee ID Benefit Record Number 0 |
| l | Q I K I I View All |
| | Life Event Life Event Date Paperwork Receipt Date |
| | Health Change FSA Change |
| | Health Change Needed: FSA Change Needed: FSA Change Needed: Change: Change: |
| | Special Processing Message (Health) |
| | Special Processing Message (FSA) |
| | Save Return to Search |
| 4. | Click the Life Event dropdown button and select the applicable life event ("Birth/Adoption" in this scenario). |
| | Life Event V |



| Step | Action | | | | |
|---|---|--|--|--|--|
| The Benefit Event page redisplays with the selected Life Event. | | | | | |
| | Benefit Event Detail | | | | |
| | Employee ID Benefit Record Number 0 | | | | |
| | Life Event | | | | |
| | Life Event Birth/Adoption | | | | |
| | Health Change FSA Change | | | | |
| | Health Change Needed: | | | | |
| | Current Cov. Level: Change: Chan | | | | |
| | | | | | |
| | Special Processing Message (Health) | | | | |
| | Special Processing Message (FSA) | | | | |
| | | | | | |
| | Save Return to Search | | | | |
| 5. | Click the Life Event Date Calendar icon and select the applicable date. | | | | |
| | Life Event Date | | | | |
| | | | | | |
| ĺ | This is the date of the actual event (marriage, birth, divorce, etc.). | | | | |
| 6. | Click the Paperwork Receipt Date Calendar icon and select the applicable date. | | | | |
| | Panerwork Receint Date | | | | |
| | | | | | |
| ĺ | This is the date that the Benefits Enrollment form was received from the employee. | | | | |
| 7. | Click the Health Change Needed dropdown button and select "Yes". | | | | |
| | Health Change Needed: | | | | |





| Step | Action |
|---------|--|
| j | Even if the Life Event does not require a change in the Health Plan Coverage Code for the employee, select "Yes" (i.e., this is a birth event, and the employee is already enrolled in "Family" coverage. However, a new dependent is being added (newborn)). If "Yes" is not selected, a Benefit Event will not be created. |
| The Ber | efit Event page refreshes. |
| ſ | Benefit Event Detail |
| | Employee ID Benefit Record Number 0 |
| | Life Event Q K < 1 of 1 -> > View All |
| | Life Event Birth/Adoption |
| | Health Change FSA Change |
| | Health Change Needed: Yes |
| | Current Cov. Level: Self + Spouse Future Cov. Level: V Change: V Change: V |
| | Special Processing Message (Health) |
| | Special Processing Message (FSA) |
| | Save Return to Search |
| i | The Current Cov. Level field auto-populates with the employee's current Health Plan enrollment coverage level. |
| 8. | Click the Future Cov. Level dropdown button and select the applicable coverage level. |
| | Future Cov. Level: |
| i | The coverage levels available for selection are "Single, Employee", "Employee + Spouse", "Employee + CH (Child)", and "Family". Please note that this does not actually change the employee's enrollment. This will be done when the Life Event is processed. |
| 9. | Click the Change dropdown button and select the applicable change reason ("Add new child - adoption" in this scenario). |
| | Change: |



| Step | Action |
|------|--|
| i | The selections available will vary based on the type of Life Event previously selected. |
| 10. | Complete the fields within the FSA Change section if the employee is making any changes to their Flex Spending Account(s) (Flex Spending Medical or Flex Spending Dependent Care) in conjunction with the Life Event (no changes to the employee's FSA elections will be made for this scenario). |
| 11. | Click the Save button. |
| i | After saving, review the messages in the Special Processing Message (Health) and Special Process Message (FSA) fields. These messages will provide next step instructions. If an additional Office of Health Benefits (OHB) approval will be required based on the dates entered or if any other processing guidance is applicable, a comment will display in the Special Processing Message (Health) field and/or the Special Processing Message (FSA) field. The manual Benefit Event (Life Event) is now created. Next, this Benefit Event must be processed. |
| 12. | Navigate to the On-Demand Event Maintenance page using the following path: NavBar > Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Maintenance |



| Step | Action |
|-----------------|--|
| The On-D | emand Event Maintenance Find an Existing Value page displays. |
| | ardinal Homepage On-Demand Event Maintenance |
| On-I | Demand Event Maintenance |
| Fin | d an Existing Value |
| ✓ Se Enter | arch Criteria any information you have and click Search. Leave fields blank for a list of all values. |
| Ę | Recent Searches Choose from recent searches V 🎜 Saved Searches Choose from saved searches V |
| | Empl ID begins with V |
| | |
| | |
| | Second Last Name begins with v |
| | Alternate Character Name begins with v |
| | |
| | Search Clear |
| | |
| ĺ | For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning . |
| 13. | Enter the employee's Employee ID in the Empl ID field. |
| | Searches can also be performed using the employee's name. However, it is recommended |
| | to use the Employee ID as every employee will have a unique Employee ID. |
| | Empl ID begins with V |
| 14. | Click the Search button. |
| | Search Clear |



| Step | Action | | | | | |
|---|--|--|--|--|--|--|
| The On-Demand Event Maintenance page displays for the applicable employee. | | | | | | |
| | ← Cardinal Homepage On-Demand Event Maintenance | | | | | |
| | On-Demand Event Maintenance | | | | | |
| | Activity Date 09/08/2024 Source Manual Event Empl Record 0 | | | | | |
| | Schedule/Prepare Activity Pending Activities 1 Show Activities Action BIR | | | | | |
| | Event ID 0 Event Date 10/01/2024 Status Prepared Class OE Event Status Update Prepare Options Event Status Event Status Open for Processing | | | | | |
| | Enrollment Statement Run Date Frequency | | | | | |
| | Election Entry Entered 0 of 4 Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date Finalize/Apply Defaults | | | | | |
| | Reprocess Process Indicator N Q Normal Processing Save Return to Search Notify | | | | | |
| 15. | Click the Schedule/Prepare Activity button. | | | | | |
| | Schedule/Prepare Activity | | | | | |
| i | If the Schedule/Prepare Activity button is disabled, the Ben Admin process has already prepared the Benefit Event. Proceed to the next step. | | | | | |
| Once the | process completes, a Message displays in a pop-up window. | | | | | |
| | Process completed successfully. (3000,530) | | | | | |
| 16. | Click the OK button. | | | | | |



| Step | Action | | | | | | | | |
|----------------|-------------------------------|--|-----------------------------|--------------------|-----------------------------|--------------------------------|--------------------------|--------------|------------------|
| i | The Stat Processi | t us field no ing". | ow displays | "Prepared | " and th | e Event | Status field | now dis | splays "Open for |
| | Status | Prepared | CI | lass BIR | | Event Sta | tus Update | | |
| | | | Event Sta | Open f | or Proces | sing | | | |
| 17. | Click the | Election | Entry butto | on. | | | | | |
| The Ben | | | | | | low | | | |
| | | ia Entry p | age display | /s in a pop- | up winc | low. | | | |
| | | | | BenAdmin | Data Entry | | | | × |
| _ | Event / Participant Sele | ection Option Elect | Dependents / Be | eneficiaries | | | | | |
| | Sched ID EM Event Data 09/ | 100 Empl ID /08/2024 Birth or Adoptic | n | Exc | Ben Re ess Credit Rollov | ecord 0 ver To Forfeit Exce | Event ID 3 ss Credits | | |
| ~ | Available Plans an | d Options ⑦ | | | | | | Q I 1 of 1 v | |
| F | Plan Type 10 : Medica | al | | | | | | | |
| | Option | Code 22 Q | Kaiser HMO (KP) (Self + St | pouse) | | | ¢. | | |
| | Hea | Ith Provider ID | | Previously | Seen | Special Requireme | ents | | |
| | Dependents/Benef | ficiaries | | | | | | | |
| | Enrol | II All | | | | | | | |
| | Dependents/Bene | eficiaries | | | | | | | |
| | *ID | Name | Relationship to Employee | Health Provider ID | Previously Seen | Covered Person Type | Age Limit Flag | | |
| | 01 Q | | Spouse | | | Spouse | | | |
| | + | | | | | | | | |
| | | | | | | | | | |
| | OK Cancel | Apply | | | | | | | Refresh |
| Ev | ent / Participant Selectio | n Option Election | Jependents / Beneficiaries | | | | | | · · |



Benefits Job Aid

| Step | Action | | | | | |
|-----------------|--|--|--|--|--|--|
| 18. | Update the employee's benefit elections as needed (in this scenario, the coverage code was updated to "Family" and the additional dependent was added. | | | | | |
| | Plan Type 10 : Medical | | | | | |
| | Option Code 24 Q | | | | | |
| | Health Provider ID Previously Seen | | | | | |
| | Special Requirements | | | | | |
| | Dependents/Beneficiaries | | | | | |
| | Dependents/Beneficiaries | | | | | |
| | "ID Name Relationship to Employee Health Provider ID Previously Seen Person Type Age Limit Flag | | | | | |
| | 01 Q Spouse D Spouse D | | | | | |
| | 02 Q Child Child Child — | | | | | |
| | + | | | | | |
| | | | | | | |
| | | | | | | |
| 19. | Once all of the applicable elections have been updated, click the OK button at the bottom of | | | | | |
| | the page. | | | | | |
| | OK Cancel Apply | | | | | |
| | | | | | | |
| The On-D | emand Event Maintenance page redisplays | | | | | |
| • | - Cardinal Homepage On-Demand Event Maintenance | | | | | |
| c | Dn-Demand Event Maintenance | | | | | |
| | Person ID Ben Record 0 | | | | | |
| | Activity Date Source Empl Record 0 | | | | | |
| | Schedule/Prepare Activity Pending Activities 0 Show Activities Action | | | | | |
| | Event ID 3 Event Date 09/08/2024 Status Entered Class BIR Event Status Update | | | | | |
| | Prepare Options Event Status Open for Processing | | | | | |
| | Enrollment Statement Run Date Frequency | | | | | |
| | Deduction Frequency O Annual Frequency | | | | | |
| | Election Entry Entered 1 of 1 Show Plans | | | | | |
| | Validate/Finalize 0 Show Errors Grinalize/Apply Defaults | | | | | |
| | Confirmation Statement Run Date | | | | | |
| | Reprocess Process Indicator N Q Normal Processing | | | | | |
| | Save Return to Search Notify | | | | | |



Benefits Job Aid

| Step | Action |
|-----------------|--|
| 20. | Click the Validate/Finalize button. |
| | Validate/Finalize |
| Once the | process completes, a Message displays in a pop-up window. |
| | Process completed successfully. (3000,530) |
| 21. | Click the OK button. |
| | OK |
| The On-D | emand Event Maintenance page redisplays. |
| | ← Cardinal Homepage On-Demand Event Maintenance |
| | Dn-Demand Event Maintenance Person ID Ben Record 0 |
| | Activity Date Source Empl Record 0 |
| | Schedule/Prepare Activity Pending Activities O Show Activities Action |
| | Event ID 3 Event Date 09/08/2024 Status Finalized - Enrolled Class BIR Event Status Update Prepare Options Event Status - Event Status |
| | Enrollment Statement Run Date Erequency |
| | 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 Indicator N |
| | Save Return to Search Notify |
| i | The Status field now displays "Finalized – Enrolled" and the Event Status field now displays "Closed to Processing". |



| Step | Action | | | | | | |
|-----------------|--|---|-----------------------------|---|-----------------------|--|--|
| 22. | Click the Event | Status Update button a | nd review | the employee's Benefit Ev | vents. | | |
| | Event Status Update | | | | | | |
| The BenA | dmin Event Sta | tus Update page displa | ys in a pop | -up window. | | | |
| | | BenAdmin Ever | nt Status Upda | te | × | | |
| l | Jpdate Event Status | | | | Help | | |
| | Empl ID | | Ben | Record 0 | | | |
| - | Event Status Update ③ | | | Q < < 1 of 8 v > > | | | |
| | Schedule ID Event Date Event ID | TOL 10/01/2024 Event Disconnected 0 | | □ Address Eligibility Changed □ MultiJob Indicator Changed □ Job Eligibility Changed ☑ Event Out of Sequence | | | |
| | Event Class Event Priority | OE Open Enrollment 900 | | Finalize/Apply Defaults | | | |
| | Benefit Program | SAL | Print Option | Print Confirmation Forms Only | | | |
| | Process Status | Prepared | *Process | Normal Processing | | | |
| | Action Source | Open Enrollment | *Event Status | Open for Processing | | | |
| | Schedule ID Event Date Event ID | EM00 09/08/2024 Event Disconnected 3 | | Address Eligibility Changed MultiJob Indicator Changed Job Eligibility Changed Event Out of Sequence | | | |
| | Event Class Event Priority | BIR Birth or Adoption 410 | | Finalize/Apply Defaults | | | |
| | Benefit Program | SAL | Print Option | Print Confirmation Forms Only | | | |
| | Process Status | Finalized - Enrolled | *Process | Normal Processing | | | |
| | Action Source | Manual Event | *Event Status | Closed to Processing | | | |
| | Schedule ID Event Date Event ID Event Class | 247COV 07/01/2024 Event Disconnected 0 OE Open Enrollment | | Address Eligibility Changed MultiJob Indicator Changed Job Eligibility Changed Event Out of Sequence Eligatize/Apply Defaults | | | |
| 23. | Locate the Bene dropdown butto | efit Event for the Open E n and select "Assign Ber ormal Processing | nrollment a nefit Progra | and then click the correspondent | onding Process | | |
| 24. | Click the OK bu | tton at the bottom of the | page. | | | | |





Step Action

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This will wipe away the enrollments the employee made to OE prior to the Life Event. Be sure to have noted the employee's elections. This is an important step because it allows the user to pull in the changes that were made in the Life Event into the OE Enrollment.

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

| Activity Data | Source | Empl Booord | |
|---|--|--|-------------|
| Schedule/Prepare Activity | Pending Activities 0 | Show Activities Action | |
| Event ID 0 Event Date Prepare Options | 10/01/2024 Status Pr | epared Class OE Event Status U Event Status Open for Processing | pdate |
| Enrollment Statement | Run Date | Frequency | |
| Election Entry Validate/Finalize Confirmation Statement | Entered 0 of 4 Errors 0 Run Date | Show Plans Show Errors Finalize/Apply Defaults | |
| Reprocess Save Return to Search | Process Indicator A Q | ssign Benefit Program | |
| The Status field st Processing". | ill displays "Prepare | d" and the Event Status field n | ow displays |



Benefits Job Aid

| nAd | lmin Data E | Entry page | e display | ∕s in a pop- | -up wind | dow. | | | | |
|--------------|--|--|---|------------------------|------------|--------------------------------------|--|----------------------------------|-----------|--------------|
| | | | | BenAdmin | Data Entry | | | | | × |
| <u>E</u> ver | ent / Participant Selection | Option Election | Dependents / Be | eneficiaries | | | | | | Help |
| | | | | | | | 5 (15) | | | |
| | Sched ID EM00 Empl ID Ben Record 0 Event ID 3 Event Data 09/08/2024 Birth or Adoption Excess Credit Rollover To Forfeit Excess Credits | | | | | | | | | |
| ~ Av | vailable Plans and Optio | ons 🕐 | | | | | | Q | 1 of 1 🗸 | |
| Plan | Type 10 : Medical | | | | | | | | | |
| | Option Code | 22 Q | | | | | | ¢ | | |
| - | Health Prov | vider ID | HIMO (KP) (Sell + Sp | Previously | Seen | | | | | |
| | | | | | | Special Requir | ements | | | |
| De | ependents/Beneficiarie | :S | | | | | | | | |
| | Enroll All |] | | | | | | | | |
| D | 1D Nem | les I | Relationship to | Hasitia Bravidar ID | Previously | Covered | Ang Limi | t Elan | | |
| _ | | | Employee | | Seen | Person Type | Age Lim | | | |
| | 01 Q | | Spouse | | | Spouse | | | - | |
| | + | | | | | | | | | |
| | | | | | | | | | | |
| Event / F | X Cancel A Participant Selection Op | Apply ption Election Depen | dents / Beneficiaries | ment electi | ons for | Open F | nrollmer | nt (OF) to | | esh |
| Event / f | Participant Selection 1 op Jpdate the Event previo | Apply ption Election Depen employee ously ente | dents / Beneficiaries 's enrollr red. | ment electi | ons for | Open E | nrollmer | nt (OE) to | o match t | esh |
| Event / F | Participant Selection Op Jpdate the Event previo Plan Type 10 : Medica | employee ously ente | dents / Beneficiaries 's enrollr red. | ment electi | ons for | Open E | nrollmer | nt (OE) to | o match t | esh |
| | Cancel A Participant Selection 1 Of Update the Event previo Plan Type 10 : Medica Option | Apply ption Election Depen employee ously ente al 1 Code 24 Q | dents / Beneficiaries 'S enrollr red. | ment electi | ons for | Open E | Inrollmer | nt (OE) to | o match t | esh the l |
| Event / f | DK Cancel A Participant Selection 1 Op Jpdate the Event previo Plan Type 10 : Medica Option Hea | Apply ption Election Depen employee ously ente al I Code 24 Q | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP, | ment electi | ONS for | Open E | nrollmer | nt (OE) to | p match | esh :he l |
| Event / F | X Cancel A Participant Selection 0; Jpdate the Event previo Plan Type 10 : Medica Option Heat | Apply ption Election Depen employee ously ente al 1 Code 24 Q | dents / Beneficiaries ' S enrollr red. Kaiser HMO (KP, | ment electi | ONS for | Open E | Enrollmer | nt (OE) to | o match f | esh he l |
| | Cancel A Participant Selection 1 Op Update the Event previo Plan Type 10 : Medica Option Hea Dependents/Benef | Apply ption Election Depen employee ously ente al 1 Code 24 Q 1th Provider ID | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP | ment electi | ONS for | Open E | Enrollmer Special Requiremen | nt (OE) to | p match f | esh |
| | X Cancel A Participant Selection Op Jpdate the Event previo Plan Type 10 : Medica Option Hea Dependents/Bener Enro | Apply ption Election Depen employee ously ente al 1 Code 24 Q 1 Ith Provider ID | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP | ment electi | ONS for | Open E | Enrollmer Special Requirement | nt (OE) to | o match t | esh the l |
| C Event / f | X Cancel A Participant Selection Op Jpdate the Event previo Plan Type 10 : Medica Option Heat Dependents/Benefit Dependents/Benefit | Apply ption Election Depen employee ously ente al I Code 24 Q itch Provider ID ficiaries efficiaries | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP | ment electi | ONS for | Open E | Enrollmer Special Requirement | nt (OE) to | p match 1 | esh |
| | DK Cancel A Participant Selection Op Jpdate the Event previo Plan Type 10 : Medica Option Hea Dependents/Benel Enrol Dependents/Benel 1D | Apply ption Election 1 Depen employee ously ente al 1 Code 24 Q ith Provider ID ficiaries it All eficiaries Name | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP Relations Employee | ment electi) (Family) | ONS for | Open E | Special Requirement Covered Person Type | nt (OE) to | D match | esh |
| Event / H | X Cancel A Participant Selection 1 Op Jpdate the Event previo Plan Type 10 : Medica Option Hea Dependents/Benef 10 01 Q | Apply ption Election Dependent employee ously ente al 1 Code 24 Q ith Provider ID (ficiaries ill All eficiaries | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP) Relations Employee Spouse |) (Family) | ONS for | Open E | Special Requirement Covered Person Type Spouse | nt (OE) to ts Age Limit Fi | | esh |
| Event / I | DK Cancel A Participant Selection 1 Op Jpdate the Event previo Plan Type 10 : Medica Option Heat Dependents/Bener 1D 01 02 02 | Apply ption Election 1 Depen employee ously ente al 1 Code 24 Q ith Provider ID (ficiaries it All eficiaries Name | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP Relations Employee Spouse Child | hip to | ONS for | Open E Previously Previously Control | Enrollmer Special Requiremer Special Requiremer Covered Person Type Spouse Child | nt (OE) to | | esh |
| | X Cancel / Participant Selection Op Jpdate the Event previo Plan Type 10 : Medica Option Hea Dependents/Benet ID 01 Q 02 Q ± | Apply ption Election Dependent employee ously ente al 1 Code 24 Q 1 Code 24 Q 1 All eficiaries II All eficiaries | dents / Beneficiaries 'S enrollr red. Kaiser HMO (KP) Kaiser HMO (KP) Kaiser Spouse Child | hip to Health Pro | ons for | Open E | Enrollmer Special Requiremer Covered Person Type Spouse Child | nt (OE) to | | esh |



| Step | Action | |
|-----------------|--|---|
| 27. | Once all of the applicable elections have been updated, click the OK button at the bottom of the page. | |
| The On-D | Demand Event Maintenance page redisplays. | |
| E | Cardinal Homepage On-Demand Event Maintenance | |
| c | On-Demand Event Maintenance Person ID Ben Record 0 | |
| | Activity Date Source Empl Record 0 Schedule/Prepare Activity Pending Activities 0 Show Activities Action | |
| | Event ID 0 Event Date 10/01/2024 Status Entered Class OE Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency Annual Frequency Election Entry Entered 0 of 4 Show Plans Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date Normal Processing | |
| i | The Status field now displays "Entered" and the Event Status field still displays "Open for Processing". | |
| 28. | Click the Validate/Finalize button. | _ |

Once the process completes, a **Message** displays in a pop-up window.

Process completed successfully. (3000,530)



| Step | Action |
|-----------------|--|
| 29. | Click the OK button. |
| The On-D | emand Event Maintenance page redisplays. |
| • | - Cardinal Homepage On-Demand Event Maintenance |
| c | Dn-Demand Event Maintenance |
| | Person ID Ben Record 0 |
| | Activity Date Source Empl Record 0 |
| | Schedule/Prepare Activity Pending Activities 0 Show Activities Action |
| | Event ID 0 Event Date 10/01/2024 Status Finalized - Enrolled Class OE Event Status Event Status |
| | Enrollment Statement Run Date Encourage |
| | O Deduction Frequency O Annual Frequency |
| | Election Entry Entered 0 Show Plans Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date Finalize/Apply Defaults |
| | Reprocess Process Indicator N Normal Processing |
| ĺ | Confirm that the Status field now displays "Finalized – Enrolled" and that the Event Status field now displays "Closed to Processing". |
| 26. | Click the Save button. |
| | Save Return to Search Notify |