

**Researching Benefit Events Overview**

This Job Aid provides Benefit Administrators with an overview of resources that can be used to research Benefit Events and troubleshoot some of the common errors received while processing Benefit Events.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes 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**

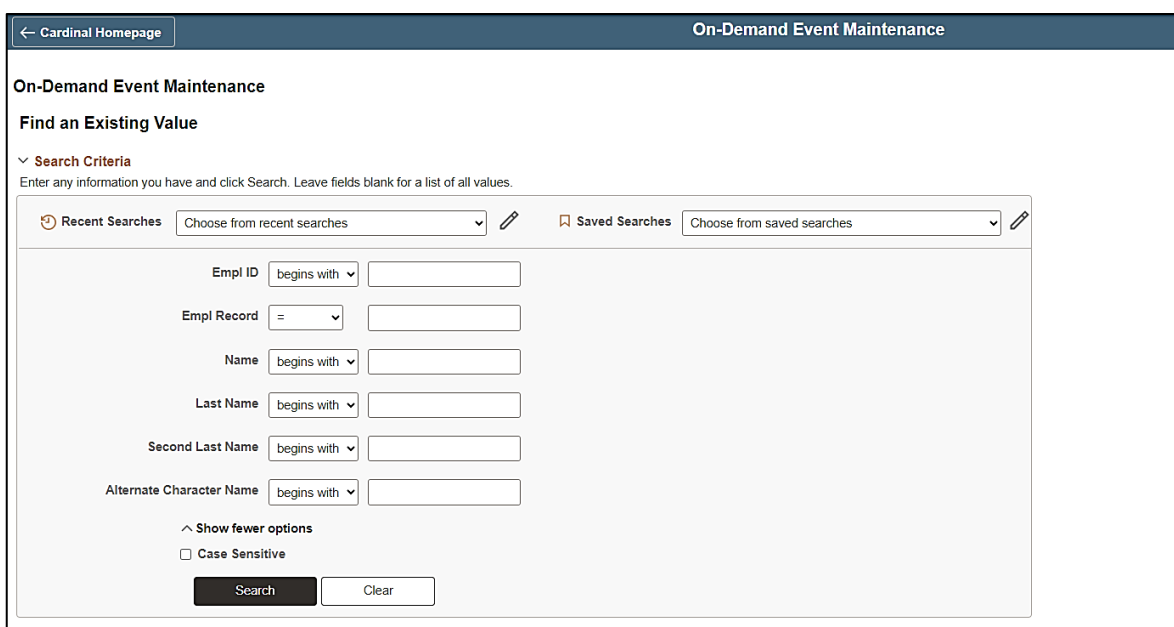
Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

**Monitoring Benefit Events on the Event Status Update Page**

This section of the Job Aid provides guidance on how to monitor the status of a Benefit Event on the **Event Status Update** page.

Step	Action
1.	First, navigate to the <b>On-Demand Event Maintenance</b> page using the following path: <b>NavBar &gt; Menu &gt; Benefits &gt; Manage Automated Enrollment &gt; Events &gt; On-Demand Event Maintenance</b>

The **On-Demand Event Maintenance Find an Existing Value** page displays.




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 **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.

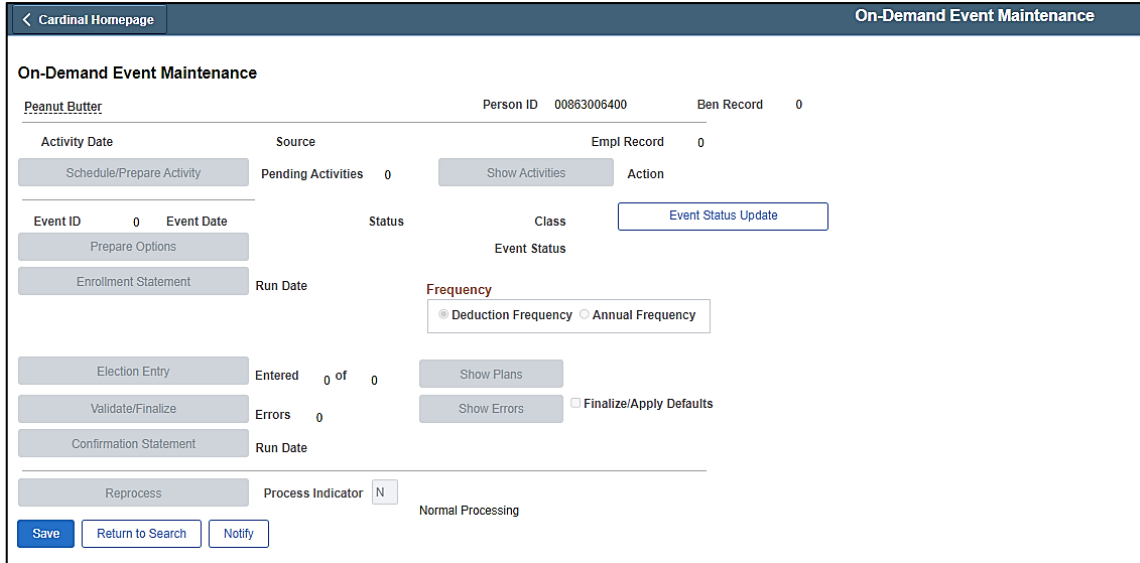


3. Click the **Search** button.



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



[< Cardinal Homepage](#) On-Demand Event Maintenance

**On-Demand Event Maintenance**  
 Peanut Butter Person ID 00863006400 Ben Record 0

Activity Date Empl Record 0  
Schedule/Prepare Activity Pending Activities 0 Show Activities Action

---

Event ID 0 Event Date Event Status Update  
Prepare Options Status Class

Enrollment Statement Run Date Event Status  
 Frequency  
 Deduction Frequency  Annual Frequency

Election Entry Entered 0 of 0 Show Plans

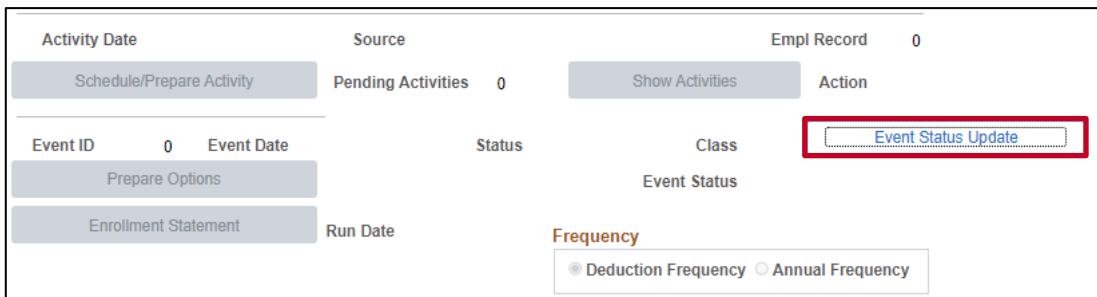
Validate/Finalize Errors 0 Show Errors  Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify

4. Click the **Event Status Update** button.



Activity Date Empl Record 0  
Schedule/Prepare Activity Pending Activities 0 Show Activities Action

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Event ID 0 Event Date Event Status Update  
Prepare Options Status Class

Enrollment Statement Run Date Event Status  
 Frequency  
 Deduction Frequency  Annual Frequency

Step	Action
------	--------

The **Event Status Update** page displays.

x
Help

**BenAdmin Event Status Update**

**Update Event Status**

Empl ID 00863006400 Peanut Butter Ben Record 0



Event Status Update ? Q | << 1 of 3 >>

<p>Schedule ID EM00</p> <p>Event Date 08/01/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 3</p> <p>Event Class MAR Marriage</p> <p>Event Priority 420</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Manual Event</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <span style="border: 1px solid #ccc; padding: 2px;">Print Confirmation Forms Only</span></p> <p>*Process <span style="border: 1px solid #ccc; padding: 2px;">Normal Processing</span></p> <p>*Event Status <span style="border: 1px solid #ccc; padding: 2px;">Closed to Processing</span></p>
<p>Schedule ID EM00</p> <p>Event Date 07/10/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 1</p> <p>Event Class HR2 Immediate Enrollment</p> <p>Event Priority 99</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Manual Event</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input checked="" type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <span style="border: 1px solid #ccc; padding: 2px;">Suppress Print of Both Forms</span></p> <p>*Process <span style="border: 1px solid #ccc; padding: 2px;">Normal Processing</span></p> <p>*Event Status <span style="border: 1px solid #ccc; padding: 2px;">Closed to Processing</span></p>
<p>Schedule ID EM00</p> <p>Event Date 07/10/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 2</p> <p>Event Class HIR Initial Enrollment</p> <p>Event Priority 100</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Job Data Change</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <span style="border: 1px solid #ccc; padding: 2px;">Print Both Forms</span></p> <p>*Process <span style="border: 1px solid #ccc; padding: 2px;">Normal Processing</span></p> <p>*Event Status <span style="border: 1px solid #ccc; padding: 2px;">Closed to Processing</span></p>

OK
Cancel
Apply

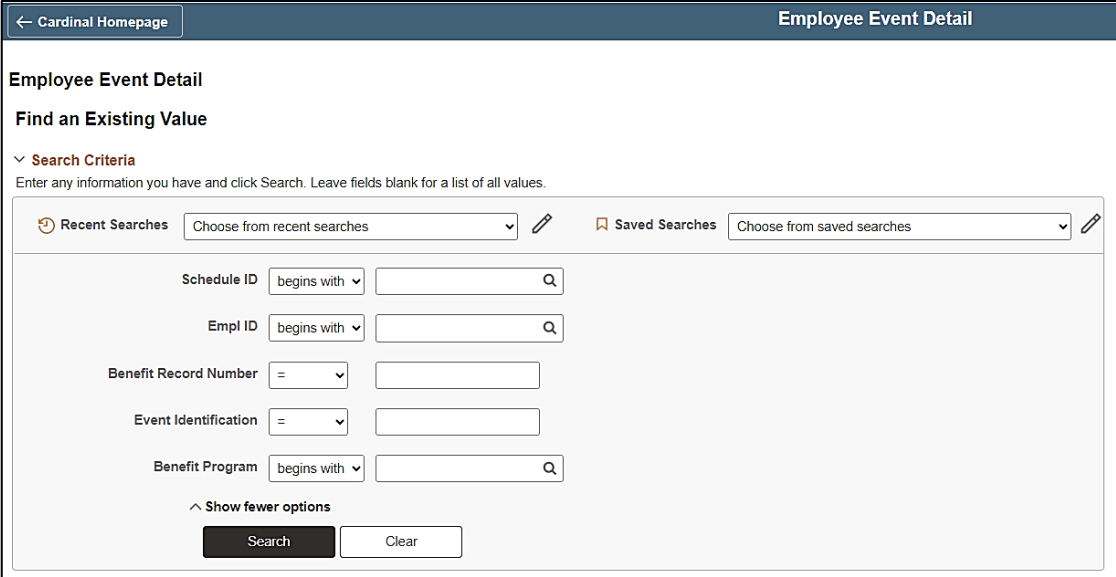



Refresh

- |    |   |
|----|---|
| 5. | Locate the applicable Benefit Event and review the key information based on the following guidelines (the Marriage Benefit Event (MAR) will be reviewed for the purpose of this Job Aid). |
|----|---|

Step	Action
	<div data-bbox="292 325 1388 640" style="border: 1px solid black; padding: 5px;"> <p>Schedule ID EM00</p> <p>Event Date 08/01/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 3</p> <p>Event Class MAR Marriage</p> <p>Event Priority 420</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Manual Event</p> <p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option Print Confirmation Forms Only</p> <p>*Process Normal Processing</p> <p>*Event Status Closed to Processing</p> </div> <ul style="list-style-type: none"> <li>The <b>Event Date</b> field identifies the system generated Event date for the Benefit Date (the first day of the following Month based on the date of marriage in this example)</li> <li>The <b>Event Class</b> field identifies the type of Benefit Event (“MAR Marriage” in this example)</li> <li>The <b>Benefit Program</b> field identifies the Benefit Program that the employee was in at the time the Benefit Event was processed</li> <li>The <b>Process Status</b> field identifies the current process status of the Benefit Event. During the Benefits Administration process, there are a series of actions taken in evaluating a Benefit Event and can result in various Process Statuses. See the <a href="#">Process Statuses Overview</a> section of this Job Aid for a list of the Process Statuses and a description for each along with some potential reasons for the Process Status</li> <li>The <b>Process</b> field identifies the last action executed by the Benefits Administration process (Process Indicator) for the Benefit Event. Typically, this will reflect “Normal Processing”. See the <a href="#">Process Indicators Overview</a> section of this Job Aid for a list of the Process Indicators and a description for each one</li> <li>The <b>Event Status</b> field identifies the current Event Status for the Benefit Event. See the <a href="#">Event Statuses Overview</a> section of this Job Aid for a list of the Event Statuses and a description for each one</li> </ul>
	<div data-bbox="292 1306 1388 1621" style="border: 1px solid black; padding: 5px;"> <p>Schedule ID EM00</p> <p>Event Date 08/01/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 3</p> <p>Event Class MAR Marriage</p> <p>Event Priority 420</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Manual Event</p> <p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option Print Confirmation Forms Only</p> <p>*Process Normal Processing</p> <p>*Event Status Closed to Processing</p> </div> <p>There are also a series of Benefit Event flags that the Benefits Administration process may systematically assign. These occur when changes, insertions, or deletions have occurred after a Benefit Event has been processed. These Benefit Event flags indicate that a Benefit Event may need to be re-processed. See the <a href="#">Flagged Benefit Events Overview</a> section of this Job Aid for additional information pertaining to these Benefit Event flags.</p>

## Overview of the Employee Event Detail Page

This section of the Job Aid provides guidance on how to review details related to the nature and status of a Benefit Event on the **Employee Event Details** page.

Step	Action
1.	Navigate to the <b>Employee Event Detail</b> page using the following path: <b>NavBar &gt; Menu &gt; Benefits &gt; Manage Automated Enrollment &gt; Review Processing Results &gt; Employee Event Detail</b>
<p>The <b>Employee Event Detail Find an Existing Value</b> page displays.</p> 	
	<p>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 <b>Job Aids</b> under <b>Learning</b>.</p>
	<p>If you are searching for a specific Schedule ID, use the <b>Schedule ID</b> field to define the applicable Schedule ID. To see all Benefit Events for a specific employee, leave the <b>Schedule ID</b> field blank and populate the <b>Empl ID</b> field with the applicable employee's Employee ID.</p> <p>Unless you are looking for Open Enrollment Benefit Events, the Schedule ID is typically "EM00".</p> <p>This Job Aid demonstrates searching for a specific Schedule ID first and then defining the applicable employee.</p>
2.	Enter or select the applicable Schedule ID in the <b>Schedule ID</b> field. 

Step	Action
3.	Enter or select the employee's Employee ID in the <b>Empl ID</b> field. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">             Schedule ID <input type="text" value="begins with"/> <input type="text" value="EM00"/> <input type="button" value="Q"/>               Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/> <input type="button" value="Q"/> </div>
4.	Click the <b>Search</b> button. <div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #333; color: white; font-weight: bold;">Search</span> <span style="border: 1px solid black; padding: 5px 15px; margin-left: 20px;">Clear</span> </div>

The **Employee Event Detail** page for the employee displays with the Participant tab displayed by default.

< Cardinal Homepage
Employee Event Detail

Participant

Plan Type

Option and Cost

Sched ID EM00 Event Maintenance  
 Empl ID 00863006400 [Peanut Butter](#) Benefit Record 0

**Event Information**

ID	3	Empl Record	0
Status	Closed to Processing	Date	08/01/2024
Class	MARMarriage	Effseq	0
Source	Manual Event	Priority	420
<input type="checkbox"/> Multi-Activity Indicator			

**Eligibility Information**

Empl Record	0
COBRA Action	
Addr Effdt	07/10/2024
Job Effdt	07/10/2024
Effseq	0

**Processing Information**

Benefit Program	SAL Salaried Employee Benefit Pgm	<input type="checkbox"/> Address Eligibility Changed
Process Status	Finalized - Enrolled	<input type="checkbox"/> MultiJob Indicator Changed
Status Date	09/25/2024	<input type="checkbox"/> Job Eligibility Changed
Process Indicator	Normal Processing	<input type="checkbox"/> Event Out of Sequence
Election Source	Online	<input type="checkbox"/> Event Disconnected
Excess Credit	Forfeit Excess Credits	<input checked="" type="checkbox"/> Available through Self Service
Option Notify		<input type="checkbox"/> Finalize/Apply Defaults
Confirm Notify		
Suppress Forms	Print Confirmation Forms Only	Enrl/Print Days 0

**Eligibility Source**



Empl Record	Effdt	Effseq	Primary Job	Include Job for Eligibility	Include Job for Deductions	Eligibility Source
	07/10/2024					ADDRESSES
0	07/10/2024	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JOB


Return to Search Previous in List Next in List Notify


Participant | Plan Type | Option and Cost

5.	The <b>Participants</b> tab is used to review various information related to the applicable Benefit Event. Review the key information based on the following guidelines.
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Step	Action										
	<p><b>Event Information</b> section:</p> <div data-bbox="293 380 1182 627" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Event Information</b></p> <table border="0" style="width: 100%;"> <tr> <td>ID 3</td> <td>Empl Record 0</td> </tr> <tr> <td><b>Status</b> Closed to Processing</td> <td><b>Date</b> 08/01/2024</td> </tr> <tr> <td>Class MARMarriage</td> <td>Effseq 0</td> </tr> <tr> <td><b>Source</b> Manual Event</td> <td>Priority 420</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Multi-Activity Indicator</td> </tr> </table> </div> <ul style="list-style-type: none"> <li>The <b>Status</b> field identifies the current status of the Benefit Event. See the <a href="#">Event Statuses Overview</a> section of this Job Aid for a list of the Event Statuses and a description for each one</li> <li>The <b>Event Source</b> field identifies how the Benefit Event was triggered (“Job Data Change”, “Address Change”, “Manual Event”, etc.)</li> <li>The <b>Date</b> field identifies the applicable Benefit Event date</li> </ul>	ID 3	Empl Record 0	<b>Status</b> Closed to Processing	<b>Date</b> 08/01/2024	Class MARMarriage	Effseq 0	<b>Source</b> Manual Event	Priority 420	<input type="checkbox"/> Multi-Activity Indicator	
ID 3	Empl Record 0										
<b>Status</b> Closed to Processing	<b>Date</b> 08/01/2024										
Class MARMarriage	Effseq 0										
<b>Source</b> Manual Event	Priority 420										
<input type="checkbox"/> Multi-Activity Indicator											
	<p><b>Eligibility Information</b> section:</p> <div data-bbox="293 936 737 1188" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Eligibility Information</b></p> <table border="0" style="width: 100%;"> <tr> <td>Empl Record 0</td> </tr> <tr> <td>COBRA Action</td> </tr> <tr> <td>Addr Effdt 07/10/2024</td> </tr> <tr> <td>Job Effdt 07/10/2024</td> </tr> <tr> <td>Effseq 0</td> </tr> </table> </div> <ul style="list-style-type: none"> <li>The <b>Empl Record</b> field identifies the employee’s Employee Record that was utilized by the Benefits Administration process to determine eligibility</li> <li>The <b>COBRA Action</b> field will display the applicable Action Code (“DIV”, “TER”, etc.) if the Benefit Event may make the employee eligible for COBRA coverage</li> <li>The <b>Addr Effdt</b> field displays the effective date for the employee’s address information (State and/or Postal Zip Code) that was utilized by the Benefits Administration process to determine eligibility</li> <li>The <b>Job Effdt</b> field displays the effective date of the employee’s Job Data that was utilized by the Benefits Administration process to determine eligibility</li> <li>The <b>Effseq</b> field displays the effective sequence number of the Job Data row that was utilized by the Benefits Administration process to determine eligibility</li> </ul>	Empl Record 0	COBRA Action	Addr Effdt 07/10/2024	Job Effdt 07/10/2024	Effseq 0					
Empl Record 0											
COBRA Action											
Addr Effdt 07/10/2024											
Job Effdt 07/10/2024											
Effseq 0											

Step	Action																											
	<p><b>Processing Information section:</b></p> <div data-bbox="292 378 1388 714" style="border: 1px solid black; padding: 10px;"> <p><b>Processing Information</b></p> <table border="0"> <tr> <td>Benefit Program</td> <td>SAL Salaried Employee Benefit Pgm</td> <td><input type="checkbox"/> Address Eligibility Changed</td> </tr> <tr> <td>Process Status</td> <td>Finalized - Enrolled</td> <td><input type="checkbox"/> MultiJob Indicator Changed</td> </tr> <tr> <td>Status Date</td> <td>09/25/2024</td> <td><input type="checkbox"/> Job Eligibility Changed</td> </tr> <tr> <td>Process Indicator</td> <td>Normal Processing</td> <td><input type="checkbox"/> Event Out of Sequence</td> </tr> <tr> <td>Election Source</td> <td>Online</td> <td><input type="checkbox"/> Event Disconnected</td> </tr> <tr> <td>Excess Credit</td> <td>Forfeit Excess Credits</td> <td><input checked="" type="checkbox"/> Available through Self Service</td> </tr> <tr> <td>Option Notify</td> <td>Election Rcvd</td> <td><input type="checkbox"/> Finalize/Apply Defaults</td> </tr> <tr> <td>Confirm Notify</td> <td>Confirm Rcvd</td> <td></td> </tr> <tr> <td>Suppress Forms</td> <td>Print Confirmation Forms Only</td> <td>Enrl/Print Days 0</td> </tr> </table> </div> <ul style="list-style-type: none"> <li>The <b>Process Status</b> field identifies the current processing status for the Benefit Event. During the Benefits Administration process, there are a series of actions taken in evaluating a Benefit Event and can result in various Process Statuses. See the <a href="#">Process Statuses Overview</a> section of this Job Aid for a list of the Process Statuses and a description for each along with some potential reasons for the Process Status</li> <li>The <b>Status Date</b> field identifies the date on which the Benefit Event moved to the current Process Status</li> <li>The <b>Process Indicator</b> field identifies the last action executed by the Benefits Administration process for the Benefit Event. Typically, this will reflect “Normal Processing”. See the <a href="#">Process Indicators Overview</a> section of this Job Aid for a list of the Process Indicators and a description for each one</li> <li>The <b>Election Source</b> defines how the benefit elections were made for the Benefit Event. “Online” indicates that a BN Administrator made the elections on behalf of the employee and “Web” indicates that the employee made the elections through Employee Self-Service (ESS). “None” indicates that the Benefit Event was finalized with no elections made</li> <li>The <b>Confirm Notify</b> field defines the date when the Confirmation Statement was systematically emailed to the employee (when applicable)</li> <li>The <b>Confirm Rcvd</b> field defines the date when the Confirmation Statement was received/viewed by the employee (when applicable)</li> </ul>	Benefit Program	SAL Salaried Employee Benefit Pgm	<input type="checkbox"/> Address Eligibility Changed	Process Status	Finalized - Enrolled	<input type="checkbox"/> MultiJob Indicator Changed	Status Date	09/25/2024	<input type="checkbox"/> Job Eligibility Changed	Process Indicator	Normal Processing	<input type="checkbox"/> Event Out of Sequence	Election Source	Online	<input type="checkbox"/> Event Disconnected	Excess Credit	Forfeit Excess Credits	<input checked="" type="checkbox"/> Available through Self Service	Option Notify	Election Rcvd	<input type="checkbox"/> Finalize/Apply Defaults	Confirm Notify	Confirm Rcvd		Suppress Forms	Print Confirmation Forms Only	Enrl/Print Days 0
Benefit Program	SAL Salaried Employee Benefit Pgm	<input type="checkbox"/> Address Eligibility Changed																										
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Option Notify	Election Rcvd	<input type="checkbox"/> Finalize/Apply Defaults																										
Confirm Notify	Confirm Rcvd																											
Suppress Forms	Print Confirmation Forms Only	Enrl/Print Days 0																										

Step	Action																											
	<div data-bbox="293 327 1388 663" style="border: 1px solid black; padding: 5px;"> <p><b>Processing Information</b></p> <table border="0"> <tr> <td>Benefit Program</td> <td>SAL Salaried Employee Benefit Pgm</td> <td><input type="checkbox"/> Address Eligibility Changed</td> </tr> <tr> <td>Process Status</td> <td>Finalized - Enrolled</td> <td><input type="checkbox"/> MultiJob Indicator Changed</td> </tr> <tr> <td>Status Date</td> <td>09/25/2024</td> <td><input type="checkbox"/> Job Eligibility Changed</td> </tr> <tr> <td>Process Indicator</td> <td>Normal Processing</td> <td><input type="checkbox"/> Event Out of Sequence</td> </tr> <tr> <td>Election Source</td> <td>Online</td> <td><input type="checkbox"/> Event Disconnected</td> </tr> <tr> <td>Excess Credit</td> <td>Forfeit Excess Credits</td> <td><input checked="" type="checkbox"/> Available through Self Service</td> </tr> <tr> <td>Option Notify</td> <td>Election Rcvd</td> <td><input type="checkbox"/> Finalize/Apply Defaults</td> </tr> <tr> <td>Confirm Notify</td> <td>Confirm Rcvd</td> <td></td> </tr> <tr> <td>Suppress Forms</td> <td>Print Confirmation Forms Only</td> <td>Enrl/Print Days 0</td> </tr> </table> </div> <p>There are also a series of Benefit Event flags that the Benefits Administration process may systematically assign. These occur when changes, insertions, or deletions have occurred after a Benefit Event has been processed. These Benefit Event flags indicate that a Benefit Event may need to be re-processed. See the <a href="#">Flagged Benefit Events Overview</a> section of this Job Aid for additional information pertaining to these Benefit Event flags.</p>	Benefit Program	SAL Salaried Employee Benefit Pgm	<input type="checkbox"/> Address Eligibility Changed	Process Status	Finalized - Enrolled	<input type="checkbox"/> MultiJob Indicator Changed	Status Date	09/25/2024	<input type="checkbox"/> Job Eligibility Changed	Process Indicator	Normal Processing	<input type="checkbox"/> Event Out of Sequence	Election Source	Online	<input type="checkbox"/> Event Disconnected	Excess Credit	Forfeit Excess Credits	<input checked="" type="checkbox"/> Available through Self Service	Option Notify	Election Rcvd	<input type="checkbox"/> Finalize/Apply Defaults	Confirm Notify	Confirm Rcvd		Suppress Forms	Print Confirmation Forms Only	Enrl/Print Days 0
Benefit Program	SAL Salaried Employee Benefit Pgm	<input type="checkbox"/> Address Eligibility Changed																										
Process Status	Finalized - Enrolled	<input type="checkbox"/> MultiJob Indicator Changed																										
Status Date	09/25/2024	<input type="checkbox"/> Job Eligibility Changed																										
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Option Notify	Election Rcvd	<input type="checkbox"/> Finalize/Apply Defaults																										
Confirm Notify	Confirm Rcvd																											
Suppress Forms	Print Confirmation Forms Only	Enrl/Print Days 0																										
6.	<p>Click the <b>Plan Type</b> tab at the top of the page.</p> <div data-bbox="293 936 886 1003" style="border: 1px solid black; padding: 5px;"> <table border="0"> <tr> <td style="border: 1px solid black; padding: 2px;">Participant</td> <td style="border: 1px solid black; padding: 2px; border-color: red;">Plan Type</td> <td style="border: 1px solid black; padding: 2px;">Option and Cost</td> </tr> </table> </div>	Participant	Plan Type	Option and Cost																								
Participant	Plan Type	Option and Cost																										

Step	Action
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The **Plan Type** tab displays.

< Cardinal Homepage
Employee Event Detail

Sched ID EM00
Empl ID 00863006400
Ben Record 0
Event ID 3

**Plan Types** Q | < | > | 2 of 15 | View All

Plan Seq	10	Plan Type	10 Medical	Coverage Code	4
Option Code	28	Benefit Plan	ACC0	Coverage Begin	08/01/2024
Curr Election	No	<input checked="" type="checkbox"/> Elections Allowed		Deduction Begin	07/25/2024
Enroll Action	Enroll	<input type="checkbox"/> BAS Error		Coverage Elect	09/25/2024
Ignore Plan	No	<input type="checkbox"/> Proof Received		Addl Pay Eff	
Coverage Elect	Elect				

**Dependents**

Group Header 1				
Flat Amount				

Group Header 2				
Savings Coverage	Flat Amt	Savings Coverage After-Tax	Flat Amt	Ann Excess Credits
Deduct Amount		Deduct Amount ATax		
% of Gross		% of Gross ATax		

Group Header 10			Investments
Plan Type BTax	Plan Type ATax		
Benefit Plan BTax	Benefit Plan ATax		
Ded Code BTax	Deduction Code ATax		
Ded Class BTax	Deduction Class ATax		

Group Header 3		
Employee Contribution	Ann Excess Credits FSA	Annual Pledge

Group Header 4		
Pension Base	Voluntary Amount	Voluntary Percent

Group Header 5		
Vacation Hours	Vacation Buy Amount	Vacation Sell Amount
Goal Amount		

Group Header 6							
Effdt	Effect On Billing	N None	% of	0	Employee Rate	Plus	\$0.00

Return to Search
Previous in List
Next in List
Notify

[Participant](#) | [Plan Type](#) | [Option and Cost](#)

- The **Plan Type** tab is used to review information related to the applicable Plan Types for the employee. Use the navigation arrows provided to toggle between the different Plan Types and review the key information within the **Plan Types** section based on the following guidelines.

Step	Action																					
	<p><b>Plan Types</b> section:</p> <div data-bbox="292 378 1396 693" style="border: 1px solid black; padding: 5px;"> <p>Plan Types <span style="float: right;">Q   &lt; &lt;&lt; 2 of 15 &gt;&gt; &gt;   View All</span></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Plan Seq 10</td> <td style="width: 33%;">Plan Type 10 Medical</td> <td style="width: 33%;">Coverage Code 4</td> </tr> <tr> <td>Option Code 28</td> <td>Benefit Plan ACC0</td> <td>Coverage Begin 08/01/2024</td> </tr> <tr> <td>Curr Election No</td> <td><input checked="" type="checkbox"/> Elections Allowed</td> <td>Deduction Begin 07/25/2024</td> </tr> <tr> <td>Enroll Action Enroll</td> <td><input type="checkbox"/> BAS Error</td> <td>Coverage Elect 09/25/2024</td> </tr> <tr> <td>Ignore Plan No</td> <td><input type="checkbox"/> Proof Received</td> <td>Addl Pay Eff</td> </tr> <tr> <td>Coverage Elect Elect</td> <td></td> <td></td> </tr> <tr> <td><a href="#">Dependents</a></td> <td></td> <td></td> </tr> </table> </div> <ul style="list-style-type: none"> <li>• The <b>Plan Type</b> field identifies the Plan Type</li> <li>• The <b>Curr Election</b> field identifies whether the employee kept their current election for this Plan Type when the Benefits enrollments were completed for this Benefit Event. “Yes” indicates that the enrollment for this Plan Type was not changed and “No” indicates that the enrollment for this Plan Type was changed when processing this Benefit Event</li> <li>• The <b>Enroll Action</b> field identifies what action was taken for this Plan Type while processing this Benefit Event. “Enroll” indicates that there was an election made. “None” indicates that no election was made. “Terminate” indicates that the prior election was terminated</li> <li>• The <b>Coverage Elect</b> field identifies whether the employee made an election, waived, or terminated the election for this Plan Type while processing this Benefit Event</li> <li>• The <b>Benefit Plan</b> field identifies the Benefit Plan that the employee enrolled in for this Plan Type while processing this Benefit Event (when applicable)</li> <li>• The <b>Coverage Code</b> field identifies the coverage code that the employee enrolled in for this Plan Type while processing this Benefit Event (when applicable)</li> <li>• The <b>Coverage Begin</b> field identifies the coverage begin date of the election for this Plan Type (when applicable)</li> <li>• The <b>Deduction Begin</b> field identifies the payroll deduction begin date of the election for this Plan Type (when applicable)</li> <li>• The <b>Coverage Elect</b> field identifies the date that the Benefit Event was finalized. This date matches the election date on the Base Benefit pages</li> <li>• The employee’s dependents covered for this Plan Type can be reviewed by clicking the <b>Dependents</b> link</li> </ul>	Plan Seq 10	Plan Type 10 Medical	Coverage Code 4	Option Code 28	Benefit Plan ACC0	Coverage Begin 08/01/2024	Curr Election No	<input checked="" type="checkbox"/> Elections Allowed	Deduction Begin 07/25/2024	Enroll Action Enroll	<input type="checkbox"/> BAS Error	Coverage Elect 09/25/2024	Ignore Plan No	<input type="checkbox"/> Proof Received	Addl Pay Eff	Coverage Elect Elect			<a href="#">Dependents</a>		
Plan Seq 10	Plan Type 10 Medical	Coverage Code 4																				
Option Code 28	Benefit Plan ACC0	Coverage Begin 08/01/2024																				
Curr Election No	<input checked="" type="checkbox"/> Elections Allowed	Deduction Begin 07/25/2024																				
Enroll Action Enroll	<input type="checkbox"/> BAS Error	Coverage Elect 09/25/2024																				
Ignore Plan No	<input type="checkbox"/> Proof Received	Addl Pay Eff																				
Coverage Elect Elect																						
<a href="#">Dependents</a>																						
8.	<p>Click the <b>Option and Cost</b> tab at the top of the page.</p> <div data-bbox="292 1617 885 1690" style="border: 1px solid black; padding: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">Participant</td> <td style="width: 33%; text-align: center;">Plan Type</td> <td style="width: 33%; text-align: center;">Option and Cost</td> </tr> </table> </div>	Participant	Plan Type	Option and Cost																		
Participant	Plan Type	Option and Cost																				



Step	Action
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The **Option and Cost** tab displays.

< Cardinal Homepage
Employee Event Detail

Participant
Plan Type
Option and Cost

Sched ID EM00
Empl ID 00863006400
Ben Record 0
Event ID 3

**Plan Types** Q | << < 3 of 15 > >> | View All

Plan Seq	Plan Type	Imputed Life
23		

**Options** Q | << < 1 of 1 > >> | View All

Option Seq 1	Option ID 59	Option Type Option
Benefit Plan IMPLIF	Coverage Code	<input checked="" type="checkbox"/> Default Election
Option Code 1	Option Level 1	<input type="checkbox"/> Proof Required
Coverage Base 102000.00	Premium Base 102000.00	<input type="checkbox"/> History Only
Dedn Class Taxable	<input checked="" type="checkbox"/> Potential Tax Impact	

**Applies To Pay Periods**

First    Second    Third    Fourth    Fifth

**Option Cost**

Cost ID	Cost Type	Annual After Tax	Annual Before Tax	Annual ER	After Tax Deduction	Before Tax Deduction	Employer Deduction
57	Price						

Return to Search
Previous in List
Next in List
Notify

Participant | Plan Type | Option and Cost

9.

The **Option and Cost** tab is used to review the cost information related to the applicable Plan Types for the employee. Use the navigation arrows provided to toggle between the different Plan Types and review the key cost information.

**Process Statuses Overview**

During the Benefits Administration process, there are a series of actions taken in evaluating Benefit Events and there are varying results from these actions. The Process Status table below describes each Process Status and possible reasons for the event resulting in that Process Status:

Process Status	Reason/Description
<b>Assign Error (AE)</b>	The Benefits Administration process was unable to assign the applicable Benefit Program due to missing or incorrect information.
<b>Assign None (AN)</b>	The Benefits Administration process was unable to assign a Benefit Program. This could be a result of the Benefit Flag set to a terminated Employee Record (Empl_Rcd).
<b>Assigned (AS)</b>	The Benefits Administration process assigned the applicable Benefit Program.
<b>Elections Entered (ET)</b>	A Benefits Administrator (or the employee through Employee Self-Service (ESS)) has entered the employee's new elections into the system and they are ready for validation by the Benefits Administration process.
<b>Elections Error (EE)</b>	The system encountered an error in processing the elections for the employee associated with the Benefit Event. This could be a result of the dependent effective dates or a mismatch between the selected coverage code and listed dependents.
<b>Finalized – Benefit Pgm None (FA)</b>	Indicates that the Benefit 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 the employee is not active.
<b>Finalized – Enrolled (FE)</b>	The Benefits Administration process is complete for the Benefit Event. All elections have been validated and loaded.
<b>Finalized – Prepare None (FP)</b>	The Benefits Administration process is complete and indicates that the employee's eligibility has not changed.
<b>Notified (NT)</b>	Employee has accessed or initiated the Benefit Event through Employee Self-Service (ESS) but has not submitted their elections.
<b>Prepare Error (PE)</b>	Indicates that there is an error in the preparation of options. The system has encountered an error. This could be a result of a missing ICI ABBR or a missing Payroll Calendar.

Process Status	Reason/Description
<b>Prepared (PR)</b>	The system has calculated eligible options, credits, rates, and proof requirements for the employee associated with the Benefit Event. The current elections have been identified for proof, eligibility level, and default processing.
<b>Re-Enter (RE)</b>	Indicates that a Benefits Administrator has re-opened the Benefit Event.



**Process Indicators Overview**

The Process Indicator table below describes each Process Indicator:

Symbol	Name	Description
A	Assign Benefit Program	Event Status must be "Open". It takes the Benefit Event all the way back to defining program eligibility and any data entry done in this Benefit Event is lost. The system attempts to re-process 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 the Base Benefit enrollment tables but retains them on a table. The process re-validates elections for this Benefit 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 the Benefits Administration process.
P	Prepare Options	Event Status must be "Open". Re-evaluates Option eligibility and any data entry done in this Benefit Event is lost. The system attempts to re-process participants to PR status.
R	Re-Enter	Re-opens the data entry page. If you need to change an election this is where it should be done. The system leaves the Benefit 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 a Benefit Event needs to be voided. Do not set the Event Status to "VOID". The system will do that when the Benefit Event is re-processed. If the Benefit Event is in a process status of FE-Enrolled, elections are rolled back from the Base Benefit enrollment tables but retains them on a table. The system leaves the Benefit Event at a process status of RE.

**Event Statuses Overview**

The Event Status table below describes each Event Status:

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

### Flagged Benefit Events Overview

The Benefits Administration process identifies changes in Job and Personal data which can impact the employee’s eligibility for a Benefit Event created prior to that change. These Benefit Events then become “Flagged Benefit Events” with the associated flags systematically flagged to indicate that benefits eligibility must be re-evaluated. The most common flags seen are **Address Eligibility Changed**, **Job Eligibility Changed**, and **Event Out of Sequence**. A Benefit Event can also be flagged as **Event Disconnected**.

If a flagged Benefit Event has not yet reached the “Prepared” status and one or more of the eligibility flags are set, then the Benefit Event will get set back to “Assign Program” before any further processing on this Benefit Event occurs. If the Benefit Event is already in the “Prepared” status, the options and elections already entered will be re-evaluated upon the next execution of the Benefits Administration process.

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

**BenAdmin Event Status Update**
x

Update Event Status
Empl ID 
Ben Record 0

Event Status Update ?

 | << < > >> 1 of 6

<p>Schedule ID EM00 <input type="checkbox"/> Event Disconnected</p> <p>Event Date 05/10/2024</p> <p>Event ID 4</p> <p>Event Class HR2 Immediate Enrollment</p> <p>Event Priority 99</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Manual Event</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input checked="" type="checkbox"/> <b>Job Eligibility Changed</b></p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <input type="text" value="Suppress Print of Both Forms"/></p> <p>*Process <input type="text" value="Normal Processing"/></p> <p>*Event Status <input type="text" value="Closed to Processing"/></p>
<p>Schedule ID EM00 <input type="checkbox"/> Event Disconnected</p> <p>Event Date 05/10/2024</p> <p>Event ID 5</p> <p>Event Class HIR Initial Enrollment</p> <p>Event Priority 100</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Job Data Change</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input checked="" type="checkbox"/> <b>Job Eligibility Changed</b></p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <input type="text" value="Print Both Forms"/></p> <p>*Process <input type="text" value="Normal Processing"/></p> <p>*Event Status <input type="text" value="Closed to Processing"/></p>
<p>Schedule ID EM00 <input type="checkbox"/> Event Disconnected</p> <p>Event Date 05/10/2024</p> <p>Event ID 6</p> <p>Event Class ELG Elig Config Change</p> <p>Event Priority 130</p> <p>Benefit Program SPT</p> <p>Process Status Prepared</p> <p>Action Source Job Data Change</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <input type="text" value="Print Both Forms"/></p> <p>*Process <input type="text" value="Normal Processing"/></p> <p>*Event Status <input type="text" value="Open for Processing"/></p>

**Scenario:** There was a change on the employee's job data record with an effective date of "5/10/2024" (the ELG Benefit Event) which changed the employee's Benefit Program and impacted the eligibility of the employee's HR2 and HIR Benefit Events with the same date of "5/10/2024". Therefore, the **Job Eligibility Change** flag is checked for both the HR2 and HIR Benefit Events. The following guidelines apply:

- The flag checkboxes display on the Benefit Events that must be re-evaluated (HR2 and HIR Benefit Events) but not the Benefit Event that caused the change (ELG Benefit Event)
- The Benefits Administration process will automatically re-process the flagged Benefit Events. Once re-processed, the **Job Eligibility Changed** flag will reset to unchecked for both the HR2 and HIR Benefit Events

The following are the most common types of flags seen by Agency Benefits Administrators:

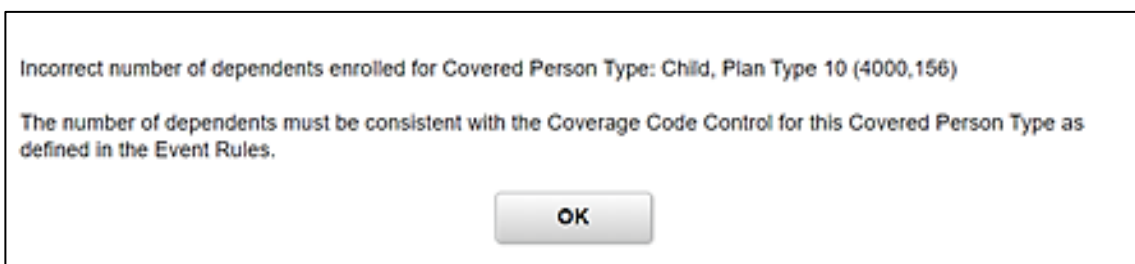
- The **Address Eligibility Changed** flag will become checked when an update is made to the employee's address in Personal information and eligibility must be reviewed to determine if the employee is eligible for a Kaiser or COVA Care plan
- The **Job Eligibility Changed** flag indicates that Job information initially used in determining the employee's benefits eligibility has been changed. The **Job Eligibility Changed** checkbox will become checked when the Job row from which the Benefit 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** flag indicates that a Benefit Event has been processed out of order according to its effective date or priority. It will become checked when another Benefit Event is created with an Event Date prior to the Effective Date of the Benefit Event that already exists (regardless of the process status). These may be retroactive, current, or future rows that have an Event Date that precedes that of an existing Benefit Event. This is often seen after Open Enrollment (OE). For example, a Birth Benefit Event was entered effective on "6/15" after the employee had completed enrollment for OE that is effective "7/1". The **Event Out of Sequence** flag would be checked on the OE Benefit Event because a review is required to determine if the baby is to be added to the OE enrollment
- The **Event Disconnected** flag is checked if a Job Row is deleted. The associated Benefit Event becomes disconnected from the Job. If a Benefit Event is disconnected before it is finalized, the Benefit Administration process will automatically close the Benefit Event and it cannot be processed any further

## Troubleshooting Errors Overview

This section of the Job Aid provides information pertaining to some of the common Error Messages that may be encountered while processing Benefit Events. A screenshot of each Error Message is provided along with a description of the information presented and possible corrective actions.

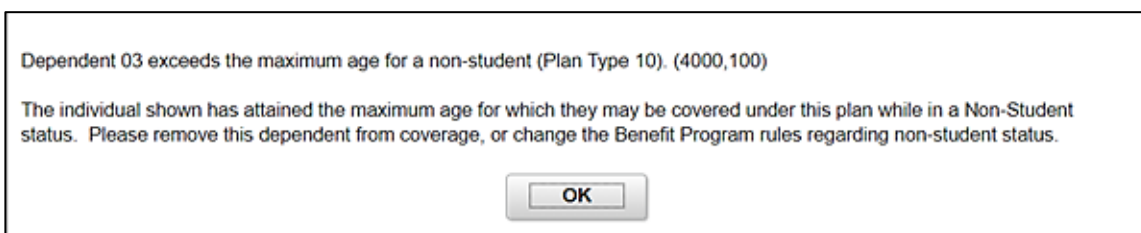
**Error Message:** Incorrect number of dependents enrolled for Covered Person Type: Child, Plan Type 10. The number of dependents must be consistent with the Coverage Code Control for this Covered Person Type as defined in the Event Rules.

This is an example of the Error 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 code level is unchanged.



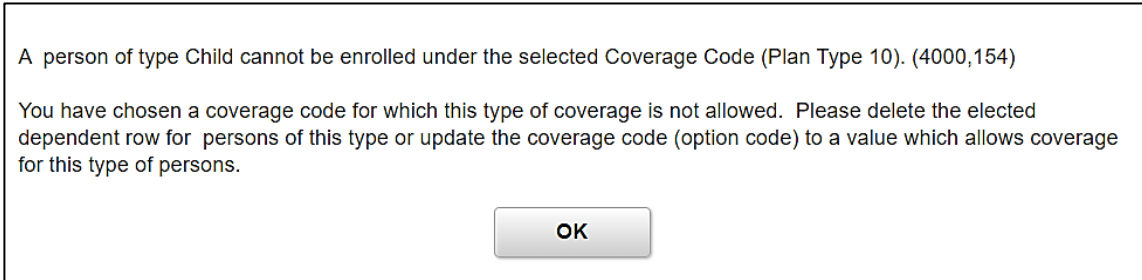
**Error Message:** Dependent XX exceeds the maximum age for a non-student (Plan Type 10). The individual shown has attained the maximum age for which they may be covered under this plan while in a Non-Student status. Please remove this dependent from coverage, or change the Benefit Program rules, regarding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

This is an example of the Error Message that displays when an over-age dependent is 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 such as a divorce, if there is a dependent age 26 covered, this message will appear when trying to finalize the Benefit Event. After finalizing the Benefit Event, the Benefits Administrator may need to double check the Base Benefits to ensure that the over-age dependent is still listed as enrolled.



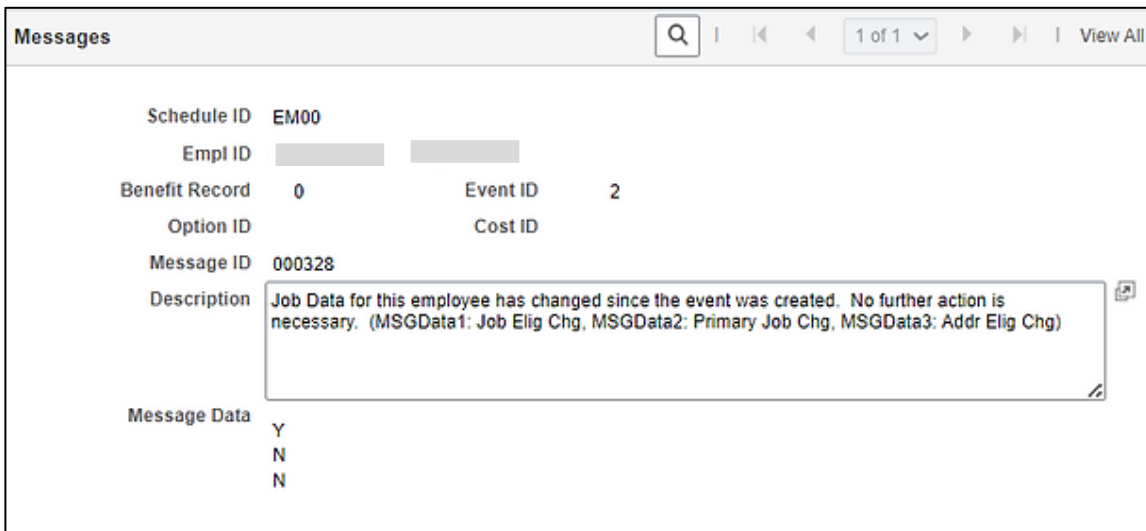
**Error Message:** A person of type Child cannot be enrolled under the selected Coverage Code (Plan Type 10). You have chosen a coverage code for which this type of coverage is not allowed. Please delete the elected dependent row for persons of this type or update the coverage code (option code) to a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

This Error Message displays when an action to add a dependent is not permitted by plan rules. For example, the Employee Only coverage code is selected, yet a child is listed as a dependent. In this case, the dependent cannot be enrolled in coverage or the coverage code elected must be updated



**Error Message:** Job Data for this employee has changed since the event was created. No further action is necessary.

This is a Warning Message that typically displays when a change was made to an employee's Job record between when the Benefit Event was initially created and the time it is processed through the Benefits Administration process. No further action is necessary on the part of the BA.



### Voiding Benefit Events Overview

At times, a Benefit Event is no longer needed and should be voided. Typically, Benefit Events are voided if the employee submitted the wrong Event Date, the Benefits Administrator keyed the wrong Event Date, or the Benefit Event is disconnected. To have a Benefit Event voided, contact the Office of Health Benefits (OHB).

**Scenario:** An employee wanted to change plans once they added a new dependent. The DLE Benefit Event shown below only allows additional dependents to be added to an existing plan. OHB determined that this circumstance was eligible for a plan change and indicated that a HIP Benefit Event could be created. The DLE Benefit Event was voided. The Agency’s Benefits Administrator used the **Benefit Event Entry** page to create an HIP Benefit Event and used this Benefit Event to change plans while adding a new dependent.

x
Help

**Update Event Status**

Empl ID 
Ben Record 0

Event Status Update ?

| < << 1 of 8 >> >

<p>Schedule ID EM00</p> <p>Event Date 05/01/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 5</p> <p>Event Class HIP HIPAA Spec Enroll/Loss Covrg</p> <p>Event Priority 460</p> <p>Benefit Program SAL</p> <p>Process Status Finalized - Enrolled</p> <p>Action Source Manual Event</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <input type="text" value="Print Confirmation Forms Only"/></p> <p>*Process <input type="text" value="Normal Processing"/></p> <p>*Event Status <input type="text" value="Closed to Processing"/></p>
<p>Schedule ID EM00</p> <p>Event Date 05/01/2024 <input type="checkbox"/> Event Disconnected</p> <p>Event ID 4</p> <p>Event Class DLE EE/Dep LostElig w Other Emplr</p> <p>Event Priority 445</p> <p>Benefit Program SAL</p> <p>Process Status Prepared</p> <p>Action Source Manual Event</p>	<p><input type="checkbox"/> Address Eligibility Changed</p> <p><input type="checkbox"/> MultiJob Indicator Changed</p> <p><input type="checkbox"/> Job Eligibility Changed</p> <p><input type="checkbox"/> Event Out of Sequence</p> <p><input type="checkbox"/> Finalize/Apply Defaults</p> <p>Print Option <input type="text" value="Print Confirmation Forms Only"/></p> <p>*Process <input type="text" value="Normal Processing"/></p> <p>*Event Status <input type="text" value="Void"/></p>

**Scenario:** An employee has two MAR Benefit Events listed on the **Event Status Update** page; one dated “5/4/2024” and the other dated “5/10/2024”. In this scenario, the employee entered a MAR event in Employee Self-Service (ESS) while the Benefits Administrator created a MAR Benefit Event as well. One of the dates is incorrect. The MAR Benefit Event with the incorrect date needs to be voided, and the other Benefit Event should be processed. Additionally, if an employee changes their Marital Status from “Unknown” to “Married” or “Divorced” in Personal Details in ESS, a Benefit Event is automatically generated, even if no benefit changes were made. In that case, the Benefit Event created in error should be voided as well.

x
Help

**Update Event Status**

Empl ID  
Ben Record 0

Event Status Update ?

|
◀
▶
1 of 9

Schedule ID 247COV	<input type="checkbox"/> Event Disconnected	<input type="checkbox"/> Address Eligibility Changed
Event Date 07/01/2024		<input type="checkbox"/> MultiJob Indicator Changed
Event ID 0		<input type="checkbox"/> Job Eligibility Changed
Event Class OE Open Enrollment		<input type="checkbox"/> Event Out of Sequence
Event Priority 900		<input type="checkbox"/> Finalize/Apply Defaults
Benefit Program HBS		Print Option <span style="border: 1px solid gray; padding: 2px;">Print Confirmation Forms Only</span>
Process Status Finalized - Enrolled		*Process <span style="border: 1px solid gray; padding: 2px;">Normal Processing</span>
Action Source Open Enrollment		*Event Status <span style="border: 1px solid gray; padding: 2px;">Closed to Processing</span>

Schedule ID EM00	<input type="checkbox"/> Event Disconnected	<input type="checkbox"/> Address Eligibility Changed
Event Date 05/10/2024		<input type="checkbox"/> MultiJob Indicator Changed
Event ID 5		<input type="checkbox"/> Job Eligibility Changed
Event Class MAR Marriage		<input type="checkbox"/> Event Out of Sequence
Event Priority 420		<input type="checkbox"/> Finalize/Apply Defaults
Benefit Program SAL		Print Option <span style="border: 1px solid gray; padding: 2px;">Print Both Forms</span>
Process Status Prepared		*Process <span style="border: 1px solid gray; padding: 2px;">Normal Processing</span>
Action Source Manual Event		*Event Status <span style="border: 1px solid gray; padding: 2px;">Open for Processing</span>

Schedule ID EM00	<input type="checkbox"/> Event Disconnected	<input type="checkbox"/> Address Eligibility Changed
Event Date 05/04/2024		<input type="checkbox"/> MultiJob Indicator Changed
Event ID 4		<input type="checkbox"/> Job Eligibility Changed
Event Class MAR Marriage		<input type="checkbox"/> Event Out of Sequence
Event Priority 420		<input type="checkbox"/> Finalize/Apply Defaults
Benefit Program SAL		Print Option <span style="border: 1px solid gray; padding: 2px;">Print Both Forms</span>
Process Status Prepared		*Process <span style="border: 1px solid gray; padding: 2px;">Normal Processing</span>
Action Source Manual Event		*Event Status <span style="border: 1px solid gray; padding: 2px;">Closed to Processing</span>