

Benefits Employee Event Detail Page Overview

This Job Aid provides guidance on how to review details related to the nature and status of an event on the **Employee Event Details** Page.

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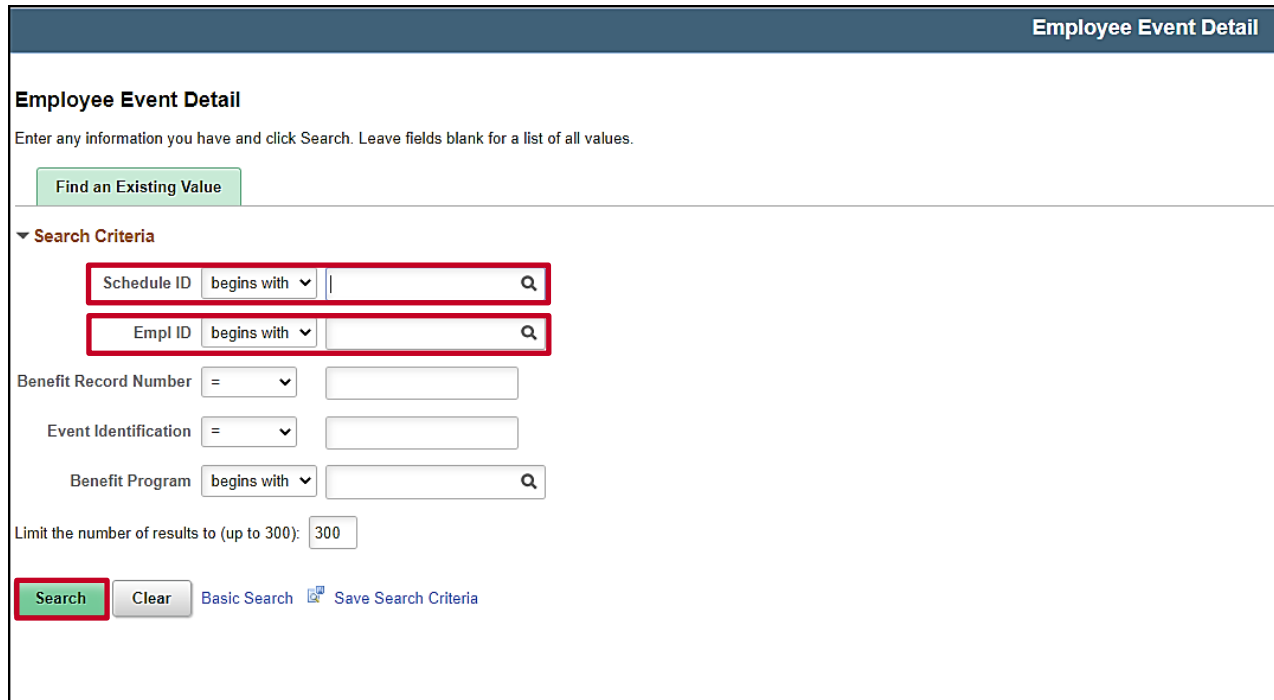
The Employee Event Detail Page

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

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

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

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



2. Enter the Schedule ID in the **Schedule ID** field or the **Employee ID**. For this scenario we will be searching for a specific Schedule ID and then selecting a specific employee to review.

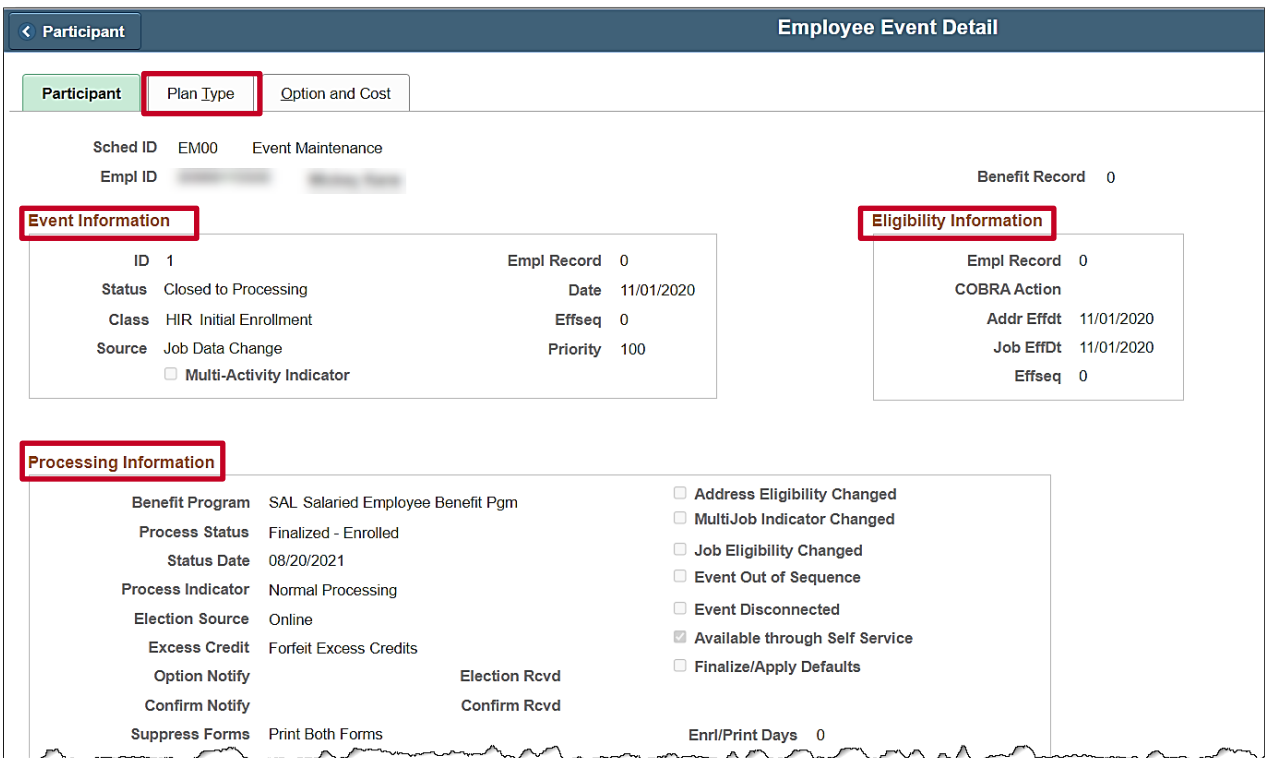
Note: You can look up the **Schedule ID** by click on the magnifying glass and selecting the appropriate value. In most cases the value will be EM00 unless you are reviewing open enrollment events.

3. Enter the **Empl ID** associated with the **Schedule ID** you want to search.

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

4. Click on the **Search** button.

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



Participant | **Plan Type** | **Option and Cost**

Sched ID EM00 Event Maintenance
Empl ID [REDACTED] Benefit Record 0

Event Information

ID	1	Empl Record	0
Status	Closed to Processing	Date	11/01/2020
Class	HIR Initial Enrollment	Effseq	0
Source	Job Data Change	Priority	100

Multi-Activity Indicator

Eligibility Information

Empl Record	0
COBRA Action	
Addr Effdt	11/01/2020
Job Effdt	11/01/2020
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	08/20/2021	<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 Both Forms	

Enrl/Print Days 0

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

5. Review the **Event Information** section to see the following:
 - a. Event Status - Displays if the event is at a status of open or closed
 - b. Event Source - Displays the event trigger: a changed employee address, or job information; or the insertion of a manual event

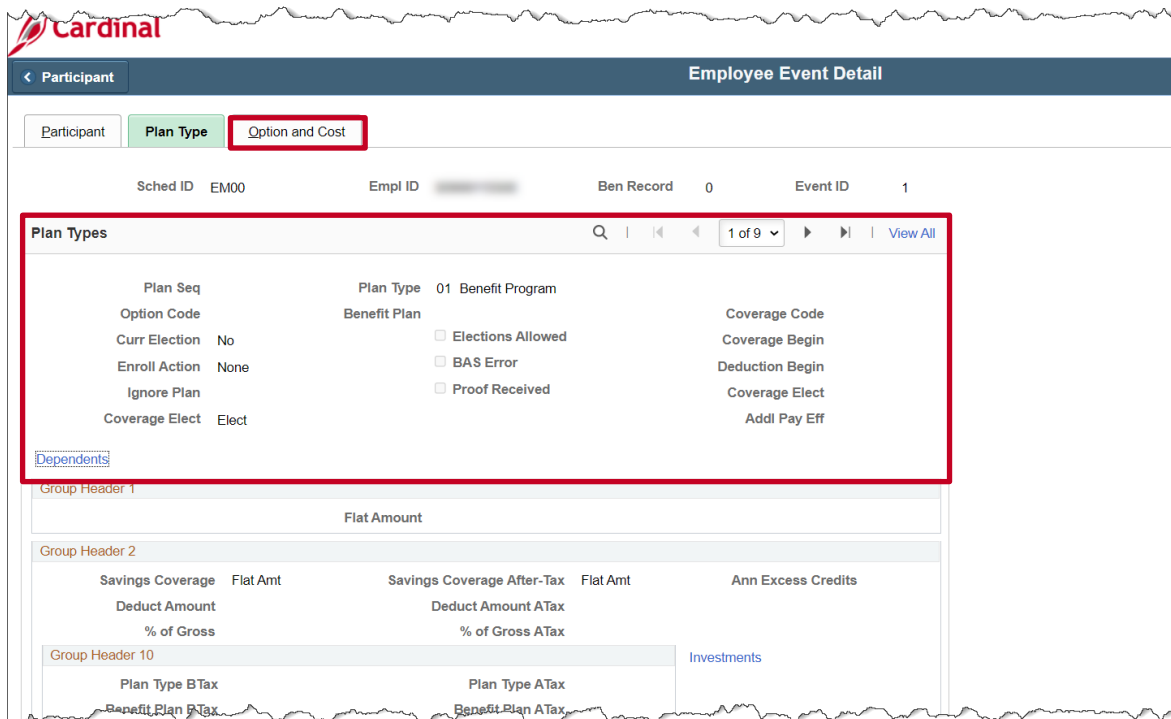
6. Review the **Eligibility Information** section to see the following:
 - a. Empl Rcd – The Employee Record of the job used to determine eligibility
 - b. COBRA Action – If the event is associated with an action that may make the employee eligible for COBRA coverage, the system displays that action code. (DIV, TER)
 - c. Address Effdt – The effective date of the address (state or postal code) used for eligibility
 - d. Job Effdt - The effective date of the job data used for eligibility

7. Review the **Processing Information** section to see the following:
 - a. Election Source - How the system received the employee's elections

- b. Confirm Notify - The dates that the system sent the employee his or her confirmation statement
- c. Confirm Rcvd - The dates the confirmation statement was received/viewed
- d. There are a series of checkboxes or “flags” that reflect the type of change made to an employee’s data that may impact benefits eligibility. The BA can view the information shown under this section and interpret what each possible “flag” means
 - i. **Job or Address Eligibility Changed:** The system flags these events when the HR data used for processing event eligibility is changed, a new row affecting eligibility is inserted, or the row used for eligibility is deleted.
 - ii. **Event Out of Sequence:** The Event Out of Sequence flag refers to events that have been processed out of order according to their effective date or priority. An Out of Sequence event might need to be reprocessed because an earlier, opened event might have changed the defaults, eligibility, or event rule processing results for the later, closed event.
 - iii. **Event Disconnected:** The Event Disconnected flag generally refers to open or closed events based on job rows that have been deleted. It can also refer to an open event where the BAS Group ID has been changed.

8. Click on the **Plan Type** tab.

The **Plan Type** page displays.



The screenshot shows the 'Employee Event Detail' page with the 'Plan Type' tab selected. The 'Option and Cost' sub-tab is also highlighted. The 'Plan Types' section is outlined in red and contains the following information:

Plan Seq	Plan Type	01	Benefit Program
Option Code	Benefit Plan	<input type="checkbox"/>	Elections Allowed
Curr Election	No	<input type="checkbox"/>	BAS Error
Enroll Action	None	<input type="checkbox"/>	Proof Received
Ignore Plan			
Coverage Elect	Elect		
			Coverage Code
			Coverage Begin
			Deduction Begin
			Coverage Elect
			Addl Pay Eff

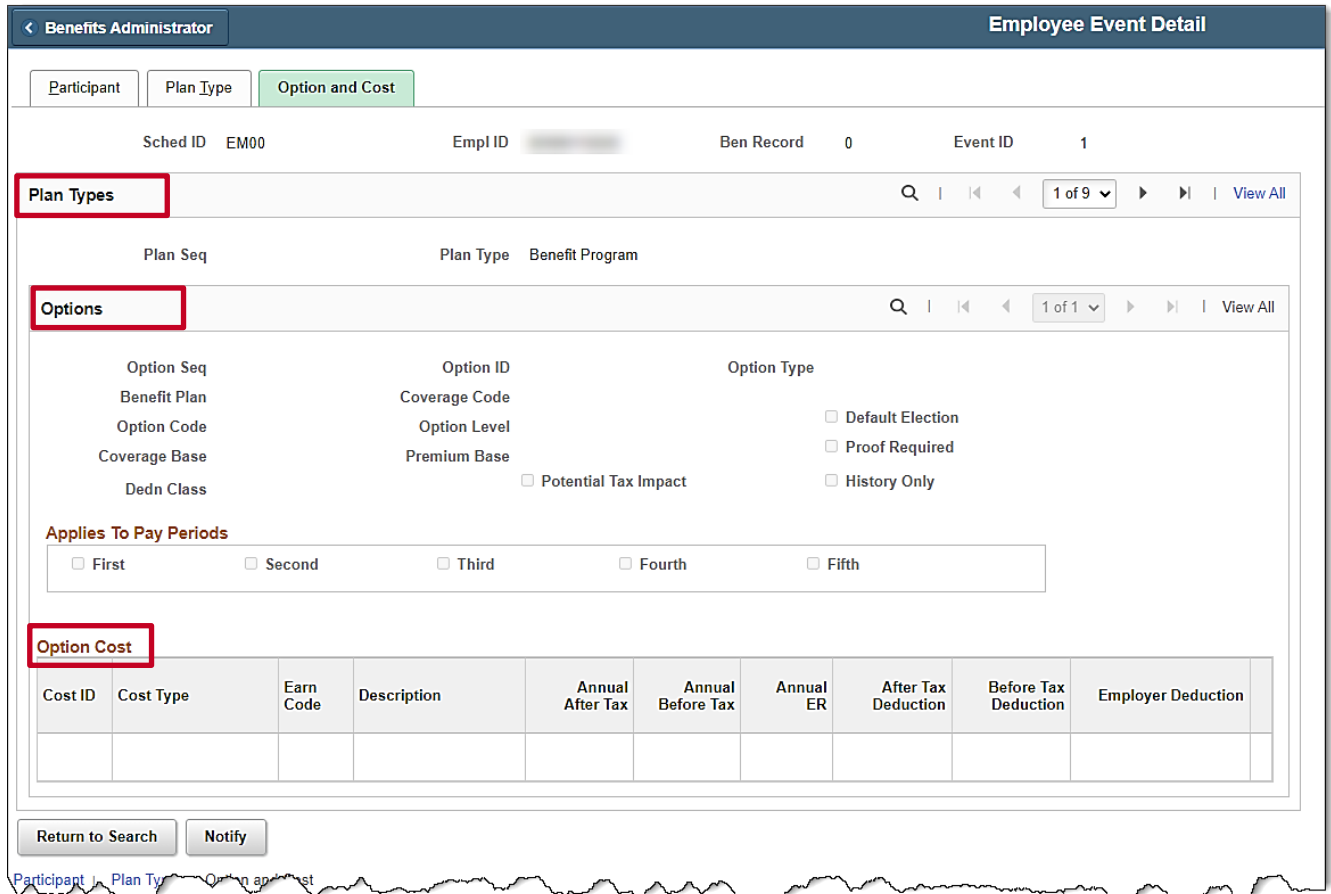
Below the Plan Types section, there are sections for 'Group Header 1' (Flat Amount), 'Group Header 2' (Savings Coverage, Flat Amt, Savings Coverage After-Tax, Flat Amt, Ann Excess Credits), and 'Group Header 10' (Plan Type B Tax, Plan Type A Tax, Benefit Plan B Tax, Benefit Plan A Tax). There is also an 'Investments' link.

9. Review the information on this tab.

Note: This page is used to see **Plan Type** information in one place. Use the arrow keys to toggle between the different plan types for the employee. In addition, you can click on the **Dependents** hyperlink to view dependent information.

10. Click on the **Option and Cost**.

The **Option and Cost** page displays.



Employee Event Detail

Participant | Plan Type | **Option and Cost**

Sched ID EM00 | Empl ID | Ben Record 0 | Event ID 1

Plan Types | 1 of 9 | View All

Plan Seq | Plan Type | Benefit Program

Options | 1 of 1 | View All

Option Seq | Option ID | Option Type

Benefit Plan | Coverage Code

Option Code | Option Level | Default Election

Coverage Base | Premium Base | Proof Required

Dedn Class | Potential Tax Impact | History Only

Applies To Pay Periods

First | Second | Third | Fourth | Fifth

Option Cost

Cost ID	Cost Type	Earn Code	Description	Annual After Tax	Annual Before Tax	Annual ER	After Tax Deduction	Before Tax Deduction	Employer Deduction

Return to Search | Notify

Participant | Plan Type | Option and Cost

11. Review the information on this tab.

Note: This page is used to see **Option and Cost** for the plans elected by the employee. Use the arrow keys to toggle between the different plan types and options information for the employee.