

Searching for Benefit Events Overview

This Job Aid provides guidance on how to search for specific benefit events in Cardinal. An agency benefits administrator (BA) would use this job aid when they needed to look for certain types of events, for example: Hire or Life Events that were open and in need of enrollment. A BA could also use this job aid to search for events that were in a status of errored.

Table of Contents

Searching for Benefit Events.....	2
Searching for Open Events	3
Searching for Out of Sequence Events	5

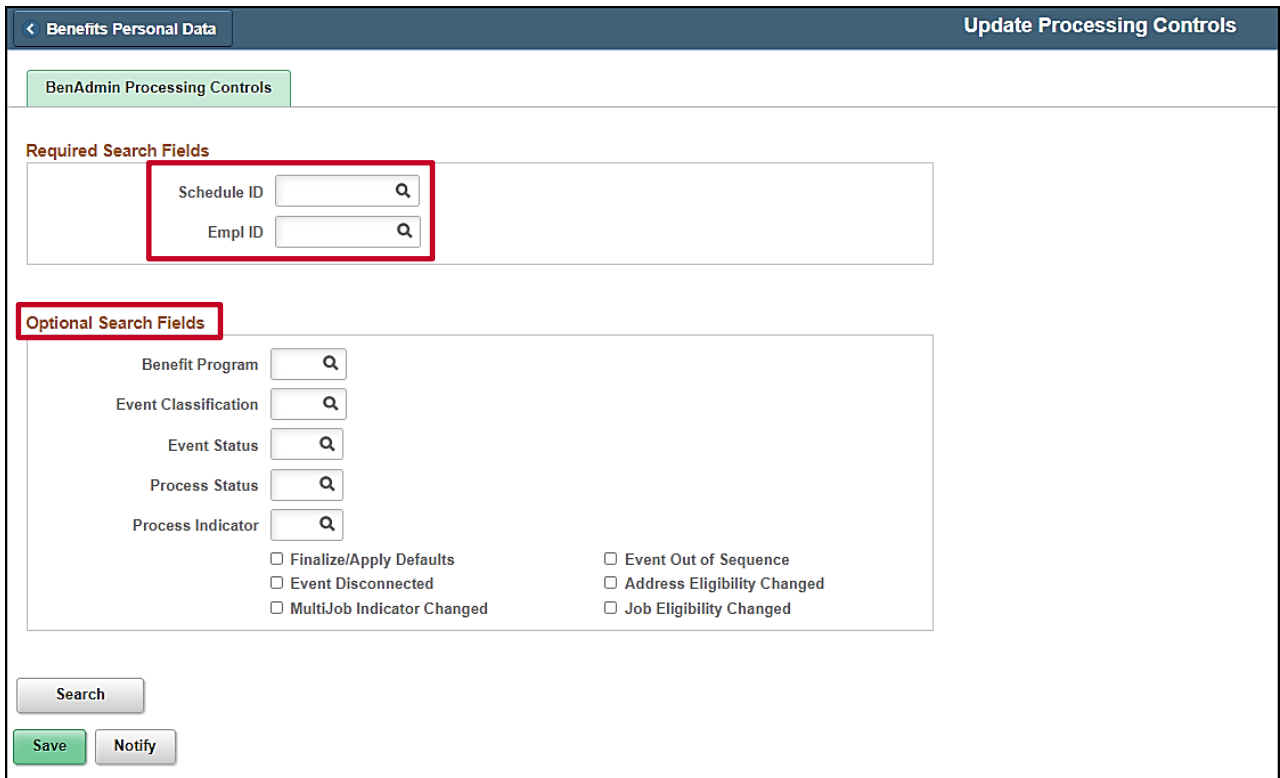
Searching for Benefit Events

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

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

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

The **Update Processing Controls** page displays.



2. Enter the **Schedule ID** or **Empl ID** in the applicable Required Search Field.
3. Enter Optional Search criteria, as needed, in the applicable **Optional Search Fields** section.

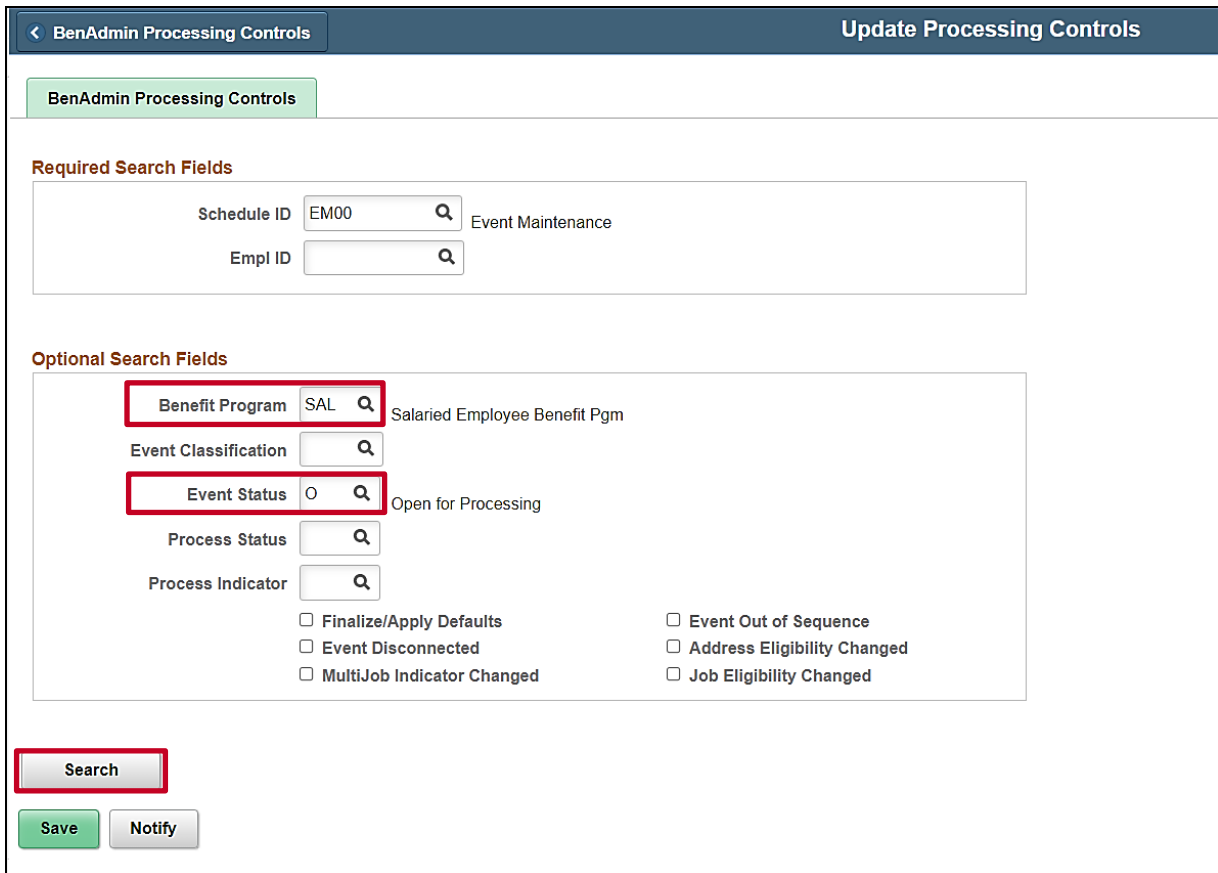
Note: Under the **Optional Search Fields** section there are several search options with specific characteristics useful for an Agency BA to be able to search for items such as Open events with an Event Out of Sequence flag. This can be helpful to identify, review, and address specific scenarios.

Searching for Open Events

To search for an **Open event**, the BA must navigate to the **Update Processing Controls** page.

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

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

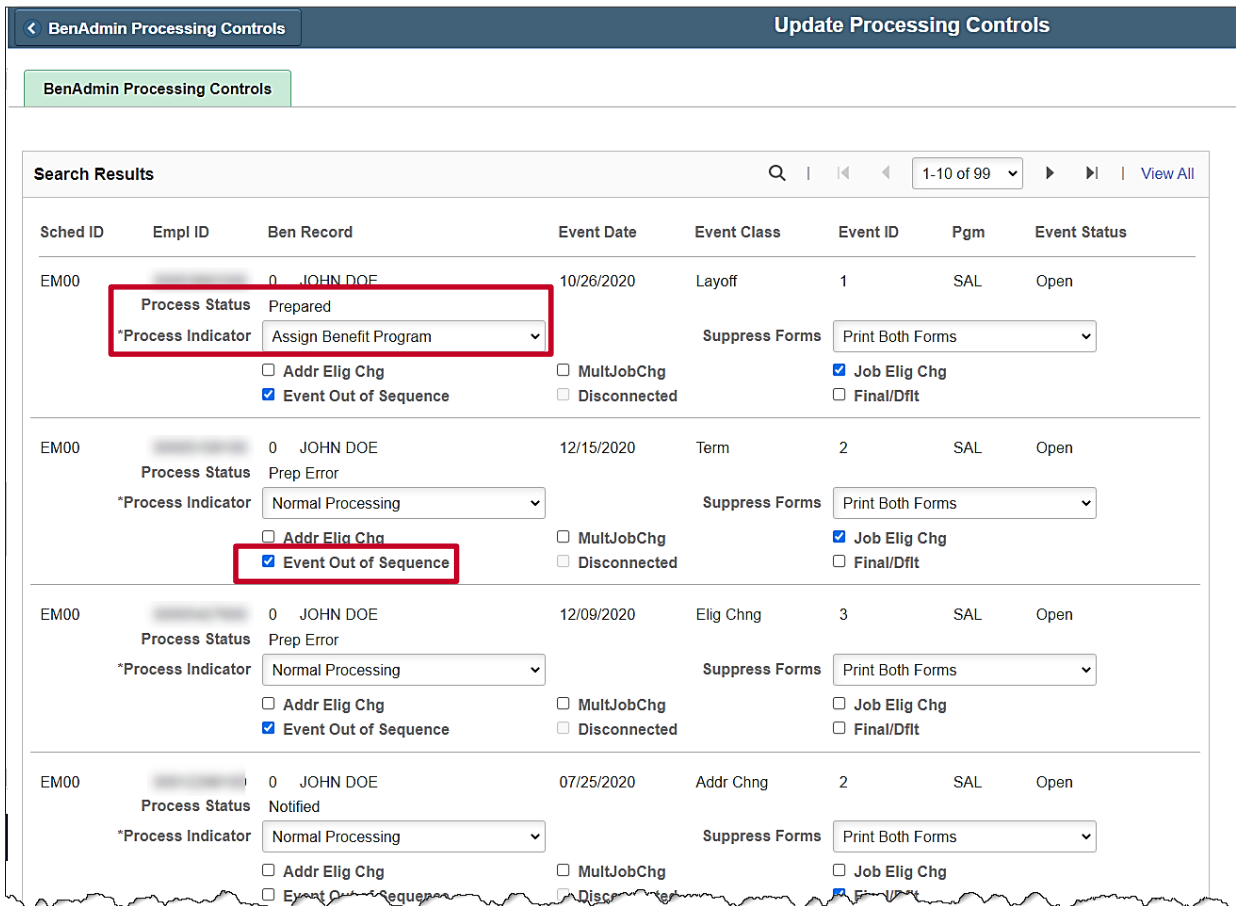


5. Type in **SAL** for Benefit Program.

Note: Leave Benefit Program field blank to view all open events for all Benefit Programs.

6. Enter **Open for Processing** for Event Status.
7. Click **Search**.

The **Update Processing Controls** page displays and will show all events which meet the criteria from the search.



BenAdmin Processing Controls **Update Processing Controls**

BenAdmin Processing Controls

Search Results 1-10 of 99 | View All

Sched ID	Empl ID	Ben Record	Event Date	Event Class	Event ID	Pgm	Event Status
EM00		0 JOHN DOE	10/26/2020	Layoff	1	SAL	Open
		Process Status: Prepared					
		*Process Indicator: Assign Benefit Program			Suppress Forms: Print Both Forms		
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			
EM00		0 JOHN DOE	12/15/2020	Term	2	SAL	Open
		Process Status: Prep Error					
		*Process Indicator: Normal Processing			Suppress Forms: Print Both Forms		
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			
EM00		0 JOHN DOE	12/09/2020	Elig Chng	3	SAL	Open
		Process Status: Prep Error					
		*Process Indicator: Normal Processing			Suppress Forms: Print Both Forms		
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			
EM00		0 JOHN DOE	07/25/2020	Addr Chng	2	SAL	Open
		Process Status: Notified					
		*Process Indicator: Normal Processing			Suppress Forms: Print Both Forms		
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Job Elig Chg			
		<input type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input checked="" type="checkbox"/> Final/Dfit			

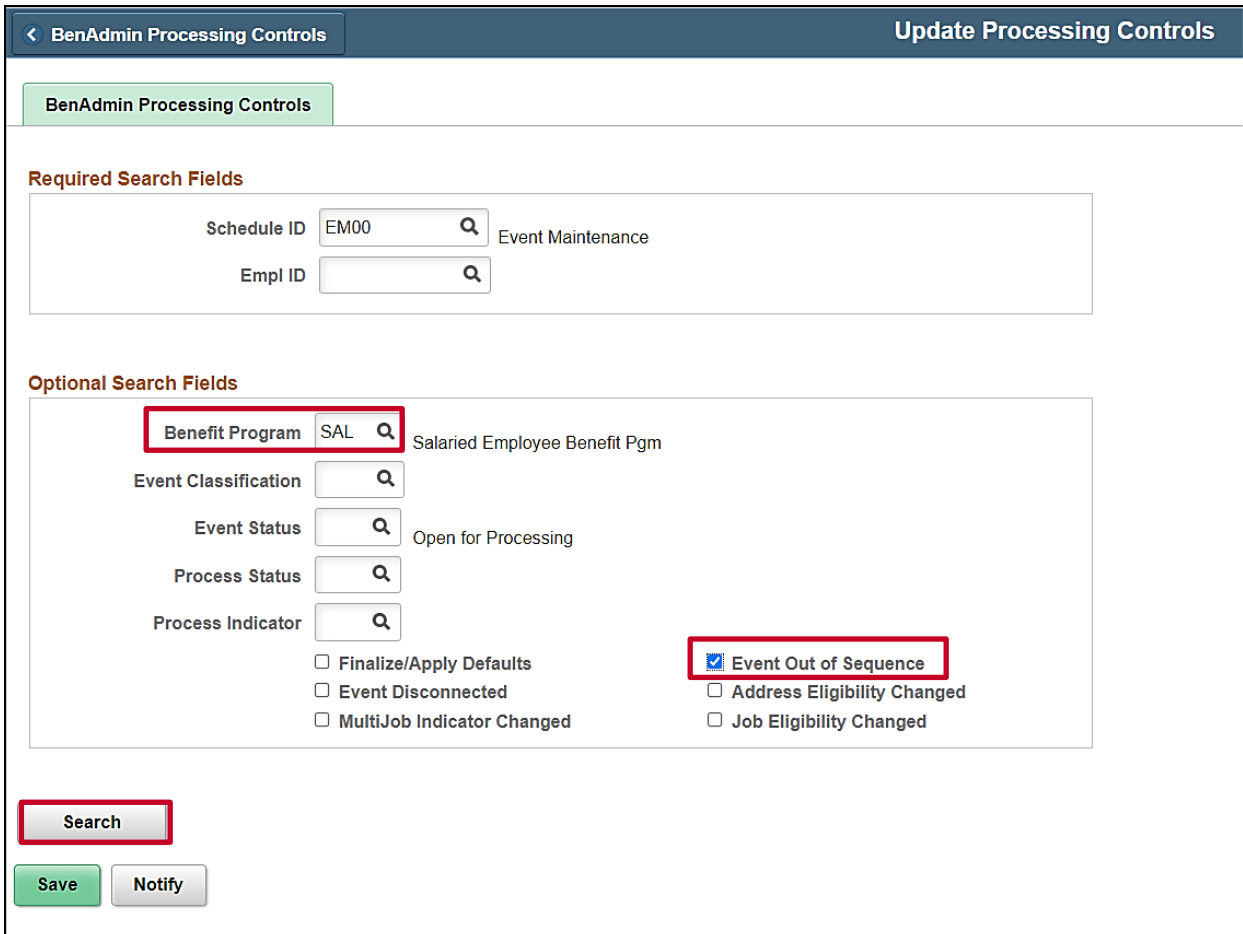
- Review the information displayed and proceed accordingly. Some of the important fields are: the **Processing Status**, **Process Indicator**, and if any **Flags** are shown.

Searching for Out of Sequence Events

To search for **Out of Sequence Events**, the BA must navigate to the **Update Processing Controls** page.

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

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



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Update Processing Controls

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Required Search Fields

Schedule ID Event Maintenance

Empl ID

Optional Search Fields:

Salaried Employee Benefit Pgm

Event Classification

Event Status Open for Processing

Process Status

Process Indicator

Finalize/Apply Defaults

Event Disconnected

MultiJob Indicator Changed

Event Out of Sequence

Address Eligibility Changed

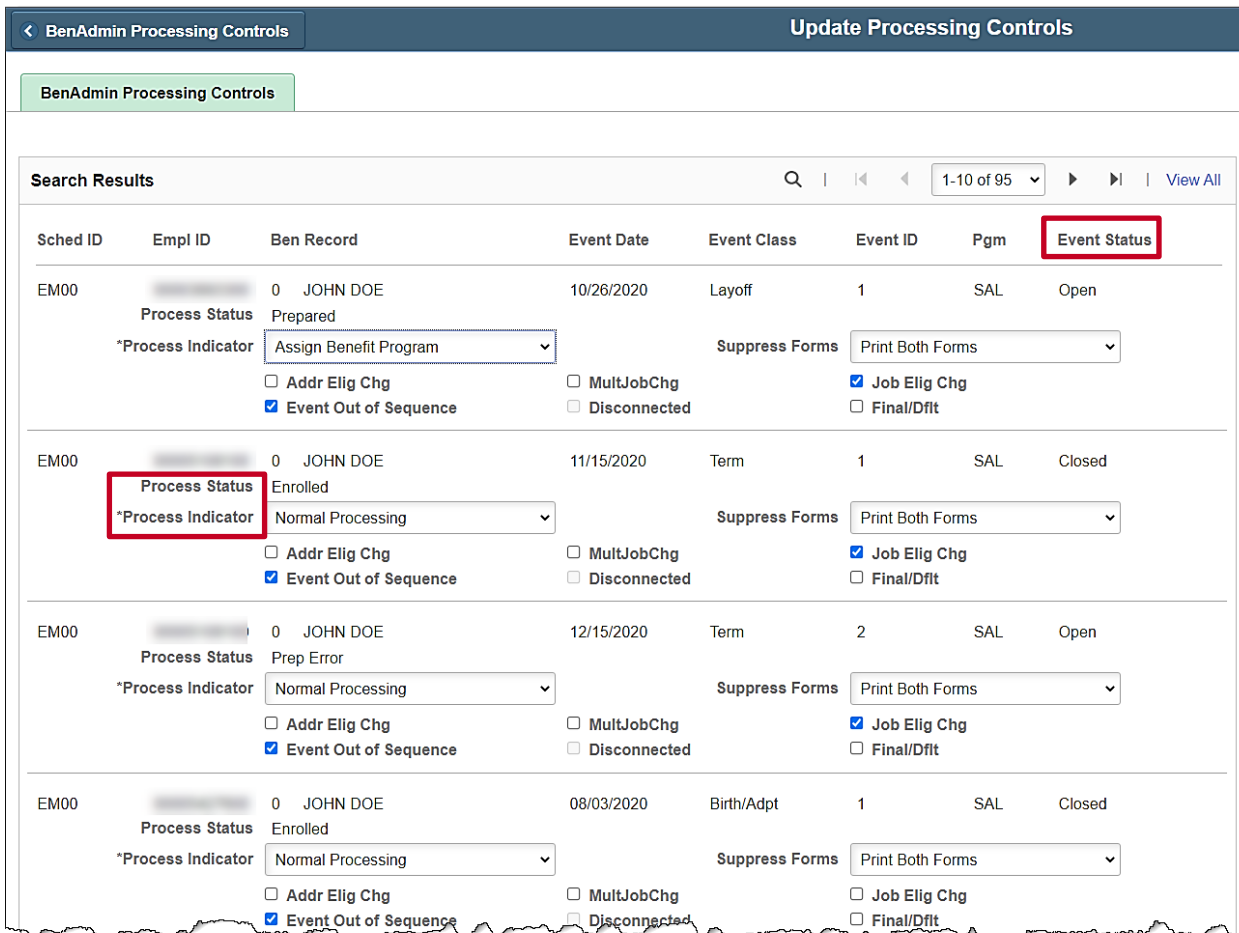
Job Eligibility Changed

Search

Save Notify

10. Type in **SAL** for Benefit Program.
11. Check the box next to **Event Out of Sequence**.
12. Click **Search**.

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



Sched ID	Empl ID	Ben Record	Event Date	Event Class	Event ID	Pgm	Event Status
EM00		0 JOHN DOE	10/26/2020	Layoff	1	SAL	Open
		Process Status: Prepared					
		*Process Indicator: Assign Benefit Program					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			
EM00		0 JOHN DOE	11/15/2020	Term	1	SAL	Closed
		Process Status: Enrolled					
		*Process Indicator: Normal Processing					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			
EM00		0 JOHN DOE	12/15/2020	Term	2	SAL	Open
		Process Status: Prep Error					
		*Process Indicator: Normal Processing					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input checked="" type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			
EM00		0 JOHN DOE	08/03/2020	Birth/Adpt	1	SAL	Closed
		Process Status: Enrolled					
		*Process Indicator: Normal Processing					
		<input type="checkbox"/> Addr Elig Chg	<input type="checkbox"/> MultJobChg	<input type="checkbox"/> Job Elig Chg			
		<input checked="" type="checkbox"/> Event Out of Sequence	<input type="checkbox"/> Disconnected	<input type="checkbox"/> Final/Dfit			

- Review the information displayed and proceed accordingly. Some of the important fields are: the **Processing Status**, **Process Indicator**, and **Event Status**.

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