Leave Plan Enrollment

1.	Click the **Compensate Employees** link. ⊕ Compensate Employees
2.	Click the **Administer Base Benefits** link. ⊕ Administer Base Benefits
3.	Click the **Use** link. ⊕ Use
4.	Click the **Leave Plans** link. Leave Plans
5.	Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**MONROE**".
7.	Click the **Search** button. Search
8.	Select the appropriate employee's record.
9.	In the **Plan Type** field, select the applicable leave plan.
10.	In the **Coverage Election** field, be sure the **Elect** radio button is selected to establish the new Leave benefit.
11.	The **Election Date** field will default to today's date.
12.	Click in the ***Effective Date** field.
13.	In the **Effective Date** field, enter the date on which the employee is eligible for the new leave benefit. NOTE: This date should be identical to the date of the hire. Enter the desired information into the ***Effective Date** field. Enter a valid value, e.g. "**11/14/2003**".
14.	Click in the **Benefit Plan** field.
15.	In the **Benefit Plan** field, enter the appropriate leave plan based on the employee's eligibility. NOTE: Since both sick and annual leave plans require enrollment, the process must be repeated. Enter the desired information into the **Benefit Plan** field. Enter a valid value, e.g. "**SL4**".
16.	In the Plan Type box, use the **Add a new row** button to insert a new row. NOTE: To modify Coverage information, click the **Add a new row** button in the Coverage box. Click the **Add a new row at row 1** button. [+]
17.	Select the appropriate leave plan in the **Plan Type** field.

18.	Follow the same steps to enter the coverage election, effective date, and benefit plan as before. To save time, these steps will be completed for you.
19.	Click the **Save** button. Save
20.	The information is saved. **End of Procedure.**