










**Leave Plan Enrollment - Concurrent Hire with NO History in EHRP**

1.	Click the <b>Compensate Employees</b> link. 
2.	Click the <b>Administer Base Benefits</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>Leave Plans</b> link. 
5.	Select the appropriate employee's record. Enter the desired information into the <b>EmplID</b> field. Enter a valid value, e.g. " <b>00083396</b> ".
6.	Click the <b>Search</b> button. 
7.	In the <b>Plan Type</b> field, select the applicable leave plan.
8.	In the <b>Coverage Election</b> field, be sure the <b>Elect</b> radio button is selected to establish the new Leave benefit.
9.	The <b>Election Date</b> field will default to today's date.
10.	Click in the <b>*Effective Date</b> field. 
11.	In the <b>Effective Date</b> 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 <b>*Effective Date</b> field. Enter a valid value, e.g. " <b>12/08/2003</b> ".
12.	Click in the <b>Benefit Plan</b> field. 
13.	In the <b>Benefit Plan</b> field, enter the appropriate leave plan based on the employee's eligibility. Enter the desired information into the <b>Benefit Plan</b> field. Enter a valid value, e.g. " <b>SL4</b> ".
14.	NOTE: Since both sick and annual leave plans require enrollment, the process must be repeated. In the Plan Type box, use the <b>Add a new row</b> button, as indicated by the arrow above, to insert a new row. NOTE: To modify Coverage information, click the <b>Add a new row</b> button in the Coverage box. Click the <b>Add a new row at row 1</b> button. 
15.	Select the appropriate leave plan in the <b>Plan Type</b> field.

16.	Follow the same steps to enter the coverage election, effective date, and benefit plan as shown above. To save time, these steps will be completed for you.
17.	Click the <b>Save</b> button. 
18.	The information is saved. <b>End of Procedure.</b>