




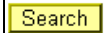







Leave Plan Enrollment - Transfer

1.	Click the Compensate Employees link. 
2.	Click the Administer Base Benefits link. 
3.	Click the Use link. 
4.	Click the Leave Plans link. 
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. 
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. Enter the desired information into the Benefit Plan field. Enter a valid value, e.g. " SL4 ".
16.	NOTE: Since both sick and annual leave plans require enrollment, the process must be repeated. Click the Save button. 
17.	In the Plan Type box, use the Add a new row button to insert a new row. Click the Add a new row at row 1 button. 

18.	Select the appropriate leave plan in the Plan Type field.
19.	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.
20.	Click the Save button. 
21.	The information is saved. End of Procedure.