













Starting an Employee's Health Benefits

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| 1. | Click the Compensate Employees link.  |
| 2. | Click the Administer Base Benefits link.  |
| 3. | Click the Use link.  |
| 4. | Click the Health Benefits link.  |
| 5. | Click in the field in which you want to search. Click in the Last Name field.  |
| 6. | Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" . |
| 7. | Click the Search button.  |
| 8. | Click the desired entry. |
| 9. | In the Plan Type field, select the benefits plan type, if necessary. The valid options are 10 (Fed Employees Health Benefits) and 1W (FEHB - Waiver). Click the Choose a date button.  |
| 10. | Select the Effective Date of the health benefit coverage.  |
| 11. | Ensure that the Deduction Begin Date field is populated with the Effective date of the health benefit coverage. It must match the effective date of the PAR action! In the Coverage Election field, verify that the Elect radio button is selected to start the benefits coverage. NOTE: The Election Date field will default to the date the benefit coverage was entered. |
| 12. | Click in the Benefit Plan field.  |
| 13. | In the Benefit Plan field, enter the 2-digit code corresponding to the insurance carrier that the employee has selected. For example, "JP" is the code for MDIPA. Enter the desired information into the Benefit Plan field. Enter a valid value, e.g. "JP" . |
| 14. | Press [Tab] . |
| 15. | Enter the appropriate coverage level in the Coverage Code field identifying who will be covered by this insurance policy. Enter the desired information into the Coverage Code field. Enter a valid value, e.g. "2" . |

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| 16. | <p>To link the dependent information to the health benefits coverage, move to the Dependents page by clicking its tab. Click the Dependents tab.</p>  |
| 17. | <p>Enter the ID(s) of the dependents covered by the employee's health benefits in the ID field. NOTE: This field is accessing the dependent's data, which was entered on the Dependent/Beneficiary page. Enter the desired information into the *ID field. Enter a valid value, e.g. "01".</p> |
| 18. | |
| 19. | <p>Click the Save button.</p>  |
| 20. | <p>NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button.</p> |
| 21. | <p>Click the Save button.</p>  |
| 22. | <p>The procedures required to start an employee's health benefits are entered. End of Procedure.</p> |