

Increase the Waiting Period

The waiting period of Optional LTD can be increased without approval from Standard.

1. Log into the PAY1 system.
2. Access the subscriber's record.
3. Change the command line to Next Function A.46 and the Type to "U". Choose Enter.
4. Tab to the COV field on the Optional coverage line. Enter the desired benefit waiting period. The options include: 30, 60, 90, 120, 180, 240, 300, and 360 days.
5. Enter the effective date in the EFF DATE field. The effective date is the first of the month following the signature date on the form.
6. Change the command line to Next Function A.46 and Type to "I". Choose PF10. Verify the changes are accepted.

***** A.46 - LTD COVERAGE *****										MAPA461
SOC SEC NUMBER: 123 45 6789					NAME : JONES, FALLON CURTIS					
AGENCY : 095					LTD ENROLLED : Y					
SUB AGENCY :					ENR EFF/END DATE: 08 01 2008					
== PART ==										
	===== CURRENT =====			===== DESIRED =====			== PEND/APPROVAL ==			
	ENR	COV	EFF DATE	ENR	COV	EFF DATE	IND	DATE		
BASIC :	Y		08 01 2008							
OPTIONAL :	Y	090	08 01 2008	120	10	10 01 2008	F	10 07 2008		
PREMIUM EMPLOYEE: .00 ELIM. PERIOD PERCENT: .610										
RETIREMENT SYSTEM: OTHERS										
NEXT FUNCTION: A 41 TYPE: I SSA: 123 45 6789 AGY: 095 SUB: PAY ACTION:										
INQUIRY ONLY ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY										

If the effective date is in the current processing month or a future date, the request will move to the pending column. The new waiting period will move to current when the invoicing cycle runs and the employee's premium will be recalculated. Set a reminder to check the record after the invoicing cycle completes to verify the coverage has moved to the current column. If the coverage has not moved after the invoicing cycle, contact HCA through FUZE.

If the effective date is a past date the request will move to the current column. The employee may be owed a refund. Notify the employee of the refund amount and process the refund.