

Reinstate Employee after LWOP

These instructions are for employees returning from LWOP.

1. Log into the PAY1 system.
2. Access the employee's record.
3. Change the command line to Next Function A.41 and the Type to "U". Choose Enter.

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***** A.41 - SUBSCRIBER DATA ***** MAPA411
SOC SEC NBR      : 152 54 5551      NAME      : MONTGOMERY, MARCUS A
HOME AGENCY     : 095                HOME SUB AGENCY :
TRANSFER REASON :                    TRANSFER EFF DT :
HOME PHONE      : 360 255 1212      BUSINESS/MSG PH : 360 252 1212
MAIL STOP       :                    COUNTY       : 34 THURSTON

ELIGIBILITY CODE : Y ACTIVE          ELIG EFF DATE:
QUALIFY REASON   :                  COBRA/SELF END DT:
PENDING ELIG CODE :                  PENDING EFF DATE:

ORIG SOC SEC NUM :                    ORIG AGENCY   :
APPT STATUS      :                    AGY EFF/END DATE: 09 01 2008
PAY METHOD        : D PAYROLL DEDUCT  MONTHLY SALARY : 5000.00

MARITAL STATUS   : M                 DECEASED   DATE:
MARRIAGE DATE    : 03 15 1985        RETIRED    DATE:
SPOUSE DIV/DEC DATE:

NEXT FUNCTION: A 43 TYPE: I SSA: 152 54 5551 AGY: 095 SUB:      PAY ACTION:
INQUIRY ONLY    ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
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4. Tab to the Eligibility Code field, change the "N" to a "Y" (eligible).
5. Enter the effective date in the ELIG EFF Date field. The effective date will be the first of the month the employee returns to work.
6. Change the command line to Next Function A.41 and the Type to "T". Choose F10. Verify changes were accepted.

Caution: When reinstating eligibility for a subscriber who has previously been enrolled in the insurance system, the carrier codes on the A.44 screen will default to the previous carrier when eligibility is reestablished on the A.41 screen. You must go into the A.44 screen and make changes to the carrier codes and eligibility dates.

7. Change the command line to Next Function A.44 and the Type to "U". Choose Enter.

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***** A.44 - HEALTH AND DENTAL COVERAGE ***** MAPA441
SOCIAL SECURITY NUMBER: 152 54 5551      NAME      : MONTGOMERY, MARCUS A
ELIGIBILITY TYPE      : Y                EMPLOYER CONTRIBUTION : 561.00

===== HEALTH INSURANCE =====
SUBSCRIBER ENROLLED: Y                    HEALTH CHANGE DATE :
HEALTH CARRIER      : U UNIFORM ME      PHYSICIAN CLINIC ID :
HEALTH MEDICARE A    : N                  HEALTH MEDICARE B   : N
HEALTH EFF DATE      : 09 01 2008        HEALTH END DATE     :
PREMIUM EFF DATE     : 09 01 2008        PREMIUM - EMPLOYEE  : 66.00
NEW HEALTH CARRIER  : AE AETNA PUBL     NEW CARRIER EFF DATE: 11 2008
PENDING ENROLLMENT   :                    PENDING EFF DATE    :

===== DENTAL INSURANCE =====
SUBSCRIBER ENROLLED: Y                    DENTAL CHANGE DATE :
DENTAL CARRIER      : 1 UNIFORM DE      DENTAL CLINIC ID   :
DENTAL EFF DATE      : 09 01 2008        DENTAL END DATE    :
PREMIUM EFF DATE     : 09 01 2008        PREMIUM - EMPLOYEE  : 0.00
NEW DENTAL CARRIER  : 3 WILLAMETTE      NEW CARRIER EFF DATE: 11 2008
PENDING ENROLLMENT   :                    PENDING EFF DATE    :

NEXT FUNCTION: A 45 TYPE: I SSA: 152 54 5551 AGY: 095 SUB:      PAY ACTION:
INQUIRY ONLY    ENTER-NXT, PF1-HELP, PF2-RETURN, PF3-SYSTEM, PF9-HISTORY
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8. Tab to the Health Change Date field. Enter the effective date. The effective date is the first of the month the employee returns to work.
9. If the employee has selected a different health care carrier, enter the code in the Health Carrier field.
10. To re-enroll the employee in dental coverage, tab to the Dental Change Date field. Enter the effective date. The effective date is the first of the month the employee returns to work.
11. If the employee has selected a different dental carrier, enter the code in the Dental Carrier field.
12. Change the command line to Next Function A.44, Type to “I”. Choose F10. Verify the changes are accepted.
13. Change the command line to Next Function A.45, Type to “U”. Choose Enter.
14. If the employee self-paid Life Insurance, re-instate the life insurance on the A.45 screen. The effective date is the first of the month the employee returns to work.

If the employee did not self-pay the Life Insurance premiums, the employee must re-apply. The employee must submit an Evidence of Insurability form to ReliaStar for approval. Key the effective date 90 days into the future so the life insurance will pend for approval. Send a copy of the change form to ReliaStar and remind the employee an Evidence of Insurability form must be submitted to the carrier.
15. Change the command line to Next Function A.45, Type to “I”. Choose F10. Verify the changes are accepted.
16. Change the command line to Next Function A.46, Type to “U”. Choose Enter.
17. Reinstate the employee’s LTD coverage.
18. Change the command line to Next Function A.46, Type to “U”. Choose F10. Verify the changes are accepted.

Current changes and changes retroactive to the Lower Limit Date will be updated immediately. The new carrier codes will show in the current carrier fields. Future date changes will move to the New Health Carrier and New Dental Carrier fields with the effective date in the New Effective Date field until the future effective date equals the current process period.

Changes made with an effective date prior to the Lower Limit Date require the PEBB Program approval and must be submitted in writing for review. Do not proceed with changes using an incorrect effective date. Change the command line to Next Function A.44 and Type to “I”. Choose F4 to cancel.