

Reinstate LTD Coverage after Waiver

1. Log into the PAY1 system.
2. Access the employee's record.
3. Change the command line to Next Function A.46 and Type to "U". Choose Enter.

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***** A.46 - LTD COVERAGE ***** MAPA461
SOC SEC NUMBER: 999 99 0010          NAME : BUNNY, BUGS B
AGENCY          : 095                LTD ENROLLED   : Y
SUB AGENCY      :                   ENR EFF/END DATE: 06 01 2008

== PART ==  ===== CURRENT =====  ===== DESIRED =====  == PEND/APPROVAL ==
           ENR COV  EFF DATE  ENR COV  EFF DATE  IND      DATE

BASIC     :   W      08 01 2008
OPTIONAL  :   W  090  08 01 2008

PREMIUM EMPLOYEE:      .00          ELIM. PERIOD PERCENT:  .610
RETIREMENT SYSTEM:  OTHERS

NEXT FUNCTION: A 41 TYPE: I SSA: 999 99 0010 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 ENR field next to the coverage to be reinstated. Enter a "Y".
5. Tab through the COV field. Do not enter the benefit waiting period.
6. Tab to the EFF date field. Enter the effective date. The effective date is the first of the month following the date the employee returned to work full-time, regular duty. *Example: If the employee returns to work on 8/1/2008, the effective date would be 9/1/2008.*
7. Repeat steps 4-6 for Optional LTD, if the employee had optional LTD waived.
8. Change the command line to Next Function A.46 and the Type to "I". Choose PF10. Verify changes are accepted.

Depending on where your agency is in the invoicing cycle, the coverage may move to the Current column or may remain in the Pend/Approval column until your next invoicing cycle. 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.

Depending on the Effective Date, the employee may owe back premiums. Send a FYI transmittal to HCA Accounting indicating back premiums to be collected. Notify the employee of any back premiums due.