MyOEBB - Change in Employment - Active to Retiree

Change Active Employee to Retiree

- Enrollments EBB Quick Search ID E00272329 Last Name Doe First Name Jane System Codes Address Setup Reset Active History History Detail OE History Contact Setup E-Benefit Summary Benefit Summary Member IDs mber Info Case Notes Security Setup Plan Management QSC Events Reinstate All Term All Contact Management Summary for employee of Salem-Keizer SD 24J Finite Enrollment Management (Current) Enrollments Dependents **Unsaved Enrollments** Enr Type Cov. Eff. Date Plan Type/Plan Name Coverage Tier End Date Joe Termination Approval Medical Kaiser Medical Plan 2 - Composite Employee & Spouse Q 02/01/2015 Affidavit Fulfillment Vision Kaiser Vision Plan 5 - Composite Email Notifications 02/01/2015 Employee & Spouse Q Member QSC Request(0) Dental Kaiser Dental Plan 8/Ortho -Employee & Spouse Q 02/01/2015 Enrollment Requests Composite Member Management Packs Life
- 1. Bring up Employee in enrollment management

2. Click on Employment button as shown above.



3. Click on the Institution Number as shown above.

System Codes	Educational Entity				
System codes	Name		Institution Nu	imber	
Address Setup	Salem-Keizer SD 241		2142		
Contact Setup					
Security Setup	Types				
Plan Management	Member				
Contact Management	Non Represented - Salem-Keiz	er			
Enrollment Management	Employment				
Enrollments	Administrator Licensed Full Tir	ne		~	
Unsaved Enroliments	Emp Type/Mem Type Terminat	ion Reason		Payment Type	
Termination Approval					
Affidavit Eulfilmoot	Dates				
Andavit Fuliniment	Original Hire	Emp/Mem Type Change	Termination	Benefits Paid Through	
Email Notifications	09-08-2014	09-08-2014			
Member QSC Request(0)	Dodalla.				
Enrollment Requests	Details				
Member Management	Lead Agency 🗹	Waived E	Benefits		
Document Management			_		
Utilities		0.1.0.1.1			
	Save Delete Search	Reset Back to b	nroliments	Change Employment	

4. Click on the Change Employment button as shown above.

Contact Setup	2142	Salem-Kei	izer SD 24J		
Security Setup					-
Plan Management					
Contact Management	Types				
Enrollment Management	And and a Member Type				
Enrollments	Retiree/Non Represented -	Salem-Keizer			10
Unsaved Enrylments	- Fundamentaria				
Termination Approval	Retiree-Administrator				~
Affidavit Fulfillment	Neuree Parminouter				
Email Notifications	Emp Type/Mem Type	For Coverses En	n Data	Payment Type	
Member QSC Request(0)	02.22.2015	102-28-2015			
Enrollment Requests	02-23-2013	02-28-2013		1	
Member Management	Salary Details				
Document Management					
Utilities	Salary Type		Salary		
Home Page Alerts	<	>	J		
Reports					
Payroll Interface		Hours Worked			
Report Mart					

5. Change the Member Type and the Employment type as shown above. Click on Emp Type/Mem type Change Date (this is the date "Active "employment is changed). Enter the date you want the active benefits to end in the "Coverage End Date for Previous Employment" Box. Click Save

Message f	rom webpage
?	This will terminate the current enrollments, if any. Do you want to continue?
	OK Cancel

6. Verify the Coverage End Date is the date that you want the "Active" benefits to end. If correct, click OK. This will take you back to the Employment Page. Click "Back to Enrollments".

System Codes		Lost Name Das		First Name Jar		
Address Setup	ID 100272323	Last Name Doc		First Name Dan	6.)	
Contact Setup	Save Reset Active	History History Detail	OE History			
Security Setup	Internet and internet	ADALON DOLLAR DE LA COMPANY				
Plan Management	E-Benefit Summary Benef	it Summary Member IDs	Member Info Depen	ients Case Notes	Other Group Cov.	Employment
Contact Management	OSC Events Deinstate	All Term All Be	neficiaries Healthy Entures	Basic Flag - Dental	Racin Flag - Vision	
Enrollment Management	Que erema menerare		The function of the second sec	Dusie Hog Dental	dusic ring rision	
Enroliments	Summary for employee of \$	Salem-Keizer SD 24J (0	asc)			
Unsaved Enrollments					Dependents	
Termination Approval	Plan Type/Plan Name	Coverage Tier	Enr Cov. Eff. Date	End Date	Joe	
Affidavit Fulfillment			Type			
Email Notifications	Medical					×
Member QSC Request(0)						
Enrollment Requests	Vision					
Member Management	Dental					
Document Management	1.10 (0.1 M) (0.1)			1		
Utilities	Optional Employee Life					
Home Page Alerts	Optional Spouse/Partner Lif	fe				

7. Benefits will end and a QSC is already created as shown above. Click on Medical.

Summary for employee of Salem-Keizer SD 24J (QSC)						
QSC being used						
Retiree - Change in Employment Status by Employee						
New Coverage Start Date						
03/01/2015						
Eligible Plans						
O Kaiser Medical Plan 1 - Tiered/Retiree						
Kaiser Medical Plan 2 - Tiered/Retiree						
O Kaiser Medical Plan 3 - Tiered/Retiree						
O Moda Medical Plan A Statewide - Tiered/Retiree						
O Moda Medical Plan B Statewide - Tiered/Retiree						
O Moda Medical Plan C Statewide - Tiered/Retiree						
O Moda Medical Plan D Statewide - Tiered/Retiree						
O Moda Medical Plan E Statewide - Tiered/Retiree						
Members Including Self (check marked members get coverage)						
Jane Doe 30-MAY-82 Self						
✓ Joe Jones 28-MAR-79 Spouse						
Accept & Continue Back						

8. Select the plan and check the dependents that are to be covered. Click Accept & Continue then click the Back button. Continue this for remaining plans and any of the optional benefits links to make the enrollment selections.

<u>OEBB</u>	Record Saved Successfully					
DENEFTI DOXED	Quick Search					
System Codes	ID E00272329	Last Name Doe			First Name Jar	ie
Address Setup						
Contact Setup	Reset Active History I	History Detail OE Hist	ory			
Security Setup						
Plan Management	E-Benefit Summary Benefit Summ	hary Member IDs Me	ember 1	nto Dependents	Case Notes	Other Group Cov. Employment
Contact Management	QSC Events Reinstate All	Term All Beneficia	ries	Healthy Futures	Basic Flag - Dental	Basic Flag - Vision
 Enrollment Management Enrollments 	Summary for employee of Salem	-Keizer SD 24J (Curre	ont)			
Unsaved Enrollments						Dependents
Termination Approval	Plan Type/Plan Name	Coverage Tier	Enr	Cov. Eff. Date	End Date	Joe
Affidavit Fulfillment	Medical Kaiser Medical Plan 2 - Tiered/Retiree	Retiree & Spouse	Q	03/01/2015		\bigcirc
Member QSC Request(0)	Vision Kaiser Vision Plan 5 - Tiered/Retiree	Retiree & Spouse	Q	03/01/2015		 Image: A set of the set of the
 Enrollment Requests Member Management 	Dental Kaiser Dental Plan 8/Ortho - Tiered/Retiree	Retiree & Spouse	Q	03/01/2015		\odot
Document Management	Optional Employee Life Declined			10/01/2014		
Home Page Alerts	Optional Spouse/Partner Life Declined			10/01/2014		
Reports	Optional Employee Accidental					

- 9. Click Save once you have completed the enrollments. You will see "Record Saved Successfully".
- 10. You are now done.