Reinstate Employee Benefits

Notes

- If an employee's benefits were terminated because their eligibility changed, i.e. moved to a new job class such as manager, with different benefits and/or contributions, the operation to reinstate benefits is actually an operation to reinstate benefit type eligibility versus reinstating a specific plan.

- If an employee's employment was terminated causing the benefits to be terminated, rehire / set employee back to Active status before reinstating benefits.

Instructions

From Employee > Benefits

1. Click Reinstate Benefits.

2. Choose Benefits to reinstate from drop menu.

   o If benefits were terminated due to a change in employment status and a plan type is no longer available to that employee, it will not appear in the drop menu.

3. Click Reinstate.

   o Once reinstated, the employee's benefits display as Waived.

4. Elect benefits for employee.

   o Employee may also log in and elect benefits.

5. Scroll to Administration and verify Activity Date is correct.

   o The Activity Date aligns with the plan's Eligibilty Details when electing the benefit.

6. If not, use Effective Override to add correct effective date for reinstated benefit(s).

7. Click Save.

End of Procedure