Add Employee (Employer)

Best Practices & Notes

Best Practices

- Timely submission of new hire enrollment (prior to effective date) is key to making benefits available to the employee and their dependents as expected, proper claims processing, and correct billing.
    - If a late entry does not appear on a billing statement; generally, adjustments appear on the next invoice.
- To speed up the process when adding new employees and reduce discrepancies for carrier connections, have your broker set **Default Employment Type**, **Full-Time Scheduled Hours Per Week,** and **Part-Time Scheduled Hours Per Week** in Company > Settings > Optional Fields.

Notes

- The type of employee selected does not affect eligibility in Ease, it's for ACA purposes only.
- If hours are not entered for employees, the ACA tool uses the employee TYPE when calculating the number of Full-Time employees, and when generating 1094-C and 1095-C forms and form outputs.
- Location, Department, Division, and Job Class can be used to determine plan eligibility.
- The system prevents invalid information when adding employees for the following:
    - Employee Birth Date - must result in between 13 and 115 years of age
    - Dependent Birth Date - must result in between 0 and 115 years of age; no future dates
    - Hire Date - cannot be more than 75 years in the past or more than 1 year in the future

- Scheduled Hours - must be between 0 and 160
- Social Security Number (SSN) - see Acceptable Social Security Numbers

- Imports can include minimal employee data.
  - To allow minimal data, remove the Status column and import only active employees.
    - Employees will default to a Status of Active.
    - All required data must still be manually entered before enrolling.
  - If importing all statuses, the file must include all required data.
- Records may be sorted in ascending or descending order using the arrows next to the column headers.

Instructions

From Employees, to add a new employee:

1. Click **Actions**.
2. Choose **Add Employee**.
3. Complete information in dialog box.
    - See **Notes** for details about validation for the following: Birth Date, Hire Date, Scheduled Hours, and SSN.
4. Click **Next**.
5. Complete **Employment Details** in dialog box.
    - Specifically, note fields with * as required.
    - See **Notes** regarding details.
6. Add **Compensation** information.
7. Click **Add Employee**.
8. If employee is a Company Administrator and should have access to add, edit, or view employee and enrollment information, contact your broker.
9. To complete an employee's record, continue to the following:
    - Employee Personal Profile
    - Employment

- [Documents Overview]

End of Procedure

Watch: https://www.youtube.com/watch?v=PdiV8bDftvk&feature=emb_imp_woyt