

# State of Kansas Human Resource Membership Administrative Portal (MAP) Guide

The information provided in this manual is subject to change without prior notice. State Employee Health Plan (SEHP) staff will reasonably attempt to notify HR offices when changes have been made; however, HR offices should not rely solely on being updated of changes by SEHP staff. HR offices are advised they should check the SEHP website to verify they are using the most up to date version of this manual.

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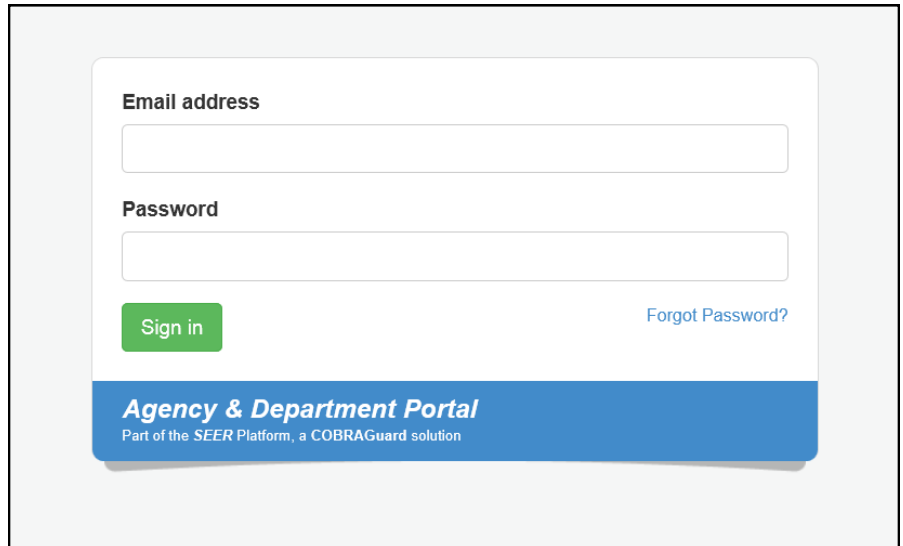
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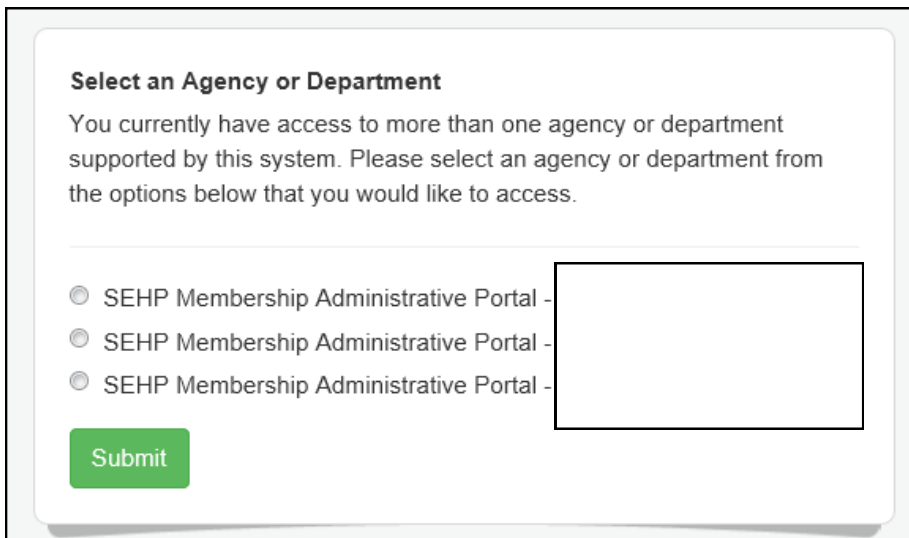
# HR Admin Log In Screen

When logging in to the HR Admin portal for the first time, you will enter the user name and temporary password provided to you from the State Employee Health Plan (SEHP).

Once signed in, you will be able to change the temporary password to something unique to you. If you are not able to sign in and need to reset your password, you must email [SEHPMembership@kdheks.gov](mailto:SEHPMembership@kdheks.gov) directly to request a new password. Once you log in with your temporarily assigned password, you will again be allowed to change your password to something unique.



The screenshot shows a login form with two input fields: "Email address" and "Password". Below the "Password" field is a green "Sign in" button and a blue "Forgot Password?" link. At the bottom of the form is a blue banner with the text "Agency & Department Portal" and "Part of the SEER Platform, a COBRAGuard solution".



The screenshot shows a screen titled "Select an Agency or Department". Below the title is a paragraph: "You currently have access to more than one agency or department supported by this system. Please select an agency or department from the options below that you would like to access." There are three radio button options, all labeled "SEHP Membership Administrative Portal". To the right of the options is a large empty rectangular box. At the bottom left is a green "Submit" button.

If you act as an HR Representative for multiple state agencies you will automatically be navigated to the Select Agency or Department screen. Click on the appropriate department you would like to access.

# HIPAA Notice

## User Agreement

I understand and acknowledge that this system contains confidential personal and protected health information (PHI) that is legally protected by federal and state law, including but not limited to the Health Insurance Portability and Accountability Act, HIPAA. This system is intended for use only by the entity or individual who is authorized by the Kansas State Employee Health Plan. The authorized user is obligated to maintain the information in a safe, secure, and confidential manner. The authorized user is prohibited from using this information for purposes other than intended and is prohibited from disclosing this information to any other party unless required to do so by law or regulation.

I Agree, Continue

Logout

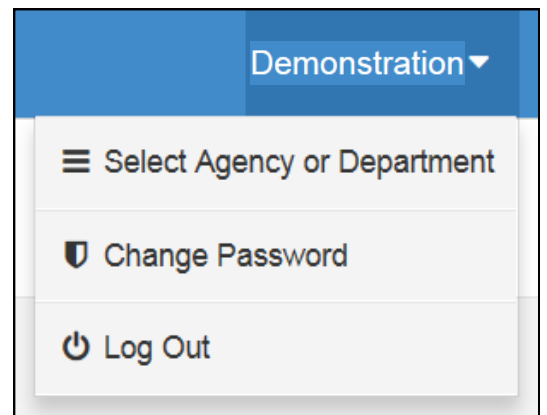
Once you have successfully logged in the HR Admin Portal, you will see a User Agreement. You are required to read and agree to the HIPAA notification each time you log into the portal. Click the **I Agree, Continue** button to log into the portal completely.

## Member Drop Down

The Member Drop Down option allows you to perform three separate functions. 1) You can change your password. This can be changed at anytime by the user. The unique password that you choose is case sensitive and does not expire.

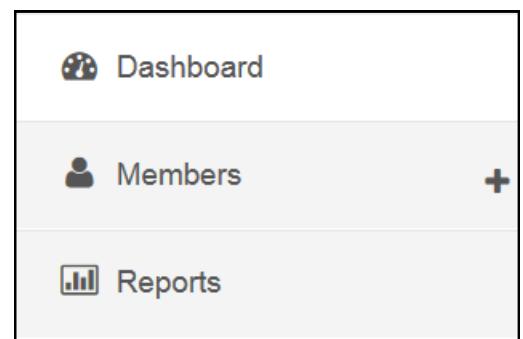
2) If you act as an HR Representative for multiple state agencies you can toggle easily between each agency without logging out by clicking the **Select Agency or Department** option. You will be navigated back to the Select Agency or Department screen seen. This streamlines your process by negating the need to have multiple user names or having to sign in and out of the portal multiple times.

3) You can log out of the HR Admin Portal by selecting **Log Out** when you have completed your tasks. Please remember to log out after each use to ensure your employees' information remains secure.



## Dashboard

Upon logging in you will be navigated to the HR Admin Dashboard. Notifications for request that have been processed by the SEHP Membership team, and Active Requests that are still open for processing will appear here. If you leave this page to check your employee's information, you can easily navigate back by clicking the **Dashboard** button on the left hand side.



# Notifications

## Notifications

Dashboard  
NOTIFICATIONS, REQUESTS AND OVERVIEW

Notifications **Active Requests**

Notifications

NOTIFICATION FOR	MESSAGE	CREATED ON	ACTIONS
System	Request Approved: Minnie added to all coverage eff...	08/11/2014	 

Once a request has been processed by the SEHP Membership team it can be viewed on the Notifications tab. You can see who the notification is for, the request message, when the notification was created, the ability to link to the request details, and the ability to mark the request as viewed. To see the complete request message hover the mouse over the message. A black text box will appear displaying the note from the SEHP Membership Team.


**MESSAGE**

Request Approved: An Initial Enrollment Portal has been opened for the new employee. The employee will have till 9/18/14 to complete benefit request. Please advise them to visit the following web address to make any benefit elections: <https://www.enrollmentportaldemo.com>

Request Approved: An Initial Enrollment Portal has...

**ACTIONS**

Follow Link 

Mark as Viewed 

The blue arrow "Follow Link" action allows you to see the request details. The red eye "Mark as Viewed" action will remove the notification from your view once you have finished reviewing it. You will still have access to the request information after the notification is marked as viewed on the individual member's Request tab.

# Notifications

## Active Requests

Dashboard							
NOTIFICATIONS, REQUESTS AND OVERVIEW							
Notifications		Active Requests					
Active Requests							
EMPLOYEE ID	REQUEST FOR	REQUEST TYPE	REQUEST DATE	EFFECTIVE DATE	REQUESTED BY	STATUS	ACTION
N0000002160	Mickey Mouse	Newly Eligible Dependent	08/11/2014	08/01/2014		Open	<a href="#">View</a>

When you submit a request on behalf of the employee, the request can be seen under the Active Requests tab. Eight columns of information about the submitted request are shown including: the employee ID, who the request is for, the type of request, the date it was requested, the potential effective date, who made the request, the status of the request, and the Actions column to allow you to view the request. Both the Employee ID and the Request For column allows you to link directly to the member's account. To view details of the request, click the **View** button.

Clicking the **View** button navigates you to a page within the Dashboard labeled Information. You will be able to see all request details listed above. It also details the change to the benefits requested.

View Request	
NEWLY ELIGIBLE DEPENDENT	
Dashboard > Request > View	
This request was submitted on behalf of Mickey Mouse, Employee (N0000002160)	
Information	Actions
Request	
Request Type	Newly Eligible Dependent
Status of Request	Open
Date Requested	08/11/2014
Effective Date	08/01/2014

Information	
ITEM	ITEM VALUE
Member	Mickey Mouse, Employee
Department	Demonstration - 2100000000
Change Reason	C001 - Marriage
Requested Benefits	<p><b>Medical</b> CVAABD - COV Plan A Before Tax Discount Coverage Type: Member and Spouse Covered Individuals</p> <ul style="list-style-type: none"> <li>Mickey Mouse, Employee</li> <li>Minnie M Mouse, Spouse</li> </ul> <p><b>Dental</b> DNBTNO - Delta Dental Before Tax Coverage Type: Member and Spouse Covered Individuals</p> <ul style="list-style-type: none"> <li>Mickey Mouse, Employee</li> <li>Minnie M Mouse, Spouse</li> </ul>

# Notifications

## Active Requests (Continued)

From here, you will be able to cancel a request that may no longer be valid by clicking the **Cancel Request** button.



Request that have already been processed by the SEHP Membership team can no longer canceled.

You can also add any pertinent notes to the request by clicking the **Add Note** button. This are viewable by the SEHP Membership Team as well as any other individuals viewable access to your department information.

Notes		
CREATED ON	USER	NOTE
08/11/2014 9:41am	Sarah Beck	Please add Minnie to Mickey's coverage effective 8/1/14; married on 7/29, no adjustment on FSA

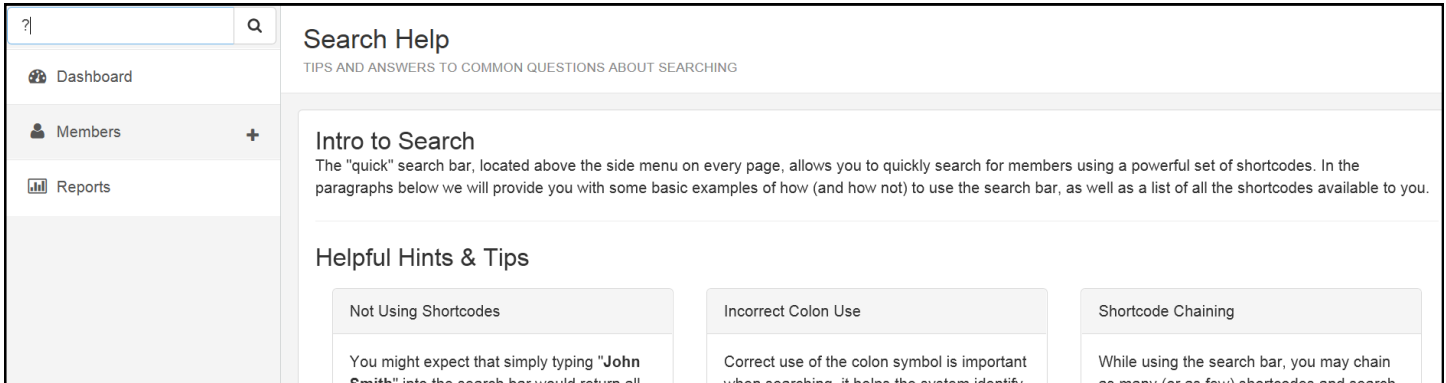
[Add Note](#)

From here you can navigate to the Actions tab. Under the Actions tab you can see who has viewed the request. You will also be able to see the progress of the request, and who is currently responsible to advance the request to the next step.

View Request							
NEWLY ELIGIBLE DEPENDENT							
Dashboard > Request > View							
This request was submitted on behalf of <a href="#">Gaston LeBouf</a> , Employee (N0000000923)							
Information		Actions					
Actions			Route				
ACTION	OCCURRED	USER	SEQUENCE	ACTION	RESPONSIBILITY	STATUS	COMPLETED ON
Viewed	06/19/2014	Demo User	Step 1	Require Approval	Membership Admin	Pending	
Viewed	06/18/2014	Demo User					

# Members

## Searching for an Employee



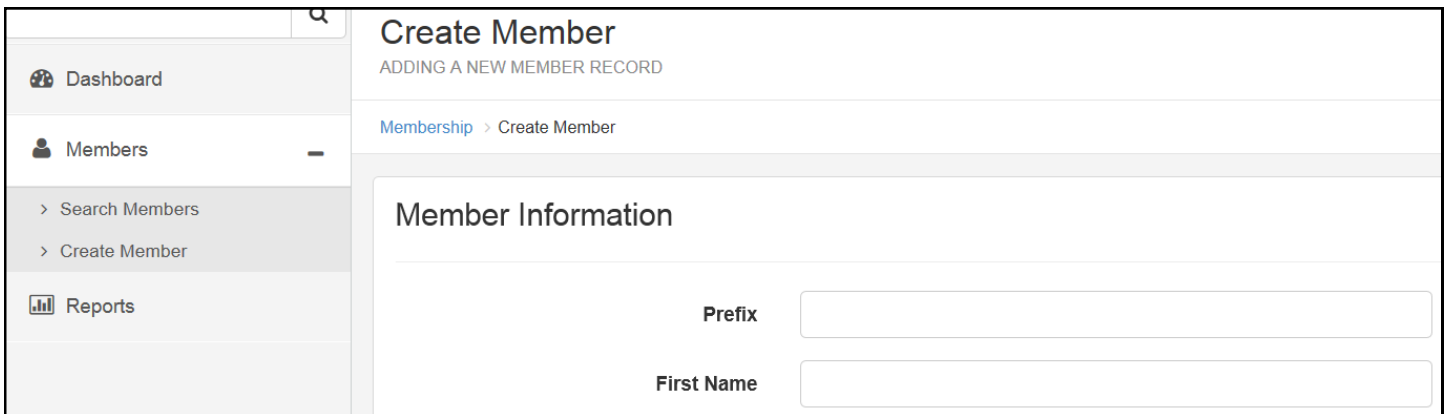
You have two options when searching for a specific employee's home page. One is the quick search bar by using a "shortcode". To see a list of the "shortcodes" simply type a "?" into the search bar and press the **ENTER** or click the **Q** button to the right of the search bar.

The other option is to click the **Members** bar on the left navigation panel. Then click the **Search Members** button. This will navigate you to a screen that will allow you to search by Employee ID, First Name, Middle Name, Last Name, Social Security Number, and Medicare Number. You can search using one or more of these fields.

The screenshot shows the 'Search Members' page. At the top, it says 'Search Members' and 'SEARCH MEMBERS BY CRITERIA'. Below this is a section titled 'Search Criteria' with a person icon. There are six input fields for search criteria: 'Employee ID', 'First Name', 'Middle Name', 'Last Name', 'Social Security Number', and 'Medicare Number'. A blue 'Search' button is located at the bottom right of the form.

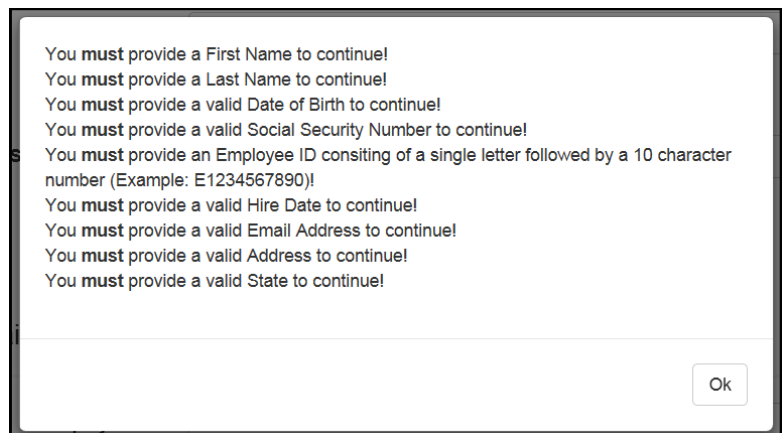
# Members

## Creating an Employee Record



The screenshot shows the 'Create Member' interface. On the left is a navigation sidebar with 'Members' selected. The main content area is titled 'Create Member' and 'ADDING A NEW MEMBER RECORD'. Below this is a breadcrumb 'Membership > Create Member'. The main form section is titled 'Member Information' and contains two input fields: 'Prefix' and 'First Name'.

Entering a new employee into MAP is fast and simple. First under the Members bar, on the left side of the screen, click the **Create Member** button. This will navigate you to the page where you will enter the new employee's demographic information. Several pieces of information are required to enter a new record. These fields include: First Name, Last Name, Date of Birth, Social Security Number, Employee ID, Hire Date, Benefit Program Code, Email Address, and Home Address. If any one piece of information is missing, MAP will not allow the employee to be entered and you will see an error message asking you to add the missing information.



Create Member

After completing all fields, simply click the **Create Member** button and you will be instantly navigated to the new employee's Home Screen. **Remember creating a member will not enroll the employee into benefits. A separate enrollment request must be made.**

# Members

## Employee Transfer Request

A Transfer Request will need to be made if the new employee has worked previously for another State of Kansas agency or Non State Employer Group, was a covered dependent of a former State of Kansas employee or Non State Employer group, or is currently covered under Direct Bill or on Cobra program. The Transfer Request will happen automatically when creating a member if the new employee's date of birth and SSN match one that is already in the system. When this happens you will see the message below. Once the SEHP Membership Team approves the transfer request you will see further information on your Notification screen.

The Employee you were attempting to create was already in the system. This Transfer Request was submitted to allow the Employee to be tied to your Department

### View Request

TRANSFER REQUEST

[Dashboard](#) > [Request](#) > [View](#)

This request was submitted on behalf of [Jasmine Agrabah-Pan](#), Employee (N0000002164)

# Member Home Screen

State Employee Health Plan - Demo/Test Portal Demo User

Search:

**Jasmine Agrabah-Pan** N0000000921  
EMPLOYEE

Membership > Jasmine Agrabah-Pan

Member & Family | Employment | Benefits | Details | Requests

Jasmine Agrabah-Pan		Family		
Employee ID	N0000000921	FAMILY MEMBER	RELATIONSHIP	ACTIVE ON BENEFITS
Member Type	Employee	Peter Pan	Spouse	No

Once you have successfully searched for an employee, you will be taken to the Member Home Screen. This screen shows all of the important details regarding the employee's SEHP benefits. An Employee's record is broken into five different tabs: Member & Family, Employment, Benefits, Details, and Requests.

## Member & Family Tab

Member & Family | Employment | Benefits | Details | Requests

Jasmine Agrabah-Pan

Employee ID	N0000002164
Member Type	Employee
Active On Benefits	Yes
Gender	Female
Date of Birth	04/17/1987 (27 years old)
Social Security Number	417-21-1987
Marital Status	Married

[Edit Jasmine's Record](#) [Upload Documents](#)







FAMILY MEMBER	RELATIONSHIP	ACTIVE ON BENEFITS
Peter Pan	Spouse	Yes
Carol Pan	Daughter	Yes
Tina D Pan	Daughter	No

[Add Family Member](#)

The Member & Family tab shows you the employee's demographic information. Any information on this tab can be updated by you at any time without approval from the SEHP Membership Team. On the top left you will see the Employee ID, Member Type, Active Benefit Status, Gender, Date of Birth, Social Security Number, and Marital Status. To the right, you will see the employee's family roster. This includes any dependents whose information has been submitted to the SEHP and is considered to be eligible for benefits. You can also quickly see if anyone on the family roster is currently enrolled in SEHP benefits by looking at the Active on Benefits column.

# Member Home Screen Member & Family Tab (Continued)

At the bottom of the Member & Family tab you can view the current contact information on file.

CONTACT	LABEL	INFORMATION	ACTIONS
Address	Home <span>Preferred</span>	555 Magic Carpet Avenue Lenexa, Kansas 66611 Johnson US	 
Email Address	Home <span>Preferred</span>	wholeneworld@mouseketeer.com	 
Phone	Home <span>Preferred</span>	744-555-1236	 

[Add Contact](#)

You can edit an already existing contact by clicking the green **Edit Contact** icon, delete a contact entirely by clicking the red **Delete Contact** icon, or create a new contact by clicking the **Add Contact** button.

When you click the **Edit Contact** icon, you will be navigated to the Edit Contact page where you can make any changes needed to an address, email, or phone number. You can also change a contact from Preferred to Non-Preferred. This is commonly used for a work and home phone number. For a more in-depth explanation of what is a preferred contact, click the blue "What is a Preferred contact?" button.

**Edit Contact**

Contact Label:

Preferred:  Yes  No

[What is a Preferred Contact?](#)

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:  Zipcode:

County (or Municipality):

Country:

[Save Changes](#)

Once the edit is complete, click the **Save Changes** button. This saves the change and takes you back to the employee's Home Screen. Any change can be seen instantly.

# Member Home Screen

## Member & Family Tab (Continued)

Contacts			
CONTACT	LABEL	INFORMATION	ACTIONS
Address	Home <span style="float: right; border: 1px solid blue; border-radius: 5px; padding: 2px;">Preferred</span>	555 Magic Carpet Avenue Lenexa, Kansas 66611 Johnson US	<div style="background-color: black; color: white; padding: 2px; text-align: center;">Delete Contact</div> <div style="display: flex; justify-content: space-around;"> <span style="color: green;">✚</span> <span style="color: red;">✖</span> </div>

When clicking the **Delete Contact** button, a pop-up will appear to verify the permanent deletion of the contact from the employee's record. Once it has been deleted it cannot be retrieved. Click the **Cancel** button to exit, otherwise click the red **Delete Contact** button to complete the delete.

Delete Contact

---

When you delete a Contact it is permanently removed from the system. This action cannot be undone.

Would you like to proceed?

Cancel
Delete Contact

Add Contact

To add a new contact click the **Add Contact** button. This will navigate you to the Create Contact screen.

You can add an address, email, or phone number to the employee's record. First select the appropriate contact label. Second, choose what type of contact you would like to add. The screen will change based on the Contact Type that you choose. Select whether or not the contact is Preferred or Non-Preferred. This is commonly used for a work and home phone number. For a more in-depth explanation of what makes a preferred contact click the blue **"What is a Preferred contact?"** button. Once the correct contact information is entered, click the **Create Contact** button. This saves the contact and takes you back to the employee's Home Screen. Any change can be seen instantly.

Create Contact

---

Contact Label

Contact Type

Preferred Yes No

What is a Preferred Contact?

Phone Number

Phone Extension

Create Contact

# Member Home Screen Member & Family Tab (Continued)

 Edit Jasmine's Record

To update the employee's demographic information click the **Edit <Employee's Name> Record** button. You will be navigated to the Edit <Employee's Name> Record screen.

You can update the employee's Name, Date of Birth, Social Security Number, Gender, and Marital Status. If you make any change to this information you are required to also give a brief note explaining why these changes are being made. Click the **Save Changes** button. This will navigate you back to the employee's Home Screen where the updates can be seen instantly. Remember any updates that you make will be sent directly to the insurance carrier so please verify that they are correct before saving the change.

### Edit Jasmine's Record

Prefix	<input type="text"/>
First Name	<input type="text" value="Jasmine"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Agrabah-Pan"/>
Suffix	<input type="text"/>
Date of Birth	<input type="text" value="04/17/1987"/>
Social Security Number	<input type="text" value="417-21-1987"/>
Gender	<input type="text" value="Female"/>
Marital Status	<input type="text" value="Married"/>
Edit Reason	<input type="text"/>

Please provide a brief explanation for the change you're requesting

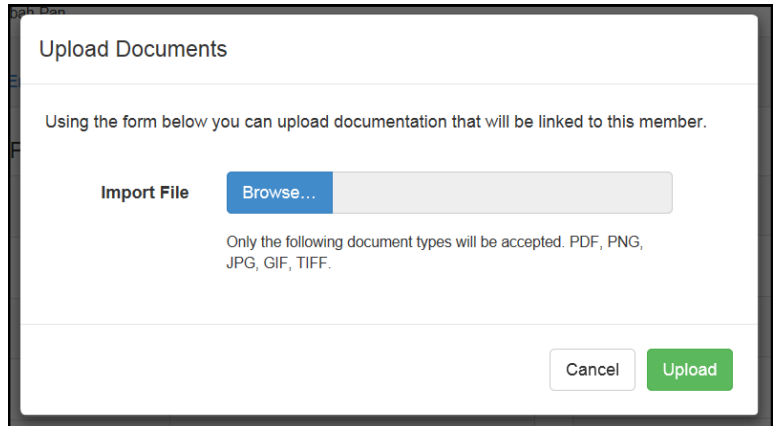
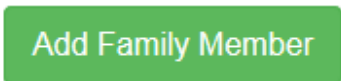
# Member Home Screen

## Member & Family Tab (Continued)



To upload any documentation to the employee's file click the **Upload Documents** button.

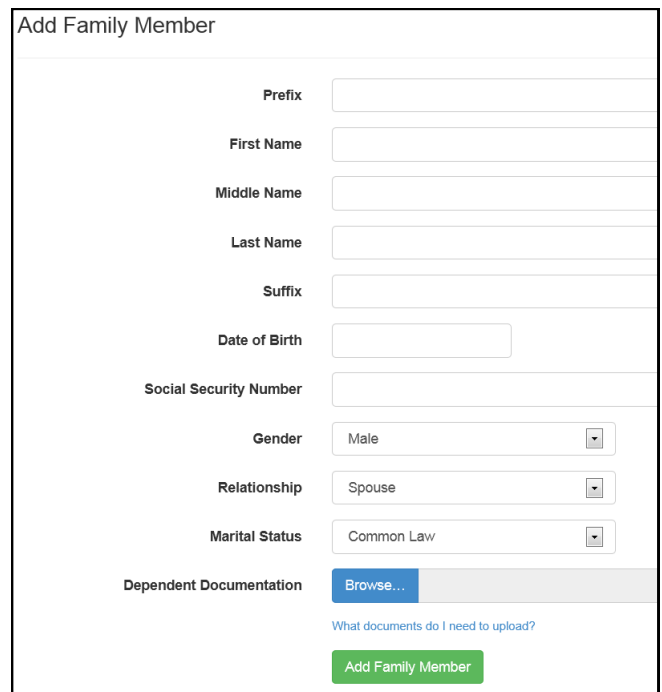
A box will appear asking you to upload the file from your computer. This shows what file formats can be uploaded. Click the blue **Browse** button to select the piece of documentation you would like to upload. Once it has been selected, click the **Upload** button. Once this has been uploaded you will be taken back to the employee's home page.

A screenshot of a web form titled "Upload Documents". The form contains the following elements: a heading "Upload Documents", a sub-heading "Using the form below you can upload documentation that will be linked to this member.", an "Import File" label, a blue "Browse..." button, a text input field, and a note: "Only the following document types will be accepted. PDF, PNG, JPG, GIF, TIFF." At the bottom right, there are two buttons: a grey "Cancel" button and a green "Upload" button.

To add a new family member to the Family Roster click the **Add Family Member** button.

Enter the new family member's demographic information into the appropriate fields. The First Name, Last Name, Date of Birth, Social Security Number, and Dependent Documentation are required. If any of these pieces of information are missing you will not be able to continue and will receive an error message.

If the new employee is a non-resident alien and does not have a Social Security Number or ITIN, the numbers 777-77-7777 may be used for a newborn or 888-11-1111 for a spouse or older child. The SEHP will then request the information from the employee and if not provided the dependent could be removed from coverage.

A screenshot of a web form titled "Add Family Member". The form contains the following fields: Prefix (text input), First Name (text input), Middle Name (text input), Last Name (text input), Suffix (text input), Date of Birth (text input), Social Security Number (text input), Gender (dropdown menu with "Male" selected), Relationship (dropdown menu with "Spouse" selected), Marital Status (dropdown menu with "Common Law" selected), and Dependent Documentation (blue "Browse..." button). Below the form, there is a link "What documents do I need to upload?" and a green "Add Family Member" button.

# Member Home Screen

## Member & Family Tab (Continued)

If, while adding a dependent to the Family Roster you are not sure what documentation is needed, click the blue **“What documentation do I need to upload?”** button. A pop-up will appear that will explain what is required. Once all of the required dependent information is entered and the documentation is uploaded, click the **Add Family Member** button. The new dependent will instantly appear on the Family Roster. **This does not mean that the new dependent has been added to benefits. A separate request must be made in order to add the dependent to any benefits.**

What documents do I need to upload?

Depending on the relationship of the Family Member you are adding, you will be required to upload certain documents. Please select the appropriate relationship below to find the documentation required for your new family member.

Spouse

Child

- Valid SSN, ITIN or HICN
- **AND**
  - Birth certificate or hospital birth announcement for newborns containing both parents names.  
*Birth registration cards are not acceptable documentation*

Stepchild

Handicapped Child

Legal Custody Child

Court Ordered Dependent

Close

# Member Home Screen

## Employment Tab

The Employment tab will reflect information that was entered when you created the employee's record. This information cannot be updated by you once it has been entered. When reviewing this information if you find an error, a Communication Request must be made to the SEHP Membership Team indicating what information needs to be corrected. The SEHP Membership team will make any corrections needed regarding the information.

Member & Family				Employment				Benefits				Details				Requests											
Employee Record								Department																			
EMPLOYEE RECORD				START DATE				END DATE				DEPARTMENT ID				DEPARTMENT				START DATE				END DATE			
00 - State Active Employee				01/01/2013				Current				2100000000				Demonstration				01/01/2013				Current			
Benefit Program																											
BENEFIT PROGRAM								START DATE								END DATE											
FT - Full Time								01/01/2013								Current											

On this tab, you can see the Employee Record, the Department ID, Department Name and Benefit Program Code along with their start and end dates.

# Member Home Screen

## Benefits Tab

Member & Family    Employment    Benefits    Details    Requests								
Active Benefits								
BENEFIT TYPE	PLAN	COVERAGE LEVEL	COVERAGE START	COVERAGE END	EMPLOYER RATE	EMPLOYEE RATE	TOTAL	ACTIONS
Medical	BCAABD - BCBS Plan A Before Tax Discount	Member and Family	08/01/2014	Current	0.00	0.00	0.00	<a href="#">View</a>
Dental	DNBTNO - Delta Dental Before Tax	Member and Family	08/01/2014	Current	0.00	0.00	0.00	<a href="#">View</a>
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Family	08/01/2014	Current	0.00	0.00	0.00	<a href="#">View</a>
Flexible Spending Account	HCARE - FSA Health Care	Member Only	08/01/2014	Current	0.00	0.00	0.00	<a href="#">View</a>
<a href="#">Edit Benefits</a>								

The Benefits tab shows you important benefit information. This includes medical, dental, vision, HSA/FSA coverage, the current coverage level, the coverage start and end date, and the employer and employee rates. It also shows what benefits, if any, have been waived by the employee. If the member has dependents on the coverage, click the **View** button to see which individuals are covered by each plan as shown below.

If a request needs to be made to change the current active benefits you can do this by clicking the **Edit Benefits** button. How to request a specific mid-year qualifying event is detailed later in the guide.

Benefit Information		COVERED FAMILY MEMBER		RELATIONSHIP
Benefit Type	Medical	Jasmine Agrabah-Pan		Employee
Plan	BCBS Plan A Before Tax Discount	Peter Pan		Spouse
Coverage Level	Member and Family	Carol Pan		Daughter
Coverage Effective	08/01/2014			
Coverage End	Current			

# Member Home Screen Benefits Tab (Continued)

Pending Benefits						
BENEFIT TYPE	PLAN	COVERAGE LEVEL	COVERAGE START	EMPLOYER RATE	EMPLOYEE RATE	TOTAL
Medical	BCAABD - BCBS Plan A Before Tax Discount	Member and Spouse	01/01/2014	0.00	0.00	0.00
Dental	DNBTNO - Delta Dental Before Tax	Member Only	01/01/2014	0.00	0.00	0.00
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Spouse	01/01/2014	0.00	0.00	0.00

At the bottom of the benefits screen you can see any pending benefits that have been elected by the employee. This may happen during the Annual Open Enrollment period or if the employee experiences a qualifying mid-year event; in the case of a mid-year qualifying event, an Initial Enrollment Portal will be opened for the employee.

The Open Enrollment and Initial Enrollment portals allows the employee to elect benefits and coverage levels they would like to transition into. The plan they are electing, the coverage level, the potential coverage start date, and the potential new Employer and Employee rates are shown here.

Remember these benefit elections are simply a request by the employee and will still need to be approved by the SEHP Membership team. Once approved the changes can be seen on the Active Benefits section.

# Member Home Screen Details Tab

Jasmine Agrabah-Pan N0000000921  
EMPLOYEE

Membership > Jasmine Agrabah-Pan

Member & Family   Employment   Benefits   **Details**   Requests

### Attributes

ATTRIBUTE	VALUE	START DATE	END DATE
Discount Eligible	Yes	01/01/2014	Current
Tax Status	After	01/01/2014	Current

### Medicare

Medicare Number	123456789
Medicare Part A Date	04/28/2014
Medicare Part B Date	04/29/2014

[Edit Medicare](#)

The Details tab shows two different groups of information. The first group “details” shows the current Discount Eligible Status and the current Tax Status of the benefits. This information is not editable and can only be changed by the SEHP Membership Team.

The second group shows any Medicare information on file for the employee. This can be edited and should be updated as soon as you become aware that the employee is enrolled into Medicare. This information should also be updated if the employee will have Medicare at the time of retirement. The Medicare information can be updated by clicking the **Edit Medicare** button.

# Member Home Screen

## Requests Tab

Jasmine Agrabah-Pan N0000002164  
EMPLOYEE

Membership > Jasmine Agrabah-Pan

Member & Family   Employment   Benefits   Details   **Requests**

Requests Show Closed

REQUEST TYPE	REQUEST DATE	EFFECTIVE DATE	REQUESTED BY	STATUS	ACTIONS
Termination of Employee (Voluntary / Involuntary / Ineligible)	08/18/2014	08/09/2014	Cindy Miller	Open	<a href="#">View</a>
Retirement	08/18/2014	09/01/2014	Cindy Miller	Open	<a href="#">View</a>

The Requests tab will show any requests that have been made on behalf of that specific employee. Any requests Marked as Viewed on the notifications page can be seen here. On the Request tab you can see the request type, the date the request was made, the potential effective date of the request, who made the request, the current status of the request, and an Actions column. To view a closed request that has been approved, denied, or cancelled click the **Show Closed** button. These approved, denied, or closed requests appear below the current open requests. When you are done viewing the closed requests click the **Hide Closed** button.

[Show Closed](#)

[Hide Closed](#)

You can view the details of the request by clicking the **View** button. This navigates you to the View Request page. You can view the specific details of the request. You can also cancel the request by clicking the **Cancel Request** button if the request has not already been processed by the SEHP Membership Team.

**View Request**  
ADD/DROP A DEPENDENT DUE TO A CHANGE IN COVERAGE

Dashboard > Request > View

This request was submitted on behalf of Jasmine Agrabah-Pan, Employee (N0000000921)

Information   **Actions**

**Request**

Request Type	Add/Drop a Dependent due to a Change in Coverage
Status of Request	Open
Date Requested	06/16/2014
Effective Date	07/01/2014

The *Effective Date* listed above (if any), is a system generated estimation of the date the information in your request should be effective for.

For example: If you submitted a 'waive coverage' request, the coverage would be waived as of this effective date.

[Cancel Request](#)

**Information**

ITEM	ITEM VALUE
Member	Jasmine Agrabah-Pan, Employee
Department	Demo/Test Portal - 1501099999
Change Reason	C018 - Term employment - sp/dep
Dependent Losing Coverage With Sehp	No
Benefits	<b>Medical</b> CVCCBD - COV Plan C Before Tax D Coverage Type: Member and Family Covered Individuals • Jasmine Agrabah-Pan, Emplo • Peter Pan, Sehp

# Member Home Screen Requests Tab (Continued)

From the View Request screen you can view any notes pertaining to the specific request. If necessary, you can also add more notes by clicking the **Add Note** button.

Notes		
CREATED ON	USER	NOTE
06/16/2014 11:28am	Demo User	loss of employment/benefits

[Add Note](#)

A pop-up will appear prompting you to add a new request note. Add the new note in the space that is provided. Once finished, click the **Save Note** button. The Note will be added instantly. If no additional note is needed click the **Cancel** button.

07/01/2014 Change Reason

### Add Note to Request

Using the form below you can attach a new note to this request.

**Request Note**

Notes are viewable by anyone with permission to view the request.

[Cancel](#) [Save Note](#)

You can view the note instantly and it cannot be deleted once saved.

Notes		
CREATED ON	USER	NOTE
06/26/2014 9:35am	Demo User	Appropriate documentation has been uploaded to the member's record.
06/16/2014 11:28am	Demo User	loss of employment/benefits

[Add Note](#)

# Submitting a Request

## How to Submit a Request

Jasmine Agrabah-Pan  
EMPLOYEE

Membership > Jasmine Agrabah-Pan

Member & Family   Employment   **Benefits**   Details   Requests

### Active Benefits

BENEFIT TYPE	PLAN	COVERAGE LEVEL	COVERAGE START	COVERAGE END	EMPLOYER RATE
Medical	CVCCBD - COV Plan C Before Tax Discount	Member Only	07/01/2013	Current	0.00
Dental	DNBTNO - Delta Dental Before Tax	Member Only	07/01/2013	Current	0.00
Vision	Benefit Waived	--	07/01/2013	Current	0.00

Edit Benefits

To submit a request you must be on the specific employee's Member Benefits tab. Once here, click the Edit Benefits button.

You will be navigated to the Choose a Request Type screen. Select the appropriate request for the qualifying event the employee is experiencing.

Jasmine Agrabah-Pan  
EMPLOYEE

Membership > Jasmine Agrabah-Pan > Request

### Choose a Request Type

**Member Requests**

- Enrollment for New Employee (or) Newly Eligible Employee
- Cancellation Due to Disability
- Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
- Change Tax Status (After to Before)
- Death of Employee
- Member Waive Coverage (Mid-Year)
- Retirement
- Termination of Employee (Voluntary / Involuntary / Ineligible))
- Communication Form

**Dependent Requests**

- Add/Drop a Dependent due to a Change in Coverage

# Submitting a Request

## How to Submit a Request (Continued)

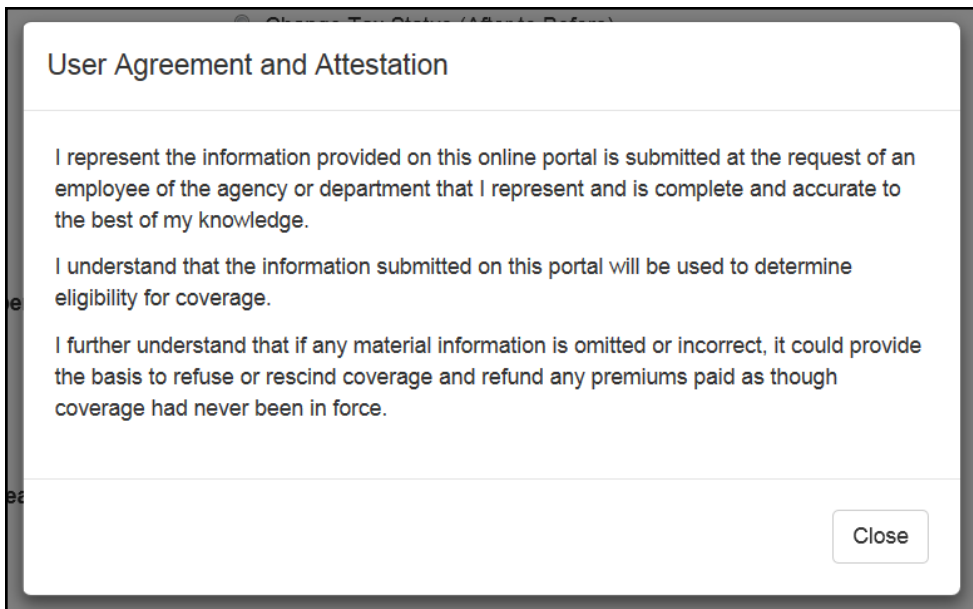
At the bottom of the page you will see a User Agreement and Attestation agreement. Before you can continue with the request, you must verify that you have read and agree with the statement.

To view the statement click the blue **User Agreement and Attestation** button. A pop-up will appear. Once you have read this statement click the **Close** button.



I have read and agree to the [User Agreement and Attestation](#)

**Continue**



User Agreement and Attestation

I represent the information provided on this online portal is submitted at the request of an employee of the agency or department that I represent and is complete and accurate to the best of my knowledge.

I understand that the information submitted on this portal will be used to determine eligibility for coverage.

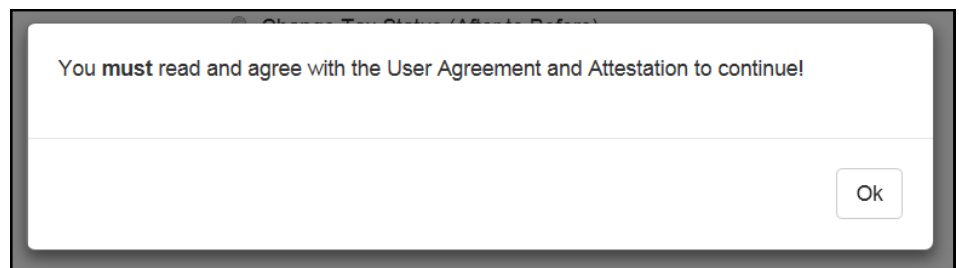
I further understand that if any material information is omitted or incorrect, it could provide the basis to refuse or rescind coverage and refund any premiums paid as though coverage had never been in force.

**Close**

You can then check the box next to the agreement attesting that you understand the statement. Once the box is checked click the **Continue** button.

If you do not check the box before click the **Continue** button a warning box will appear. Click the **Ok** button to return to the Choose a Request Type page.

Check the User Agreement box and click **Continue**.



You must read and agree with the User Agreement and Attestation to continue!

**Ok**

# Submitting a Request

## New Employee or Newly Eligible Employee

### Choose a Request Type

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)

Once at the Choose a Request Type screen select the Enrollment for New Employee (or) Newly Eligible Employee request.

At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

You will be navigated to the request screen. Here you will choose the reason for making this request. Select the reason that applies to your new employee and add a detailed request note. Click the **Submit Request** button for the request to be sent to the SEHP team for processing.

### Enrollment for New Employee (or) Newly Eligible Employee

---

**Select the Reason for the Enrollment Request**

- New Hire
- Transfer
- Ineligible to Eligible
- New Hire Currently on SEHP Direct Bill Retirement/COBRA

**Request Note**

  
  
[What happens when I submit a request?](#)

# Submitting a Request Cancellation Due to Disability

## Choose a Request Type

### Member Requests

- Enrollment for New Employee (or) Newly Eligible Employee
- Cancellation Due to Disability
- Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
- Change Tax Status (After to Before)

Once at the Choose a Request Type screen select the Cancellation Due to Disability request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

You will be navigated to the request screen. Here you will enter the date that the employee was approved by KPERS to be eligible for disability. You will then answer a series of questions. Add a detailed request note then click the **Submit Request** button. Remember that a KPERS disability letter is required by the SEHP Membership team to approve this request. If the employee or any of their dependents are eligible for Medicare a Medicare Card showing both Part A and Part B enrollment is also required. You must upload these items or the request will be denied.

### Cancellation Due to Disability

---

Date the member was approved for disability

Does the member wish to continue on Direct Bill  Yes  No

Is the member Medicare Eligible due to age or disability  Yes  No

Are any dependents Medicare Eligible due to age or disability  Yes  No

Request Note

[What happens when I submit a request?](#)

# Submitting a Request Change in Status 'Full Time to Part Time' or 'Part Time to Full Time'

Choose a Request Type

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)

Once at the Choose a Request Type screen select the Change in State 'Full Time to Part Time' or 'Part Time to Full Time' request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

**Continue**

You will be navigated to the request screen. Here you will choose the reason for making this request, enter in the date in which the change takes place and choose the salary tier the employee will be moving to.

Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'

**Change in Status**

- Full-Time to Part-Time
- Part-Time to Full-Time

**When did the change in status take place**

**Please choose the salary tier the member is moving to**

# Submitting a Request Change in Status 'Full Time to Part Time' or 'Part Time to Full Time' (Continued)

Choose the applicable benefit change based on the change from requested. Enter any change in the Annual Employee Contribution amount if the employee is enrolled into an HSA. Add a detailed Request Note and click the **Submit Request** button.

Please select or adjust coverage as needed to the members benefits

<b>Medical</b>	BCAAAD - BCBS Plan A After Tax Discount <input type="text"/>
	<input type="checkbox"/> Waive Coverage
	<input checked="" type="checkbox"/> Pongo D Dalmation (Employee)
	<input type="checkbox"/> Rolly T Dalmation (Son)
<b>Dental</b>	DNBTNO - Delta Dental Before Tax <input type="text"/>
	<input type="checkbox"/> Waive Coverage
	<input checked="" type="checkbox"/> Pongo D Dalmation (Employee)
	<input type="checkbox"/> Rolly T Dalmation (Son)
<b>Benefit Account</b>	Flexible Spending Account <input type="text"/>
	<input type="checkbox"/> Waive Coverage
	Annual Employee Contribution
	\$ <input type="text"/>
<b>Request Note</b>	<input type="text"/>
	<input type="text"/>

[What happens when I submit a request?](#)

# Submitting a Request Change in Tax Status (After to Before)

## Choose a Request Type

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)

Once at the Choose a Request Type screen select the Change in Tax Status request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Continue

You will be navigated to the request screen. Enter the reason for submitting the request in the Request Note field and click the **Submit Request** button.

### Change Tax Status (After to Before)

Request Note

Submit Request

[What happens when I submit a request?](#)

# Submitting a Request Death of Employee

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)
  - Death of Employee

Once at the Choose a Request Type screen select the Death of Employee request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

You will be navigated to the request screen. Enter in the date of the employee's death. Next indicate if any of the employee's dependents wish to continue on Direct Bill. Add a detailed request note then click the **Submit Request** button. Remember if any of the dependents are eligible for Medicare a Medicare card showing enrollment into both Part A and Part B will be required for the SEHP Membership team to approve the request.

## Death of Employee

---

What is the member's date of death

Does the member have any Dependents that wish to continue under Direct Bill  Yes  No

Request Note

[What happens when I submit a request?](#)

# Submitting a Request Member Waive Coverage (Mid-Year)

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)
  - Death of Employee
  - Member Waive Coverage (Mid-Year)
  - Retirement

Once at the Choose a Request Type screen select the Enrollment Member Waive Coverage request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

You will be navigated to the request screen. Here you will choose the reason for making this request and click **Continue**.

### Member Waive Coverage (Mid-Year)

**What Qualifies the Member to Waive Coverage Mid-Year?**

- The member pays for their benefits on an **After Tax Basis**
- The member is obtaining **Other Group Coverage**

Please remember that only Medical and Dental coverage can be waived mid-year. Any other benefits, if applicable, will not be affected by this waive coverage request.

If you select "The member pays for their benefits on an After Tax Basis" you will be navigated to the screen below. Enter in the date the coverage is to be waived, add a detailed note, and click the **Submit Request** button.

### Member Waive Coverage (Mid-Year)

**Coverage Waive Date**

Please select the date the member wishes to waive coverage.  
Please note, the date must be the first of any month after today's date.

**Request Note**

  
[What happens when I submit a request?](#)

# Submitting a Request Member Waive Coverage (Mid-Year) (Continued)

If you select "The member is obtaining Other Group Coverage" option you will be navigated to the screen below. Select the type of other coverage that has been obtained, and then enter in the effective date of the other coverage. Add a detailed note and click the **Submit Request** button.

## Member Waive Coverage (Mid-Year)

---

**What is the Source of Other Group Coverage**

- Spouse's Group Coverage
- Military through Spouse
- Medicare
- Second Employer

**Effective Date of Other Coverage**

*Please note, the date must be the first of any month after todays date.*

**Request Note**

[Submit Request](#)

[What happens when I submit a request?](#)

# Submitting a Request Retirement

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)
  - Death of Employee
  - Member Waive Coverage (Mid-Year)
  - Retirement

Once at the Choose a Request Type screen select the Enrollment for Retirement request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

You will be navigated to the request screen. Here you will enter the employee's last day on payroll. Next indicate if the employee will be continuing on Direct Bill. You will also need to indicate if the agency will be subsidizing the employee's health insurance premium. If the answer is yes you will also need to enter the date that subsidy will end. Add a detailed note and click the **Submit Request** button.

Remember that if the employee or any dependents will be on Medicare at the time their Direct Bill insurance begins a copy of the Medicare card showing enrollment into both Part A and Part B is required for the SEHP Membership team to approve the request.

### Retirement

If your employee or any member of their family is Medicare eligible, please go to the "Medicare" tab for each individual to complete the online form and upload a copy of the Medicare card showing active Part A and Part B enrollment.

What is the last day the member was on payroll

Does the member wish to continue under direct bill  Yes  No

Will the member be subsidized by their Non State Employer Group  Yes  No

This applies to Non-State Employer Groups only

What date should the subsidy end

Leave blank if the subsidy should not end

Request Note

# Submitting a Request Termination of Employee

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)
  - Death of Employee
  - Member Waive Coverage (Mid-Year)
  - Retirement
  - Termination of Employee (Voluntary / Involuntary / Ineligible))
  - Communication Form

Once at the Choose a Request Type screen select the Termination of Employee request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

**Continue**

You will be navigated to the request screen. Here you will choose the reason for making this request. Enter in the date of the termination, add a detailed request note and click the **Submit Request** button. When submitting a Termination request update the employee's contact information if it will change. This is to ensure they receive their COBRA information.

Termination of Employee (Voluntary / Involuntary / Ineligible))

**What is the Reason for Termination**

- Voluntary
- Involuntary
- Eligible to Ineligible
- Term Before Employee Coverage in Effect

**Date of Event**

Last day on payroll (Voluntary/Involuntary) (or) Last day Eligible (Eligible to Ineligible)

**Request Note**

**Submit Request**

[What happens when I submit a request?](#)

# Submitting a Request Communication Form

- Member Requests**
- Enrollment for New Employee (or) Newly Eligible Employee
  - Cancellation Due to Disability
  - Change in Status 'Full Time to Part Time' (or) 'Part Time to Full Time'
  - Change Tax Status (After to Before)
  - Death of Employee
  - Member Waive Coverage (Mid-Year)
  - Retirement
  - Termination of Employee (Voluntary / Involuntary / Ineligible)
  - Communication Form

Once at the Choose a Request Type screen select the Communication Form request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

[Continue](#)

You will be navigated to the request screen. Type the detailed request into the box provided. This request should be used to communicate any issue or change that may need to be made to the employee's record that does not apply to one of the request options given.

## Communication Form

---

**Your Message**

Please use this area to ask questions or express concern to the State Employee Health Plan.

[Submit Request](#)

[What happens when I submit a request?](#)

# Submitting a Request Add/Drop Dependent Due to a Change in Coverage

- Dependent Requests**
- Add/Drop a Dependent due to a Change in Coverage
  - Death of Spouse or Dependent
  - Newly Eligible Dependent

Once at the Choose a Request Type screen select the Add/Drop a Dependent due to a Change in Coverage request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Continue

You will be navigated to the request screen. Choose the reason for submitting the request and click the **Continue** button.

## Add/Drop a Dependent due to a Change in Coverage

Did the Dependent Gain or Lose 'Other Coverage'?

- Dependent has **Gained Other Coverage**, and Needs Removed
- Dependent has **Lost Other Coverage**, and Needs Added
- Drop Dependent Before Coverage in Effect, due to **Gain Of Other Coverage**

Continue

If you select that the dependent has gained other coverage and needs to be removed answer the following questions, add a detailed request note and click the **Submit Request** button.

## Add/Drop a Dependent due to a Change in Coverage

Date Dependent(s) Gained Other Coverage

Is the Dependent Gaining Coverage with the SEHP

- Yes
- No

Please select the Dependent(s) you wish to remove from benefits

- Rolly T Dalmation (Son)

Request Note

Submit Request

[What happens when I submit a request?](#)

# Submitting a Request Add/Drop Dependent Due to a Change in Coverage (Continued)

Add/Drop a Dependent due to a Change in Coverage

Date Dependent(s) Lost Other Coverage

Is the Dependent Losing Coverage with the SEHP  Yes  No

Please select the Dependent(s) you wish to add to benefits  Medical - Rolly T Dalmation (Son)  Dental - Rolly T Dalmation (Son)  Vision - Rolly T Dalmation (Son)

Request Note

[Submit Request](#)

[What happens when I submit a request?](#)

If you select that the dependent has lost other coverage and needs to be added answer the following questions, add a detailed request note and click the **Submit Request** button.

If you select to drop the dependent before coverage comes into effect enter the date the coverage was gained, select the dependents that will be removed, add a detailed request note and click the **Submit Request** button.

Add/Drop a Dependent due to a Change in Coverage

Date Dependent(s) Gained Other Coverage

Select the Dependent(s) you wish to remove before coverage in effect  Rolly T Dalmation (Son)

Request Note

[Submit Request](#)

[What happens when I submit a request?](#)

# Submitting a Request Death of Spouse or Dependent

- Dependent Requests**
- Add/Drop a Dependent due to a Change in Coverage
  - Death of Spouse or Dependent
  - Newly Eligible Dependent

Once at the Choose a Request Type screen select the Death of Spouse or Dependent request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

### Death of Spouse or Dependent

Date of Death

Please select the Dependent that passed away  Rolly T Dalmation (Son)

Request Note

  
[What happens when I submit a request?](#)

You will be navigated to the request screen. Enter in the date of the spouse or dependents death, select the dependent that has passed away and should be removed from benefits, submit a detailed request note, and click the **Submit Request** button.

# Submitting a Request Newly Eligible Dependent

- Dependent Requests**
- Add/Drop a Dependent due to a Change in Coverage
  - Death of Spouse or Dependent
  - Newly Eligible Dependent
  - Remove Ineligible Dependent

Once at the Choose a Request Type screen select the Enrollment Newly Eligible Dependent request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)  
**Continue**

You will be navigated to the request screen. Select the reason for submitting and enter in the date of event for the request. If documentation is required for the reason selected upload the documentation by clicking the **Browse** button.

### Newly Eligible Dependent

**Reason for Dependent Eligibility**

- Marriage
- Birth of Dependent
- Adoption of Dependent
- Gained Custody of Dependent

**Date of Event**

**Supporting Documentation** **Browse...**

You will need to upload a **Petition for Adoption** OR **Placement Agreement**

Select the dependents that need to be added to the benefits, had a detailed request note, and click the **Submit Request** button.

**Please select the Dependent(s) you wish to add to benefits**

- Medical - Rolly T Dalmation (Son)
- Dental - Rolly T Dalmation (Son)
- Vision - Rolly T Dalmation (Son)

[Not seeing the dependent you wish to add?](#)

**Request Note**

**Submit Request**

[What happens when I submit a request?](#)

# Submitting a Request Remove Ineligible Dependent

- Dependent Requests**
- Add/Drop a Dependent due to a Change in Coverage
  - Death of Spouse or Dependent
  - Newly Eligible Dependent
  - Remove Ineligible Dependent

Once at the Choose a Request Type screen select the Remove Ineligible Dependent request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Select the reason for submitting and enter in the date of event for the request. If documentation is required for the reason selected upload the documentation by clicking the **Browse** button. Select the dependents that need to be removed to the benefits, had a detailed request note, and click the **Submit Request** button.

### Remove Ineligible Dependent

---

**Select the reason for Dependent(s) Ineligibility**

Divorce  
 Loss of Residency (or) Member No Longer Providing 50% of Support (Grandchild(ren) Only)

**Date of Event**

**Supporting Documentation**

You will need to upload a copy of the **Divorce Decree**  
Only the first and last page of the court document are required

**Please select the Dependent(s) you wish to remove from benefits**

Rolly T Dalmation (Son)

**Request Note**

[What happens when I submit a request?](#)

# Submitting a Request Leave Without Pay

- Leave Without Pay
- Leave Without Pay
  - Return from Leave Without Pay
  - Cancellation Due to Non-Payment

Once at the Choose a Request Type screen select the Leave Without Pay request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Select the reason for submitting and enter in the last day of work for the request. Answer the following questions in the request, add a detailed request note, and click the **Submit Request** button.

### Leave Without Pay

What is the reason for 'Leave Without Pay'

- Medical/Personal
- Military

Last Day of Work

Does the member want to take the 30-day agency contribution

- Yes
- No

Does the member wish to continue under direct bill

- Yes
- No

If currently enrolled, do any Dependents wish to continue on Direct Bill coverage

- Yes
- No

Request Note

  
[What happens when I submit a request?](#)

# Submitting a Request Return from Leave Without Pay

## Leave Without Pay

- Leave Without Pay
- Return from Leave Without Pay
- Cancellation Due to Non-Payment

Once at the Choose a Request Type screen select the Return from Leave Without Pay request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Enter the date the employee will be returning to work, add a detailed request note and click the **Submit Request** button.

### Return from Leave Without Pay

---

Select the Date the Member Returned to Work

Request Note

[What happens when I submit a request?](#)

# Submitting a Request Cancellation Due to Non-Payment

Leave Without Pay

- Leave Without Pay
- Return from Leave Without Pay
- Cancellation Due to Non-Payment

Once at the Choose a Request Type screen select the Cancellation Due to Non-Payment request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Enter the deduction begin date in which premiums were last received, add a detailed request note and click the **Submit Request** button.

### Cancellation Due to Non-Payment

---

**Deduction Begin Date**

What is the deduction begin date of the pay period for which premiums were last received for the member?

**Request Note**

[What happens when I submit a request?](#)

# Submitting a Request Cancellation for Elected Official

State of Kansas Active Agencies Only  Cancellation for Elected Official

Once at the Choose a Request Type screen select the Cancellation for Elected Official request. At the bottom of the page read and check the User Agreement box then click the **Continue** button.

I have read and agree to the [User Agreement and Attestation](#)

Enter the last day on payroll for the elected official, add a detailed request note and click the **Submit Request** button.

## Direct bill information?

### Cancellation for Elected Official

---

Last Day on Payroll

Request Note

[What happens when I submit a request?](#)

# Entering Pending Elections

Once a request has been approved by the SEHP Membership Team an Enrollment Portal will be opened if needed. In the event that an employee is unable to complete these in the portal electronically you may assist them.

On the member's record in MAP click on the Enrollments tab.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish

Member & Family   Employment   Benefits   Details   **Enrollments**   Requests   COBRA

Marlin D Clownfish

Employee ID	N0000002174
Member Type	Employee
Active On Benefits	No
Gender	Male

Family

FAMILY MEMBER	RELATIONSHIP
Nemo Clownfish	Son
Guppy P Clownfish	Son

[Add Family Member](#)

Here you will be able to see any enrollments that are currently available to the member, when the enrollments are available, the current status of the enrollments, and if the member has started or submitted the enrollment. To enter pending benefits for the member click the blue **View Enrollments** button.

Marlin D Clownfish  
EMPLOYEE

N000000

Membership > Marlin D Clownfish

Member & Family   Employment   Benefits   Details   **Enrollments**   Requests

Enrollments

NAME	START DATE	END DATE	EFFECTIVE DATE	STATUS	STARTED	SUBMITTED	ACTIONS
2014 Active Initial Enrollment	11/01/2014	11/30/2014	12/01/2014	Pending	No	No	<a href="#">View Enrollment</a>

# Entering Pending Elections

On the Account Enrollment screen you will be able to view details about the enrollment that is available. To put in pending elections click the Benefit Elections tab.

## Marlin D Clownfish

EMPLOYEE

[Membership](#) > [Marlin D Clownfish](#) > [Account Enrollment](#) > [View](#)

Enrollment

Benefit Elections

### Account Enrollment

Enrollment	2014 Active Initial Enrollment
Enrollee	Marlin D Clownfish
Status	Pending
Start Date	11/01/2014
End Date (Actual End Date)	11/30/2014 (11/30/2014)
Plans Effective	12/01/2014

Here click the green **Add Pending Elections** button.

## Marlin D Clownfish

EMPLOYEE

[Membership](#) > [Marlin D Clownfish](#) > [Account Enrollment](#) > [View](#)

Enrollment

Benefit Elections

### Benefit Elections

BENEFIT TYPE	PLAN	COVERAGE LEVEL	EMPLOYER CONT.
No Elections			

Add Pending Election

# Entering Pending Elections

On the Add Pending Elections screen you will be able to add coverage for the member. First you will select the type of plan coverage the member is enrolling into.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

### Benefit Information

Enrollment: 2014 Active Initial Enrollment

Benefits Effective: 12/01/2014

Plan Type: [Dropdown]

Plan: [Dropdown]

Coverage Level: [Dropdown]

### Coverage Details

Family Members

- Marlin D Clownfish (Employee)
- Nemo Clownfish (Son)
- Guppy P Clownfish (Son)

Next you will select the specific plan the member is enrolling into.

Note: If you select to enroll the member into Plan C you are required to enter either a HSA or HRA row in order as well.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

### Benefit Information

Enrollment: 2014 Active Initial Enrollment

Benefits Effective: 12/01/2014

Plan Type: Medical

Plan: [Dropdown]

Coverage Level: [Dropdown]

### Coverage Details

Family Members

- UHCCAT - UHC Plan C After Tax Non Discount
- UHBBAT - UHC Plan B After Tax Non Discount
- UHBBBB - UHC Plan B Before Tax Non Discount
- UHCCBT - UHC Plan C Before Tax Non Discount
- UHAAAT - UHC Plan A After Tax Non Discount
- UHAAAT - UHC Plan A After Tax Non Discount
- CVCCAT - COV Plan C After Tax Non Discount
- CVBBBT - COV Plan B Before Tax Non Discount
- BCCCBT - BCBS Plan C Before Tax Non Discount
- CVCCBT - COV Plan C Before Tax Non Discount
- BCCCAT - BCBS Plan C After Tax Non Discount

# Entering Pending Elections

Select the coverage level the member will enroll into.

The screenshot shows a web form titled "Benefit Information" with the following fields:

- Enrollment:** 2014 Active Initial Enrollment
- Benefits Effective:** 12/01/2014
- Plan Type:** Medical
- Plan:** BCAABT - BCBS Plan A Before Tax Non Discount
- Coverage Level:** A dropdown menu is open, showing options: Waive Coverage, Member Only, Member and Spouse, Member and Children, Member and Family, and Marlin D Clownfish (Employee). The "Waive Coverage" option is highlighted in blue.
- Family Members:** A list of checkboxes for "Marlin D Clownfish (Employee)", "Nemo Clownfish (Son)", and "Guppy P Clownfish (Son)".
- Buttons:** An "Add Benefit" button is located at the bottom.

If the member elects to waive health coverage select the Plan Type Medical, leave the plan option blank, and select the Waive Coverage option for Coverage Level. This step will be repeated for dental and vision as necessary.

This screenshot shows the same "Benefit Information" form for "Marlin D Clownfish" (EMPLOYEE). The "Coverage Level" dropdown is now set to "Waive Coverage". The "Plan" field is empty. The "Family Members" section shows "Marlin D Clownfish (Employee)" checked, and "Nemo Clownfish (Son)" and "Guppy P Clownfish (Son)" unchecked. The "Add Benefit" button is visible at the bottom.

# Entering Pending Elections

Select the dependents that will be enrolled into coverage and click the green **Add Benefit** button.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

### Benefit Information

Enrollment: 2014 Active Initial Enrollment

Benefits Effective: 12/01/2014

Plan Type: Medical

Plan: BCAABT - BCBS Plan A Before Tax Non Discount

Coverage Level: Member and Children

### Coverage Details

Family Members

- Marlin D Clownfish (Employee)
- Nemo Clownfish (Son)
- Guppy P Clownfish (Son)

[Add Benefit](#)

You will be navigated back to the Account Enrollment view. Click the Benefit Elections tab in order to add the next row of elections.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > View

Enrollment **Benefit Elections**

### Account Enrollment

Enrollment	2014 Active Initial Enrollment
Enrollee	Marlin D Clownfish
Status	Pending
Start Date	11/01/2014
End Date (Actual End Date)	11/30/2014 (11/30/2014)
Plans Effective	12/01/2014

# Entering Pending Elections

You will be able to see the pending benefits you have just entered. To add the next for click the **Add Pending Election** button. You must add all the benefits that the member intends to enroll into. Any benefits that are not added will be waived.


Marlin D Clownfish  
EMPLOYEE


N0000002

Membership > Marlin D Clownfish > Account Enrollment > View

Enrollment Benefit Elections

Benefit Elections

BENEFIT TYPE	PLAN	COVERAGE LEVEL	EMPLOYER CONT.	EMPLOYEE CONT.	TOTAL	COVERED MEMBERS	ACTIONS
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	786.78	205.82	992.60	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	



Enter the dental benefits by selecting the correct Plan Type, Plan, Coverage Level, and Family Members covered. Once completed click the **Add Benefit** button.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

Benefit Information

Enrollment 2014 Active Initial Enrollment

Benefits Effective 12/01/2014


Plan Type Dental

Plan DNBINO - Delta Dental Before Tax

Coverage Level Member and Children

Coverage Details

Family Members  Marlin D Clownfish (Employee)  
 Nemo Clownfish (Son)  
 Guppy P Clownfish (Son)



# Entering Pending Elections

Return to the Benefit Elections tab and click the **Add Pending Election** button to add vision coverage.



Marlin D Clownfish  
EMPLOYEE

N000000

Membership > Marlin D Clownfish > Account Enrollment > View

Enrollment | Benefit Elections

Benefit Elections

BENEFIT TYPE	PLAN	COVERAGE LEVEL	EMPLOYER CONT.	EMPLOYEE CONT.	TOTAL	COVERED MEMBERS	ACTIONS
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	786.78	205.82	992.60	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Dental	DNBINO - Delta Dental Before Tax	Member and Children	49.04	12.30	61.34	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	

**Add Pending Election**

Enter the vision benefits by selecting the correct Plan Type, Plan, Coverage Level, and Family Members covered. Once completed click the **Add Benefit** button. If the member would like to waive vision click the Waive option in the Coverage Level drop down

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

Benefit Information

Enrollment: 2014 Active Initial Enrollment

Benefits Effective: 12/01/2014

Plan Type: Vision

Plan: SVHIBT - Superior Vision Enhanced Before Tax

Coverage Level: Member and Children

Coverage Details

Family Members

- Marlin D Clownfish (Employee)
- Nemo Clownfish (Son)
- Guppy P Clownfish (Son)

**Add Benefit**

# Entering Pending Elections

Next you can verify that the correct health, dental and vision coverage has been entered for the member. Depending on the plans elected by the member an HSA, HRA, or FSA row must also be entered. Click the **Add Pending Elections** button to add these rows.

Marlin D Clownfish  
EMPLOYEE

N0000

Membership > Marlin D Clownfish > Account Enrollment > View

Enrollment Benefit Elections

## Benefit Elections

BENEFIT TYPE	PLAN	COVERAGE LEVEL	EMPLOYER CONT.	EMPLOYEE CONT.	TOTAL	COVERED MEMBERS	ACTX
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	786.78	205.82	992.60	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Dental	DNBTNO - Delta Dental Before Tax	Member and Children	49.04	12.30	61.34	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Children	0.00	15.70	15.70	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	

[Add Pending Election](#)

Select the FSA options the member is requesting if eligible. You must also enter the *Annual* amount the employee will contribute and click the **Add Benefit** button.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

## Benefit Information

Enrollment	2014 Active Initial Enrollment
Benefits Effective	12/01/2014
Plan Type	Dependent Care FSA
Plan	DCARE - DCARE
Coverage Level	Member Only
Pay Periods Remain	2
Employee Annual Contribution	\$ 100

## Coverage Details

Family Members	<input checked="" type="checkbox"/> Marlin D Clownfish (Employee)
	<input checked="" type="checkbox"/> Nemo Clownfish (Son)
	<input checked="" type="checkbox"/> Guppy P Clownfish (Son)

[Add Benefit](#)

# Entering Pending Elections

Select the HSA options the member is requesting if eligible. You must also enter the *Annual* amount the employee will contribute and click the **Add Benefit** button.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

### Benefit Information

Enrollment	2014 Active Initial Enrollment
Benefits Effective	12/01/2014
Plan Type	HSA: Family
Plan	HSAED - Health Savings Account EE + Dep Contribution
Coverage Level	Member Only
Pay Periods Remain	2
Employee Annual Contribution	\$ 500

### Coverage Details

Family Members

- Marlin D Clownfish (Employee)
- Nemo Clownfish (Son)
- Guppy P Clownfish (Son)

**Add Benefit**

Select the HRA options the member is requesting if eligible. You will not enter an annual amount for the employee will contribute under this option. Click the **Add Benefit** button.

Marlin D Clownfish  
EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > Add Pending Election

### Benefit Information

Enrollment	2014 Active Initial Enrollment
Benefits Effective	12/01/2014
Plan Type	HRA
Plan	HRADR - Health Reimbursement Account (HRA) Employer Contribution for Employee + Dependent
Coverage Level	Member Only
Pay Periods Remain	2
Employee Annual Contribution	\$

### Coverage Details

Family Members

- Marlin D Clownfish (Employee)
- Nemo Clownfish (Son)
- Guppy P Clownfish (Son)

**Add Benefit**






# Entering Pending Elections


While you are reviewing the benefits you have entered on the members behalf if you have added a benefit incorrectly it can easily be deleted. Click the red **Delete Pending Election** button.

Membership > Marlin D Clownfish > Account Enrollment > View

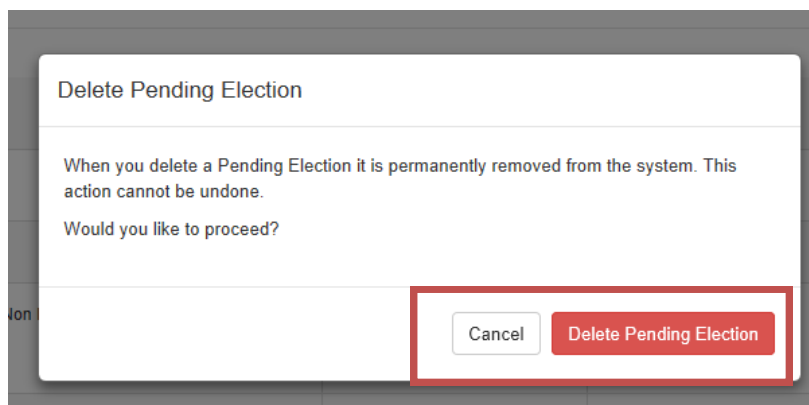
Enrollment Benefit Elections

Benefit Elections

BENEFIT TYPE	PLAN	COVERAGE LEVEL	EMPLOYER CONT.	EMPLOYEE CONT.	TOTAL	COVERED MEMBERS	ACTIONS
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	786.78	205.82	992.60	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Dental	DNBTNO - Delta Dental Before Tax	Member and Children	49.04	12.30	61.34	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Children	0.00	15.70	15.70	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
HealthCare FSA	LHFSA - FSA Limited Scope	Member Only	0.00	Annual: 400.00 Per Pay:		Marlin D Clownfish (Employee)	
HSA: Family	HSAED - Health Savings Account EE + Dep Contribution	Member Only	0.00	Annual: 500.00 Per Pay:		Marlin D Clownfish (Employee)	



Once you have clicked the **Delete Pending Election** button a pop up will appear. Confirm that you want to permanently delete the pending election by clicking the red **Delete Pending Election** button. To cancel this request click the **Cancel** button.



# Entering Pending Elections

Once you have deleted the pending election it will no longer be visible.

Marlin D Clownfish

N00000021

EMPLOYEE

Membership > Marlin D Clownfish > Account Enrollment > View

Enrollment Benefit Elections

Benefit Elections

BENEFIT TYPE	PLAN	COVERAGE LEVEL	EMPLOYER CONT.	EMPLOYEE CONT.	TOTAL	COVERED MEMBERS	ACTIONS
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	786.78	205.82	992.60	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Dental	DNBTNO - Delta Dental Before Tax	Member and Children	49.04	12.30	61.34	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Children	0.00	15.70	15.70	Marlin D Clownfish (Employee) Nemo Clownfish (Son) Guppy P Clownfish (Son)	
HealthCare FSA	LHFSA - FSA Limited Scope	Member Only	0.00	Annual: 400.00 Per Pay:		Marlin D Clownfish (Employee)	

Add Pending Election

For a final verification that the pending benefits have been entered in correctly you can navigate back to the members Benefit tab. Here you will be able to view any pending benefits that you have entered under the Pending Benefit section.

Marlin D Clownfish

N000000217

EMPLOYEE

Membership > Marlin D Clownfish

Member & Family Employment Benefits Details Enrollments Requests

Active Benefits

BENEFIT TYPE	PLAN	COVERAGE LEVEL	COVERAGE START	COVERAGE END	EMPLOYER CONTRIBUTION	EMPLOYEE CONTRIBUTION	TOTAL	ACTIONS
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	12/01/2014		786.78	205.82	992.60	
Dental	DNBTNO - Delta Dental Before Tax	Member and Children	12/01/2014		49.04	12.30	61.34	
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Children	12/01/2014		0.00	15.70	15.70	
Flexible Spending Account	LHFSA - FSA Limited Scope	Member Only	12/01/2014		0.00	Annual: 400.00 Per Pay:		

Edit Benefits

Pending Benefits

BENEFIT TYPE	PLAN	COVERAGE LEVEL	COVERAGE START	EMPLOYER CONTRIBUTION	EMPLOYEE CONTRIBUTION	TOTAL
Medical	BCAABT - BCBS Plan A Before Tax Non Discount	Member and Children	12/01/2014	786.78	205.82	992.60
Dental	DNBTNO - Delta Dental Before Tax	Member and Children	12/01/2014	49.04	12.30	61.34
Vision	SVHIBT - Superior Vision Enhanced Before Tax	Member and Children	12/01/2014	0.00	15.70	15.70
Flexible Spending Account	LHFSA - FSA Limited Scope	Member Only	12/01/2014	0.00	Annual: 400.00 Per Pay:	

# Reports

## Report Overview

The screenshot shows a web interface for reporting. On the left is a navigation menu with 'Dashboard', 'Members', and 'Reports'. The main area is titled 'Reporting' with a sub-header 'GENERATE AND DOWNLOAD'. Below this is a 'Report Categories' section with a 'Membership Reports' button. To the right is a table of 'Membership Reports'.

REPORT	DESCRIPTION	TYPE	LAST RAN	ACTIONS
Enrollment Dependent Audit	This report will show dependents that have been added during enrollment, for which, dependent documents have not been received	XLS		<a href="#">Run</a> <a href="#">Download</a>
Enrollment Report	This report will pull a list of all pending and approved enrollments for your department	XLS	Tue, Oct 1st 2013	<a href="#">Run</a> <a href="#">Download</a>
Membership Detail	This report shows a list of all current active employees and their dependents with benefits, premiums and demographic information	XLS	Tue, Feb 25th 2014	<a href="#">Run</a> <a href="#">Download</a>

In Map you have the ability to run three different types of reports. These reports can be run as often as you would like at any time you would like. You will also be able to access all previously ran reports for your agency at any time. To run a report simply click the **Run** button next to the specific report that you need. To view previous reports, click the **Download** button.

After clicking the **Run** button, you will be navigated to the report screen you have selected. On each report screen you will see a **“What happens when I run a report”** link in blue below the **Run Report** button. When you click the button, a pop-up will appear that will give an explanation about running a report.

The screenshot shows a 'Report Alternate Name' input field, a 'Run Report' button, and a blue link 'What happens when I run a report?'. A pop-up window is open, titled 'What happens when I run a report?'. The pop-up contains the following text:

When you run a report, a transaction is generated and automatically fulfilled by the reporting system. Once you click "Run Report" you will be redirected to a page where you can download your report once it is fulfilled.

Please see 'Report Queue' below for more information on how often the queue is worked and how quickly you will receive your report.

**Report Queue**  
The report queue is automatically worked every 1 minute. Most reports will be available in 1 minute or less, however, more complex or data intensive reports may take up to 5 minutes or more.

A 'Close' button is located at the bottom right of the pop-up.

# Reports

## Membership Details

The Membership Details report gives details on all active eligible employees who are currently enrolled in or have waived SEHP benefits as of the date the report is run. You can also run this report to include their dependents. When you click the **Run** button

next to the Membership Details report, you will be navigated to the RUN Membership Details screen.

You will need to input the "As of" date. The "As of" date will pull data that is active in the system as of the date entered. If no date is input it will default to the current date.

Remember that this report will only show employees who are currently on benefits as of the date the report is run, so you may need to put in a future date at times. This report only reflects information that has been approved by the SEHP Membership Team. If you would like to include any dependents in the report check the Yes box next to Include Dependents to indicate this. Lastly, give the report a unique name and click the **Run Report** button. To the right of the screen, you can see when the last report was ran and how many times it has been generated previously.

Membership Detail	This report shows a list of all current active employees and their dependents with benefits, premiums and demographic information	XLS	Tue, Feb 25th 2014	<input type="button" value="Run"/> <input type="button" value="Download"/>
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When you click the **Run Report** button you will be navigated back to the Reports page. To view a report click the **Download** button. Once you have clicked this button, you will be navigated to the **Download Membership Detail** screen.

# Reports

## Membership Details (Continued)

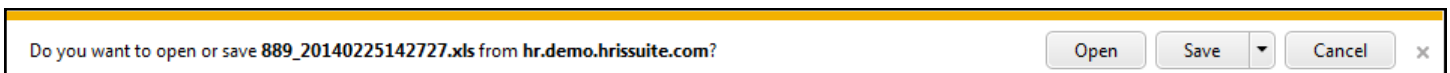
**DOWNLOAD Membership Detail**  
 THIS REPORT SHOWS A LIST OF ALL CURRENT ACTIVE EMPLOYEES AND THEIR DEPENDENTS WITH BENEFITS, PREMIUMS AND DEMOGRAPHIC INFORMATION

Reporting > Membership Detail > Download

**Report Queue**

REPORT NAME	ALTERNATE NAME	RUN DATE	RUN BY	ACTIONS
Membership Detail	Eligible EEs as of 10/1014	Pending	Demo User	
Membership Detail	first enrollment information	02/25/2014 2:30 pm	Talw Dizknee	<a href="#">Download</a>
Membership Detail	Employees effective 2/1/14	01/30/2014 10:58 am	Talw Dizknee	<a href="#">Download</a>
Membership Detail	10/18/13 test w/done	10/22/2013 9:32 am	Talw Dizknee	<a href="#">Download</a>

Depending on the size of your Agency, this report can be very large. As a result it may take 1-5 minutes for the report to be completed. As the report is processing, the Run Date will show as "Pending." You will need to refresh your browser to check if the report has been completed. When it is completed, you will click the **Download** button, and a tool bar will appear at the bottom of the screen.



	A	B	C	D	E	F
1	<b>Dept ID</b>	<b>ID</b>	<b>National ID</b>	<b>Date of Birth</b>	<b>Gender</b>	<b>Account Type</b>
2	1501099999	N0000000913	542111989	1989-08-01	Female	Employee
3	1501099999	N0000000914	310311979	1979-03-10	Male	Employee
4	1501099999	N0000000915	101141950	1950-10-14	Female	Employee
5	1501099999	N0000000915	200071992	1992-05-07	Female	Daughter
6	1501099999	N0000000915	112111980	1990-11-21	Female	Daughter
7	1501099999	N0000000916	222191987	1987-09-19	Male	Employee

When you click the **Open** button an Excel Spreadsheet opens with your Membership Details report information. You can use this report to track coverage levels, benefit program codes, Health Quest discount eligibility, and many other items.

# Reports

## Membership Details (Continued)

The first half of the Membership Details Report consists of the employees demographic information.

Dept ID	ID	National ID	Date of Birth	Gender	Account Type	Empl Rec #	Ben Prog Code	Hire Date	Last Name	First Name	Address 1	Address 2	City	State	Postal	Country	County
150109999	N000000921	417211987	1987-04-17	Female	Employee	0	FT1	5/20/2013	Agrabah	Jasmine	555 Magic Carpet Avenue		Lenexa	KS	66611	United States	Johnson
150109999	N000000926	669887979	1982-09-18	Male	Employee	0	FT1	7/1/2013	Candlestick	Luminaire	767 Beast Palace Apt #2		Lyon	KS	64456	United States	Lyon
150109999	N000000919	333241973	1973-03-24	Male	Employee	0	FT3	2/25/2013	Clownfish	Marlin	56 Seashell Drive		Sydney	KS	66111	United States	Allen
150109999	N000000919	222232002	2002-09-23	Male	Son	0	FT3		Clownfish	Nemo	56 Seashell Drive		Sydney	KS	66111	United States	Allen
150109999	N000000924	777889999	1947-09-05	Male	Employee	0	FT2	7/1/2010	Cobbler	Gepetto	659 String St		Village	KS	44595	United States	Allen
150109999	N000000925	888553333	1940-01-21	Female	Employee	25	RET	3/1/2010	Cow	Eulabelle	230 Pasture Terr		Range	KS	44564	United States	Allen
150109999	N000000920	101071983	1983-05-07	Male	Employee	0	FT3	1/4/2013	Dalmatian	Pongo	77 Cruella Drive		London	MO	66011	United States	Jackson
150109999	N000000920	208101984	1984-08-10	Female	Spouse	0	FT3		Dalmatian	Perdita	77 Cruella Drive		London	MO	66011	United States	Jackson

The second half of the Membership Details Report consists of the employees benefit enrollment information. Not all field are applicable to the HR staff since this report is for both HR and the SEHP Membership team. The information in the KPERS and Subsidy Amount columns are used by the SEHP Membership team only.

KPERS	Subsidy Amount	Discount Eligible	Medicare Eligible	HICN	Medical Elect	Medical Plan	Medical Cov	Medical Rate	Dental Elect	Dental Plan	Dental Cov	Dental Rate	Vision Elect	Vision Plan	Vision Cov	Vision Rate
no	0	Yes	No		E	CVCCBD		1 440.5	E	DNBTNO		1 41.2	W			0
no	0		No		W			0	W			0	W			0
no	0	Yes	No		E	BCAABD		3 1172.71	E	DNBTNO		3 82.82	E	SVLOBT		3 7.86
no	0		no		E	BCAABD		3 1172.71	E	DNBTNO		3 82.82	E	SVLOBT		3 7.86

You will be able to see if the employee is currently discount eligible, has Medicare information on file, what benefits have been elected or waived, what coverage level the member has for each coverage, and the rate of each benefit.

# Reports

## Enrollment Report

### Report Categories

- Membership Reports 3

### Membership Reports

REPORT	DESCRIPTION	TYPE	LAST RAN	ACTIONS
Enrollment Dependent Audit	This report will show dependents that have been added during enrollment, for which, dependent documents have not been received	XLS		<a href="#" style="background-color: #76b82a; color: white; padding: 2px 5px;">Run</a> <a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Download</a>
Enrollment Report	This report will pull a list of all pending and approved enrollments for your department	XLS	Tue, Oct 1st 2013	<a href="#" style="background-color: #76b82a; color: white; padding: 2px 5px;">Run</a> <a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Download</a>

The Enrollment Report shows any currently open Initial or Open enrollments assigned to one of your employees. Click on the **Run** button next to the Enrollment Report to be taken to the Report control screen.

### Report Controls

Report Alternate Name

[Run Report](#)

What happens when I run a report?

### Report Statistics

LAST RAN	GENERATED
Tue, Oct 1st 2013	4 Times

[Download Report](#)

Give a unique name to the report and click the **Run Report** button. To the right of the screen, you can see when the last report was ran and how many times it has been generated previously.

### DOWNLOAD Enrollment Report

THIS REPORT WILL PULL A LIST OF ALL PENDING AND APPROVED ENROLLMENTS FOR YOUR DEPARTMENT

Reporting > Enrollment Report > Download

### Report Queue

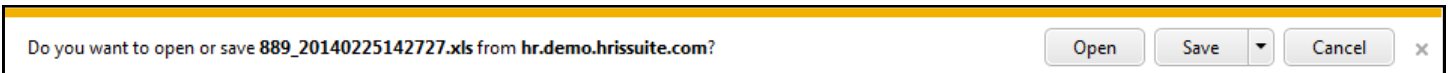
REPORT NAME	ALTERNATE NAME	RUN DATE	RUN BY	ACTIONS
Enrollment Report	Testing	<i>Pending</i>	Eric Marshall	
Enrollment Report	Testing with New Fields	10/01/2013 1:16 pm	Eric Marshall	<a href="#" style="background-color: #0070c0; color: white; padding: 2px 5px;">Download</a>

# Reports

## Enrollment Report (Continued)

To view a report, click the **Download** button. Once you have clicked this button, you will be navigated to the **Download Enrollment Report** screen.

Depending on the size of this report, it may take 1-5 minutes for the report to be completed. As the report is processing, the Run Date will shown as "Pending." Refresh your browser to check if the report has been completed. When it is completed, click the **Download** button and a tool bar will appear at the bottom of the screen.



When you click the **Open** button, an Excel Document opens with the Enrollment Report information. You can use this report to track if your employees have completed their Initial or Open enrollment elections.

The first half of the Enrollment Report consists of what type of enrollment is available for the employee and the employees demographic information.

Enrollment	Status	Start	End	Plans Effective	Terminating Coverage	Employee ID	Last Name	First Name	Phone	Email Address
Initial Enrollment	Pending	2013-09-01	2013-09-30	2013-10-01	No	N000000921	Agrabah	Jasmine	913-777-6868	JasmineA@mousekete
Initial Enrollment	Pending	2013-09-01	2013-09-30	2013-10-01	No	N000000926	Candlestick	Luminaire	785-621-6210	Illumination@mouseket
Initial Enrollment	Pending	2013-09-01	2013-09-30	2013-10-01	No	N000000919	Clownfish	Marlin	456-885-1123	unfunny_clownfish@m
Initial Enrollment	Pending	2013-09-01	2013-09-30	2013-10-01	No	N000000924	Cobbler	Gepetto	913-665-4489	puppet_man@mouset
Initial Enrollment	Pending	2013-09-01	2013-09-30	2013-10-01	No	N000000925	Cow	Eullabelle	785-333-1010	HappyMoo@mouseket
Initial Enrollment	Pending	2013-09-01	2013-09-30	2013-10-01	No	N000000920	Dalmatian	Peppo	785-101-0109	102Dalmatian@mouset

The second half of the Enrollment Report shows if they have logged into the portal, if they have submitted their elections and what benefits they have requested. This report also shows if the employee logged into the portal but did not successfully complete their elections.

Started Enrollment	Submitted Enrollment	Discount Eligible	Medical Plan	Medical Coverage	Dental Plan	Dental Coverage	Vision Plan	Vision Coverage
yes	yes	No	BCBBBT	Member and Children	DNBTNO	Member and Children	n/a	Waived
yes	yes	Yes	BCAABD	Member and Children	DNBTNO	Member Only	n/a	Waived
no	no	No						
yes	yes	No	BCBBBT	Member and Family	DNBTNO	Member and Family	SVLOBT	Member and Family
no	no	Yes						
no	no	No						

# Reports

## Enrollment Dependent Audit

**Reporting**  
GENERATE AND DOWNLOAD

**Report Categories**

Membership Reports 3

**Membership Reports**

REPORT	DESCRIPTION	TYPE	LAST RAN	ACTIONS
Enrollment Dependent Audit	This report will show dependents that have been added during enrollment, for which, dependent documents have not been received	XLS		<a href="#" style="background-color: #70AD47; color: white; padding: 2px 5px;">Run</a> <a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Download</a>

The Enrollment Dependent Audit is a report that shows any dependents that an employee has added during Initial and Open Enrollment. It details whether an employee has uploaded supporting documentation to add that dependent, and if the SEHP Membership team has approved the documentation. Click the **Run** button next to the Enrollment Dependent Audit to create a new report; you will be navigated to the Report control screen.

**RUN Enrollment Dependent Audit**  
THIS REPORT WILL SHOW DEPENDENTS THAT HAVE BEEN ADDED DURING ENROLLMENT, FOR WHICH, DEPENDENT DOCUMENTS HAVE NOT BEEN RECEIVED

[Reporting](#) > [Enrollment Dependent Audit](#) > [Run](#)

**Report Controls**

Report Alternate Name

[Run Report](#)

[What happens when I run a report?](#)

**Report Statistics**

LAST RAN	GENERATED
	0 Times

[Download Report](#)

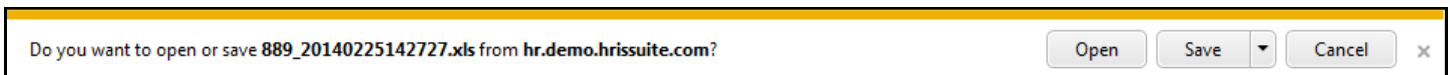
Give the report a unique name and click the **Run Report** button. To the right, you can see when the report was last run and how many times it has been generated previously.

# Reports

## Enrollment Dependent Audit (Continued)

To view a report, click the **Download** button. Once you have clicked this button, you will be navigated to the **Download Enrollment Dependent Audit Report** screen.

Depending on the size of this report it may take 1-5 minutes for the report to be completed. As the report is processing, the Run Date will shown as "Pending." Refresh your browser to check if the report has been completed. When it is completed click the **Download** button and a tool bar will appear at the bottom of the screen.



When you click the **Open** button, an Excel Document opens the Enrollment Dependent Audit information. You can use this report to track if the documentation that has been submitted by your employees.

The first half of the Enrollment Dependent Audit Report consists of the employee's dependent's information.

Dept ID (Emp)	Employee ID (Emp)	Employee Record (Emp)	Ben Prog Code (Emp)	National ID	Date of Birth	Gender	Last Name	First Name	Account Type
1501099999	N0000000923		0 FT2	458745896	1980-07-24	Female	LeBouf	Kathryn	Spouse
1501099999	N0000000929		0 FT2	556909889	1970-08-09	Female	Mouse	Minnie	Spouse
1501099999	N0000000918		0 FT1	324111962	1962-03-24	Female	Radcliff	Anita	Spouse

The second half of the Enrollment Dependent Audit Report shows if documentation has been submitted and what benefits the employee is requesting the dependents be enrolled into.

Dep Docs Recv'd	Medical Plan	Medical Cov	Medical Cov Start	Dental Plan	Dental Cov	Dental Cov Start	Vision Plan	Vision Cov	Vision Cov Start
Yes	BCAABT	2	10/1/2013	DNBTNO	2	10/1/2013	W		
Yes	W			W					
No	W			W					

Remember that all submitted documentation has to be approved by the SEHP Membership Team before the dependent is added to benefits.