

Change in Employment (Active to Retiree)

1. Bring up the employee record in Enrollment Management.

Enrollments

Quick Search
ID: 00183522 Last Name: Doe First Name: John

Save Reset Active History History Detail OE History Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group **Employment** QSC Events Reinstake All Term All

Summary as member of Jefferson SD 14J (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical OD5 Medical Plan 3/RX B - Composite	Employee & Spouse	QSC	01-01-2009		<input checked="" type="checkbox"/>
Pharmacy OD5 Pharmacy Plan B - Composite	Employee & Spouse	QSC	01-01-2009		<input checked="" type="checkbox"/>
Vision OD5 Vision Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009		<input checked="" type="checkbox"/>
Dental OD5 Dental Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009		<input checked="" type="checkbox"/>

Save Reset Active History History Detail

2. Click on the Employment button as shown above.

Employments

Member : John Doe

Institution Number	Employment Type	Member Type	Transaction	Emp Type	Mem Type	Termination Reason Type	Termination
2142	Classified-Full Time	OSEA - Salem-Keizer	10-15-2008	Employee	Termination		11-01-2008
2140	Classified-Full Time	OSEA - Salem-Keizer	11-02-2008	Employee	Termination		11-15-2008
	Classified-Full Time	OSEA - Jefferson	12-01-2008				

Add Close

3. Click on the Institution Number as shown above.

MyOEBS – Change in Employment

Employment

Member : John Doe

Educational Entity

Name: Jefferson SD 143 Institution Number: 2140

Types

Member: JOSEA - Jefferson

Employment: Classified-Full Time

Emp Type/Mem Type Termination Reason: Payment Type: ACH Debit

Dates

Original Hire: 12-01-2008 Emp/Mem Type Change: 12-01-2008 Termination: Benefits Paid Through:

Details

Lead Agency: Waived Benefits:

Save Delete Search Reset Close **Change Employment**

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

Member : John Doe

Educational Entity

Institution Number: 2140 Name: Jefferson SD 143

Types

Change Member Type: **JOSEA - Jefferson**

Employment Type: **Classified-Full Time**

Emp Type/Mem Type Change Date: Payment Type: ACH Debit

Save Reset Back

5. Change the Member Type and the Employment Type as shown above.

Member : John Doe

Educational Entity

Institution Number: 2140 Name: Jefferson SD 143

Types

Change Member Type: **Retiree/OSEA - Jefferson**

Employment Type: **Retiree-Classified**

Emp Type/Mem Type Change Date: **01-31-2009** Coverage End Date: **02-28-2009** Payment Type: ACH Debit

Save Reset Back

MyOEBB – Change in Employment

6. Enter the Emp Type/Mem Type Change Date. Enter the Coverage End Date. This field will automatically enter the employment change date. You can override this date if the benefits are to continue past the employment change date. Verify that the coverage end date is correct before saving the record.

Employment

Member : John Doe

Educational Entity

Institution Number: 2140 Name: Jefferson SD 14J

Types

Change Member Type: Retiree/OSEA - Jefferson

Employment Type: Retiree-Classified

Emp Type/Mem Type Change Date: 01-31-2009

Coverage End Date: 02-28-2009

Payment Type: ACH Debit

Save Reset Back

Microsoft Internet Explorer

This will terminate the enrollments, if any. Do you want to continue?

OK Cancel

7. Click Save. Verify the Coverage End Date. If correct, Click OK.

OREGON EDUCATORS
OEBB
BENEFIT BOARD

System Codes
Address Setup
Contact Setup
Security Setup
Plan Management
Contact Management
Enrollment Management
Enrollments
Login Attempts
Unsaved Enrollments
Termination Approval
Affidavit Fulfillment
Member Management
Document Management
Utilities
Home Page Alerts
Reports
Payroll Interface
Run Cron

Enrollments

Quick Search
ID: E00183522 Last Name: Doe First Name: John

Save Reset Active History History Detail OE History Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group Cov Employment QSC Events Reinstale All Term All

Summary as member of Jefferson SD 14J (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical					<input type="checkbox"/>
Vision					<input type="checkbox"/>
Dental					<input type="checkbox"/>

Summary as member of Jefferson SD 14J (Terminated Employment)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Pharmacy	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Vision	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Dental	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>

Save Reset Active History History Detail

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

MyOEBB – Change in Employment

Member: Doe, John

Coverage Effective Date: 03-01-2009
 Enrollment QSC: **Change in Employment Status by Employee**
 Enrollment Types: []
 Address: 12 Test Salem, 97304 Oregon
 Birth Date: 10-01-1959

End Date: [] GSC Event: [Select]
 PCP Name: []
 Types: []
Plans: ODS Medical Plan 3/RX B - Tiered/Retiree
Tiers: Retiree & Spouse
 Requested total amount: []
 Approval Date: []

Note: The Requested Total Amount includes your current coverage amount.

Include	Relation	Gender	Name	DOB	Primary Care Physician	Delete
<input checked="" type="checkbox"/>	Spouse	Female	Doe, Jane	09-21-1959		

Coverage
 Effect Date: [] Enrollment Reason: [Select]
 End Date: [] Termination Reason: [Select]
 Plan Tier: [Select]
 Requested Total Amount: [Select]
 Approval Date: []

Summary Reset Next

9. Click on the Enrollment QSC as shown above. Select the plan and the correct tier. As shown above then click Summary.

Enrollments

Quick Search: ID: E00183522, Last Name: Doe, First Name: John

Buttons: Save, Reset, Active, History, History Detail, OE History, Benefit Summary

Member IDs | Member Info | Dependents | Case Notes | Other Group Cov | **Employment** | QSC Events | Reinstate All | Term All

Summary as member of Jefferson SD 14J (Current)						
Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane	
Medical	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>	
ODS Medical Plan 3/RX B - Tiered/Retiree						
ODS Pharmacy Plan B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>	
Vision					<input type="checkbox"/>	
Dental					<input type="checkbox"/>	

Summary as member of Jefferson SD 14J (Terminated Employment)						
Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane	
Medical	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>	
ODS Medical Plan 3/RX B - Composite						
Pharmacy	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>	
ODS Pharmacy Plan B - Composite						
Vision	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>	
ODS Vision Plan 2 - Composite						
Dental	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>	
ODS Dental Plan 2 - Composite						

Buttons: Save, Reset, Active, History, History Detail

10. Continue by clicking on the Vision and Dental link to make the enrollment selections.

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Enrollments

Quick Search
ID: E00183522 Last Name: Doe First Name: John

Save Reset Active History History Detail OE History Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group Con Employment QSC Events Reinstale All Term All

Summary as member of Jefferson SD 14J (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical OD5 Medical Plan 3/RX B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>
Pharmacy OD5 Pharmacy Plan B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>
Vision OD5 Vision Plan 2 - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>
Dental OD5 Dental Plan 2 - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>

Summary as member of Jefferson SD 14J (Terminated Employment)

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Medical OD5 Medical Plan 3/RX B - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Pharmacy OD5 Pharmacy Plan B - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Vision OD5 Vision Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Dental OD5 Dental Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>

Save Reset Active History History Detail

11. Click Save.

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Enrollments

Quick Search
ID: E00183522 Last Name: Doe First Name: John

Save Reset Active History History Detail OE History Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group Con Employment QSC Events Reinstale All Term All

Summary as member of Jefferson SD 14J (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical OD5 Medical Plan 3/RX B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>
Pharm OD5 Pharmacy Plan B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>
Vision OD5 Vision Plan 2 - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>
Dental OD5 Dental Plan 2 - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		<input checked="" type="checkbox"/>

Summary as member of Jefferson SD 14J (Terminated Employment)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical OD5 Medical Plan 3/RX B - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Pharmacy OD5 Pharmacy Plan B - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Vision OD5 Vision Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>
Dental OD5 Dental Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	<input checked="" type="checkbox"/>

Save Reset Active History History Detail

Microsoft Internet Explorer

Do you want to commit the changes to the enrollments? By pressing OK you are making the equivalent of your signature and authorizing deductions from your pay if necessary.

OK Cancel

12. Click Ok.

MyOEBB – Change in Employment



- ▶ System Codes
- ▶ Address Setup
- ▶ Contact Setup
- ▶ Security Setup
- ▶ Plan Management
- ▶ Contact Management
- ▶ Enrollment Management
 - Enrollments
 - Login Attempts
 - Unsaved Enrollments
 - Termination Approval
 - Affidavit Fulfillment
- ▶ Member Management
- ▶ Document Management
- ▶ Utilities
- ▶ Home Page Alerts
- ▶ Reports
- ▶ Payroll Interface
- ▶ Run Cron

Enrollments

Record Saved Successfully!

Quick Search

ID Last Name First Name

Summary as member of Jefferson SD 14J (Current)

Plan Type	Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	Jane
Medical	ODS Medical Plan 3/RX B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		✓
Pharmacy	ODS Pharmacy Plan B - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		✓
Vision	ODS Vision Plan 2 - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		✓
Dental	ODS Dental Plan 2 - Tiered/Retiree	Retiree & Spouse	QSC	03-01-2009		✓

Summary as member of Jefferson SD 14J (Terminated Employment)

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Medical	ODS Medical Plan 3/RX B - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	✓
Pharmacy	ODS Pharmacy Plan B - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	✓
Vision	ODS Vision Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	✓
Dental	ODS Dental Plan 2 - Composite	Employee & Spouse	QSC	01-01-2009	02-28-2009	✓

13. You will see Record Saved Successfully