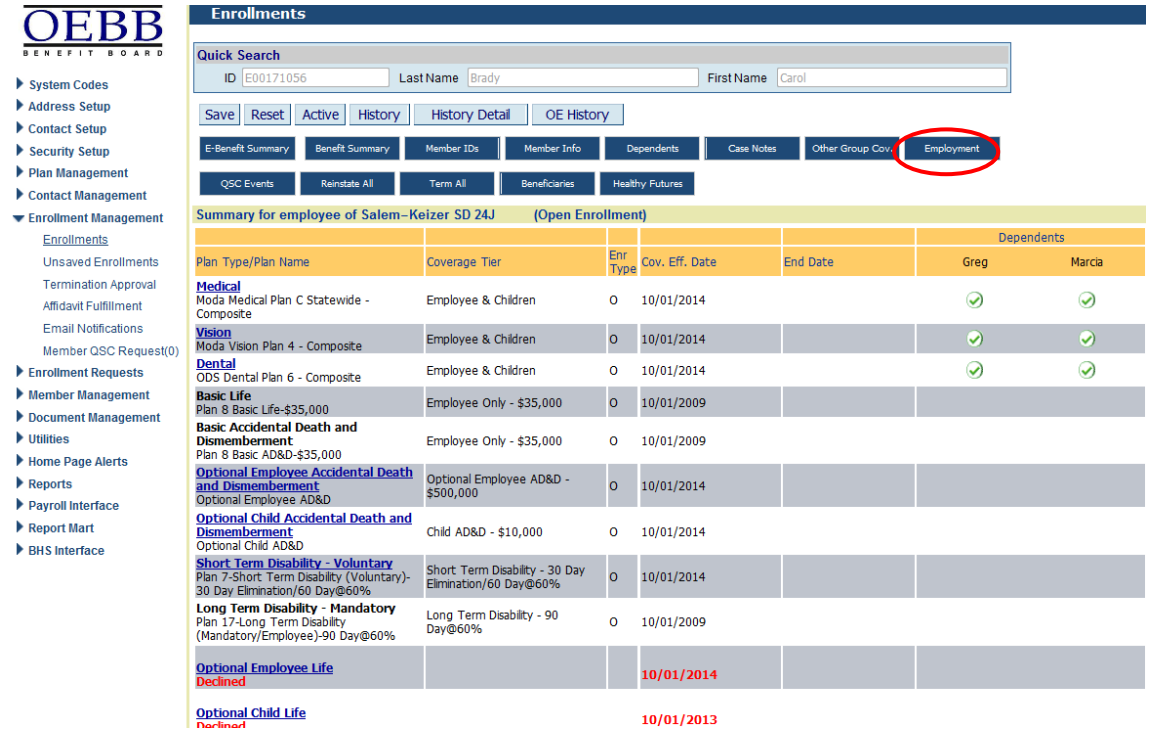
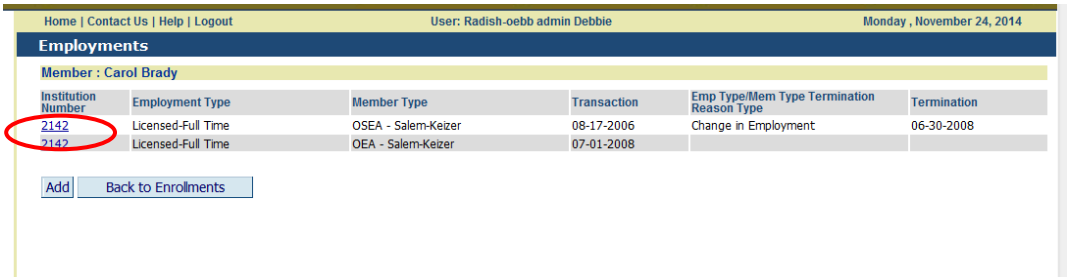
Change in Employment

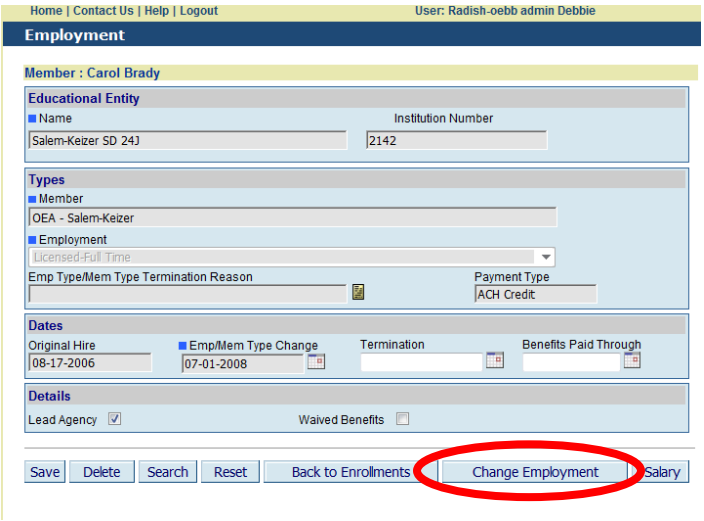
1. **Bring up the employee record in Enrollment Management.**



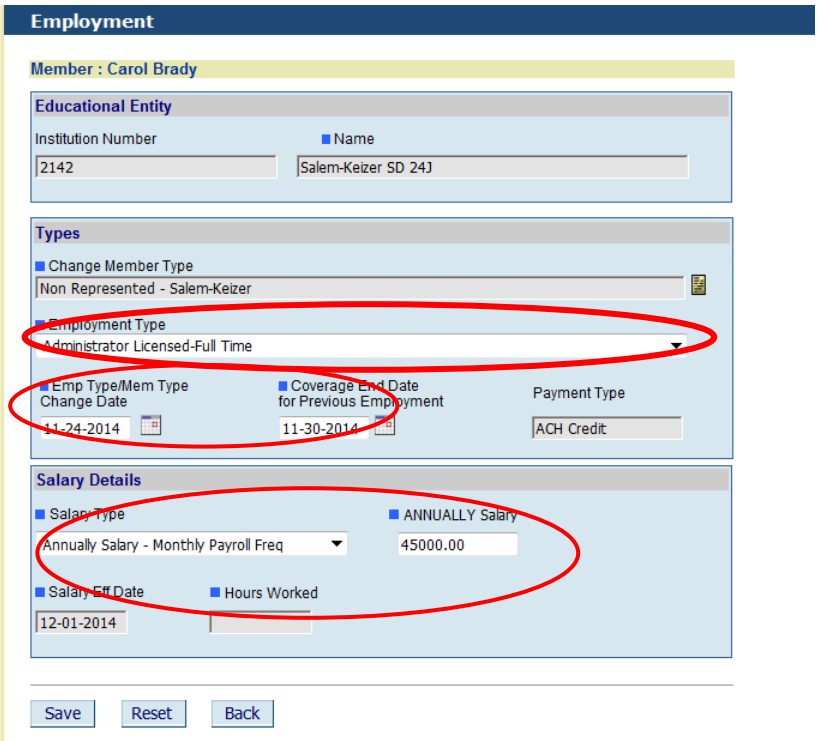
2. **Click on the Employment button as shown above.**



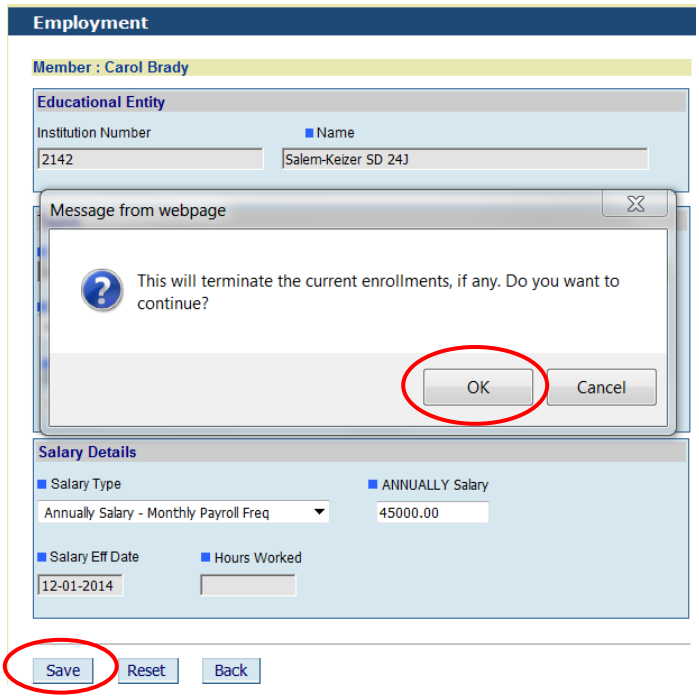
3. **Click on the Institution Number as shown above.**



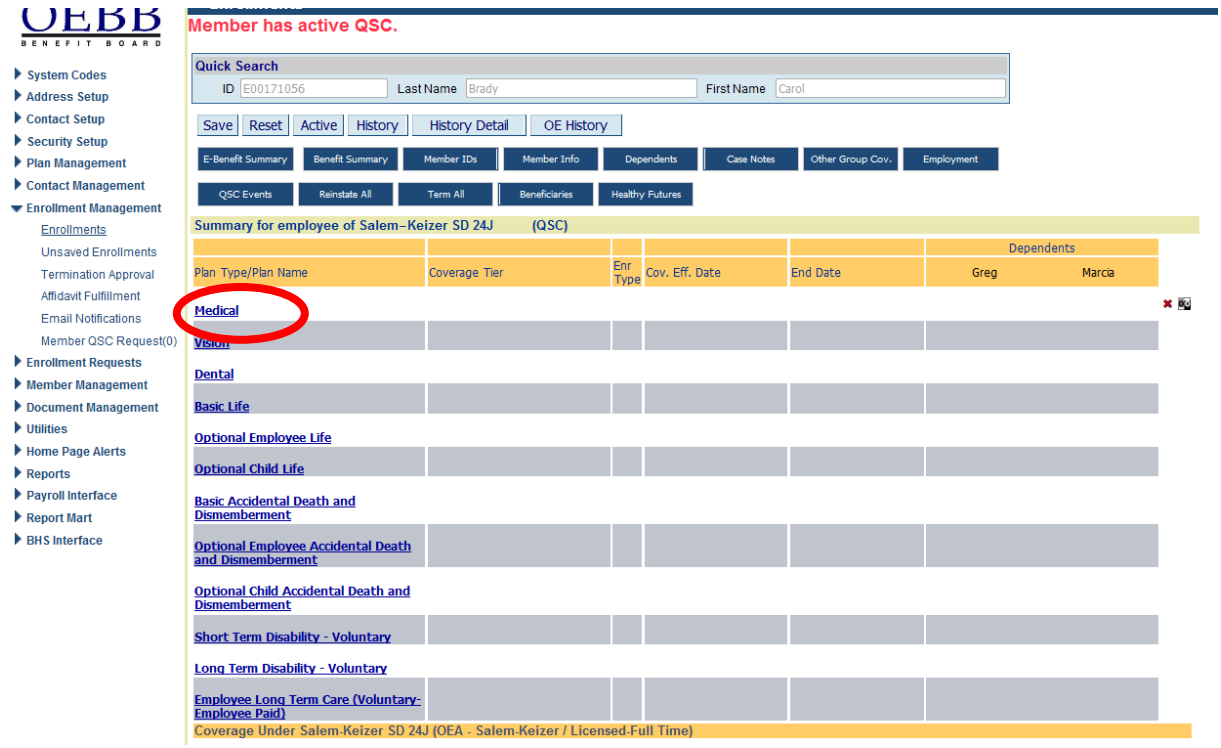
4. **Click on the Change Employment button as shown above.**



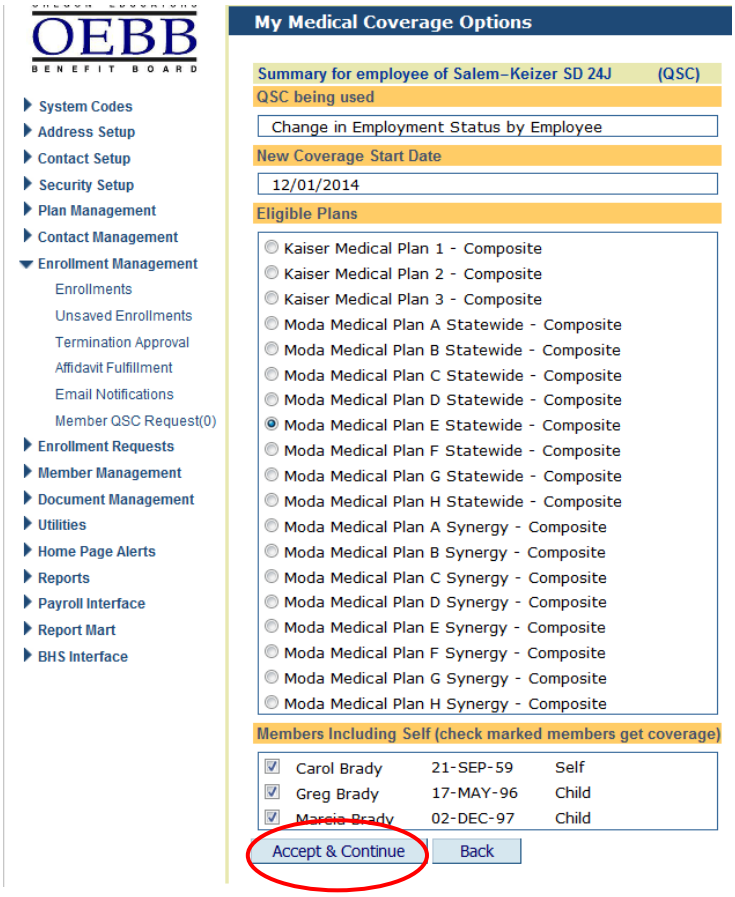
5. **Change the Member Type and the Employment Type as shown above. Click on Emp Type/Mem Type Change Date (this is the date employment is changed). Enter the date you want the coverage benefits to end at the Previous Employment Type in the "Coverage End Date for Previous Employment" box. Enter the Salary Details as shown above.**



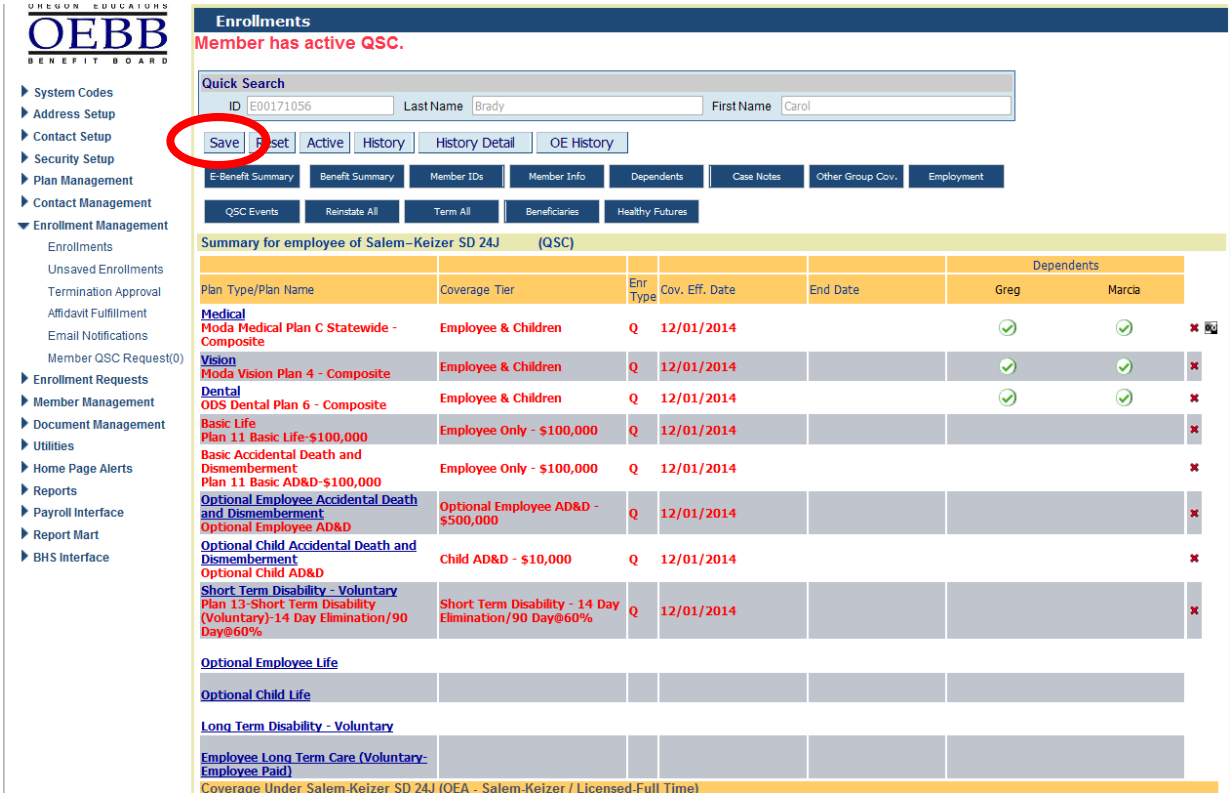
6. Click Save. Verify the Coverage End Date is the date that you want the benefits to end. If correct, click OK.



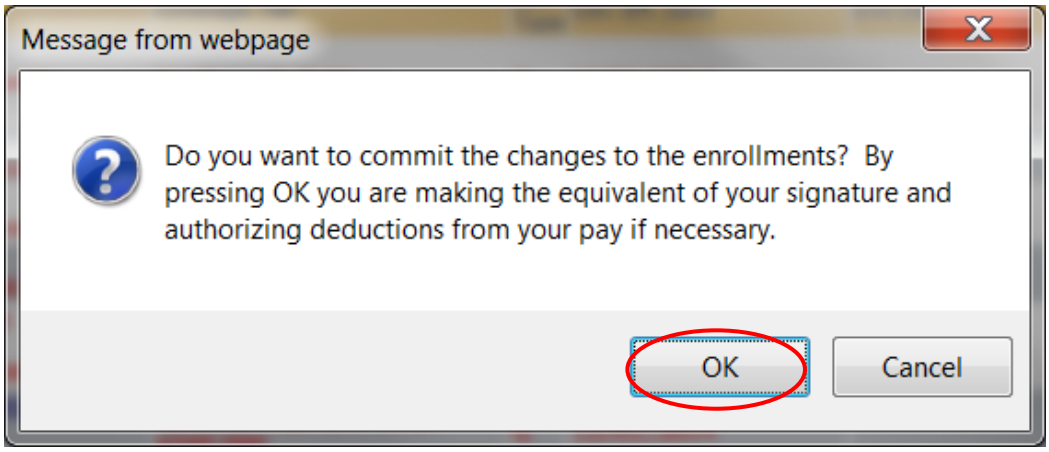
7. **Benefits will end and a QSC is already created as shown above. Click on Medical.**



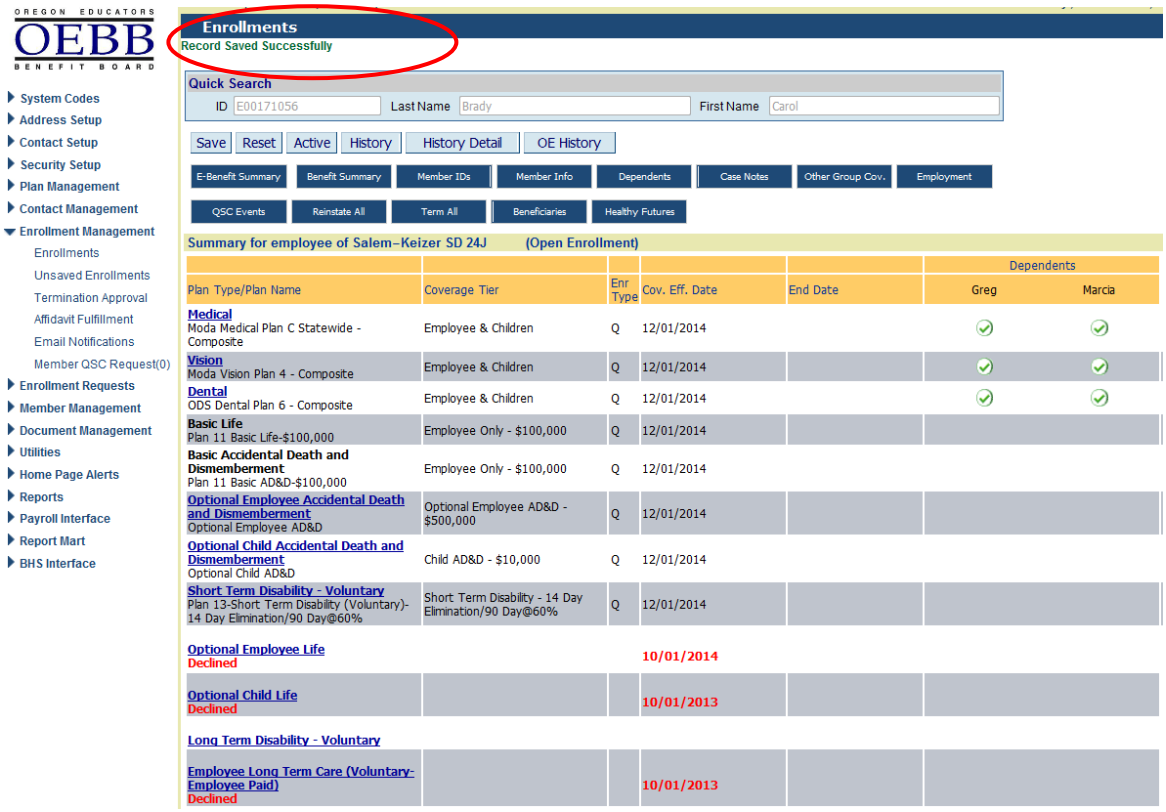
8. **Select the plan and the correct dependents as shown above then click on Accept & Continue. The screen will refresh each time a dependent is checked. Make sure you have all dependents checked that are to be covered. Continue the same steps for the remaining plans. If a member is not selecting Dental and/or Vision then do not click on the links.**



9. Click Save once you have completed the enrollments.



10. Click Ok.



11. You will see Record Saved Successfully.