

Adding a New Hire

1. Click on Member Management and select add new members.

The screenshot shows the OEBC system interface. On the left is a navigation menu with the following items: Contact Setup, Security Setup, Plan Management, Enrollment Management, Enrollment Requests, Member Management (expanded), View/Modify Members, Add New Members (circled in red), Document Management, Home Page Alerts, Reports, Payroll Interface, and Report Mart. The main content area is titled 'Add New Members' and contains several sections: Personal Information (Last Name, First Name, MI, SSN, Gender, Birth Date), Contact Information (Home Phone, Work Phone, Ext, Personal Email, Work Email), Addresses (Address Type, Address Line 1, Address Line 2, City, State, Zip Code, County, Country), and Ethnicity and Medicare Eligibility (Ethnicity, Medicare Eligibility).

2. Enter employee information in the requested fields. Click Save. You will see “Record Saved Successfully”

The screenshot shows the OEBC system interface after a successful record save. The 'Add New Members' link in the left sidebar is still visible. The main content area is titled 'Add New Members' and displays a green message: 'Record Saved Successfully'. The form fields are populated with the following data: OEBB Number: E00272337, Last Name: Test, First Name: Dave, MI: [blank], SSN: [redacted], Gender: Male, Birth Date: 10-14-1960, Home Phone: 503-555-1212, Work Phone: [blank], Ext: [blank], Personal Email: [blank], Work Email: [blank], Address Type: Residence, Address Line 1: 1234 Test Drive Lane, Address Line 2: [blank], City: Salem, State: [blank], Zip Code: 97305, County: [blank], Country: [blank], Ethnicity: Unknown, Medicare Eligibility: No, Race: [Asian, Black/African American, American Indian/Alaska Native, Native Hawaiian/Other Pacific Islander, White, Other, Refused (Can only pick one), Unknown] (Unknown is selected), Tobacco Usage: [Have used tobacco products within the past 12 months, Haven't used tobacco products within the past 12 months, Have never used tobacco products] (Have never used tobacco products is selected), Educational Entity Name: Salem-Keizer SD 24J, Institution Number: 2142, Member Type: Non Represented - Salem-Keizer, Employment Type: Administrator Licensed-Full Time, Payment Type: [blank], Original Hire Date: 10-08-2014.

My OEBB – How to Add a New Hire

Salary Details

Salary Type: Salary

Annually Salary - Monthly Payroll Freq: [dropdown]

Salary: \$5000.00

Salary Eff Date: 11-01-2014

Hours Worked: [input]

QSC Events

Reset

- This will create the OEBB Enumber for the member. Click on the QSC Events button as shown above.

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QSC Events - Individual Plan Changes

Member : Dave Test

QSC Events: New Hire

Actual Event Date: 12-12-2014

Hire Date: 10-08-2014

Coverage Eff Date: [greyed out]

Transaction Date: [input]

QSC Used By: [input]

Save Back to Add Members

View/Modify Members
Add New Members

- Complete the QSC dates. The Hire Date will already be auto filled. Actual Event Date is the date the event Happened. The Coverage Effective Date will be the first of the month following the Hire Date. If your entity has access to the Coverage Effective Date field, you will be able to enter the effective date. If it is grey it will populate per OEBB Administrative Rules. Click on Save.

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QSC Events - Individual Plan Changes

Record Saved Successfully

Member : Dave Test

QSC Events: New Hire

Actual Event Date: 12-12-2014

Hire Date: 11-08-2014

Coverage Eff Date: 12-01-2014

Transaction Date: 01-08-2015

QSC Used By: Debbie Radish

Save Delete Search Reset Back to Enrollments Expire

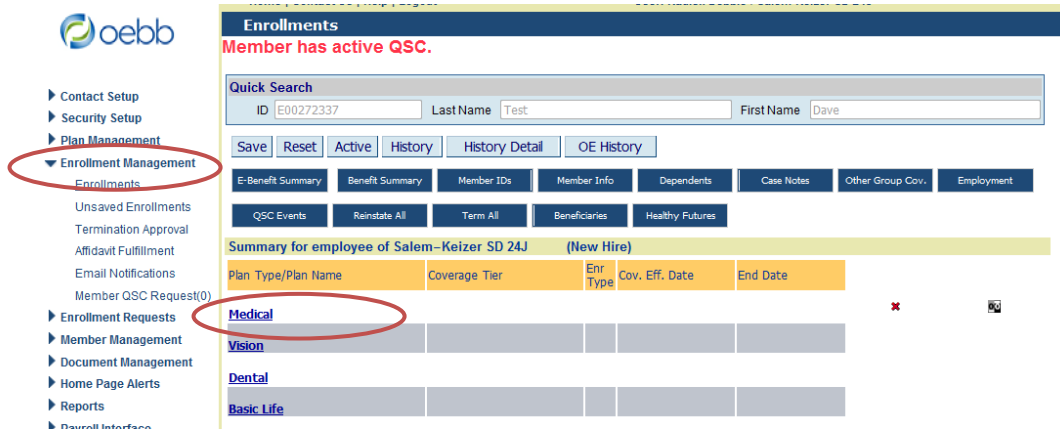
Process Steps:

Enrollment Management
Enrollments
Unsaved Enrollments
Termination Approval
Affidavit Fulfillment
Email Notifications

- Verify the Coverage Effective Date. If the date is correct, Click SAVE again. You will see **Record Saved Successfully**. If the Coverage Effective Date is incorrect, please contact OEBB Customer Service before making any enrollment Selections.
- The member can now complete the enrollments in the MyOEBB Member Module.

The below steps only need to be done if the entity will be completing the enrollments. **Note: If member has dependents please enter all dependents before you complete the enrollments. If the member is going to do a Medical Opt out or Medical Waive. Proceed to the bottom of these instructions for directions on how to process a Medical Opt out or Medical Waive.**

7. Click on Enrollment Management and enter the Enumber in the Quick Search ID field.



8. Click on the Medical link.

New Coverage Start Date
11/01/2014

Eligible Plans

- Kaiser Medical Plan 1 - Composite
- Kaiser Medical Plan 2 - Composite
- Kaiser Medical Plan 3 - Composite
- Moda Medical Plan A Statewide - Composite
- Moda Medical Plan B Statewide - Composite
- Moda Medical Plan C Statewide - Composite
- Moda Medical Plan D Statewide - Composite
- Moda Medical Plan E Statewide - Composite
- Moda Medical Plan F Statewide - Composite
- Moda Medical Plan G Statewide - Composite
- Moda Medical Plan H Statewide - Composite
- Moda Medical Plan A Synergy - Composite
- Moda Medical Plan B Synergy - Composite
- Moda Medical Plan C Synergy - Composite
- Moda Medical Plan D Synergy - Composite
- Moda Medical Plan E Synergy - Composite
- Moda Medical Plan F Synergy - Composite
- Moda Medical Plan G Synergy - Composite
- Moda Medical Plan H Synergy - Composite

Members Including Self (check marked members get coverage)

<input checked="" type="checkbox"/>	dave test	14-OCT-60	Self
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Accept & Continue Back

- Select the plan and check mark each dependent that will be covered including the member. Then click on **Accept & Continue**.

Enrollments
Member has active QSC.

Quick Search
ID: E00272337 | Last Name: Test | First Name: Dave

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

Navigation: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, **Dependents**, Case Notes, Other Group Cov., Employment

Summary for employee of Salem-Keizer SD 24J (New Hire)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	
Medical Kaiser Medical Plan 1 - Composite	Employee Only	N	12/01/2014		✘
Vision Moda Vision Plan 1 - Composite	Employee Only	N	12/01/2014		✘
Dental					
Basic Life					
Optional Employee Life					

- This will bring you back to the Enrollment screen. Continue with the process for the remaining plans.

Enrollments
Member has active QSC.

Quick Search
ID: E00272337 | Last Name: Test | First Name: Dave

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

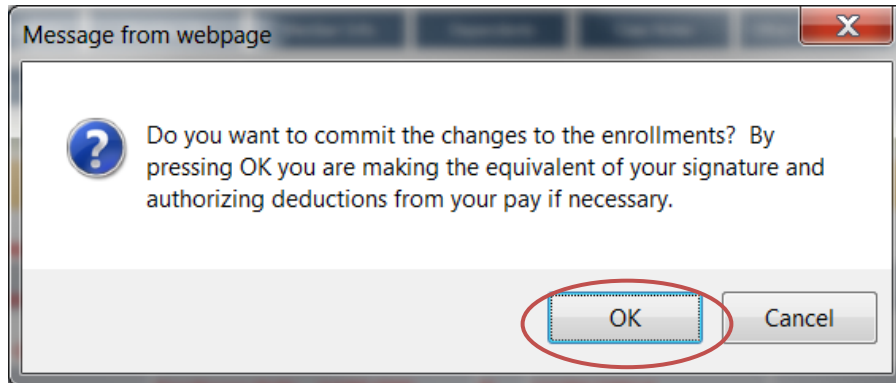
Navigation: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, Dependents, Case Notes, Other Group Cov., Employment

Summary for employee of Salem-Keizer SD 24J (New Hire)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	
Medical Kaiser Medical Plan 1 - Composite	Employee Only	N	12/01/2014		✘
Vision Moda Vision Plan 1 - Composite	Employee Only	N	12/01/2014		✘
Dental ODS Dental Plan 2/Ortho - Composite	Employee Only	N	12/01/2014		✘
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	12/01/2014		✘
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	12/01/2014		✘
Short Term Disability - Voluntary Plan 13-Short Term Disability (Voluntary)-14 Day Elimination/90	Short Term Disability - 14 Day Elimination/90 Day@60%	N	12/01/2014		✘

- Click the **Save** button.

My OEBB – How to Add a New Hire

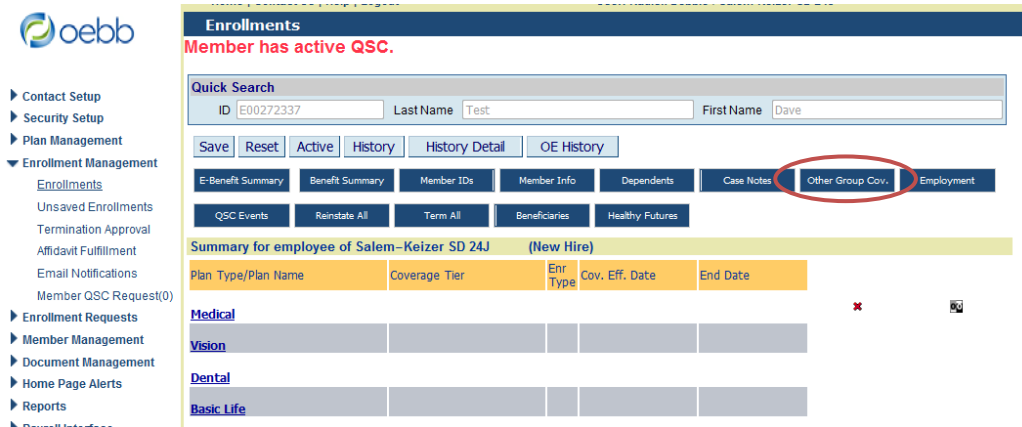


12. You will see the above message. If all is correct, Click OK.

13. Enrollments are complete. You will see “Record Saved Successfully” at the top of the page.

How to enter a Medical Waive or a Medical Opt Out

Medical Waive - Employee waives medical benefits and they do not receive a financial incentive:



The screenshot shows the OEBB Enrollments page. The left sidebar contains a navigation menu with the following items: Contact Setup, Security Setup, Plan Management, Enrollment Management (expanded), Enrollments, Unsaved Enrollments, Termination Approval, Affidavit Fulfillment, Email Notifications, Member QSC Request(0), Enrollment Requests, Member Management, Document Management, Home Page Alerts, Reports, and Default Interface. The main content area is titled 'Enrollments' and includes a red message: 'Member has active QSC.' Below this is a 'Quick Search' section with input fields for ID (E00272337), Last Name (Test), and First Name (Dave). A row of buttons includes Save, Reset, Active, History, History Detail, and OE History. Below that is a row of buttons: E-Benefit Summary, Benefit Summary, Member IDs, Member Info, Dependents, Case Notes, Other Group Cov. (circled in red), and Employment. Another row of buttons includes QSC Events, Reinstate All, Term All, Beneficiaries, and Healthy Futures. The main content area also displays a 'Summary for employee of Salem-Keizer SD 24J (New Hire)' with a table of enrollment details. The table has columns for Plan Type/Plan Name, Coverage Tier, Enr Type, Cov. Eff. Date, and End Date. The rows are labeled Medical, Vision, Dental, and Basic Life. A red 'x' icon is visible next to the Medical row.

1. Click on Other Group Cov. Button.

My OEGB – How to Add a New Hire

The screenshot shows the OEGB logo on the left and a navigation menu with options: Contact Setup, Security Setup, Plan Management, Enrollment Management (with sub-items: Enrollments, Unsaved Enrollments). The main content area is titled "Member Other Group Coverage" and shows "Member : Dave Test". A red error message reads: "Query returned zero records. Please change your search criteria and try again." Below the message are two buttons: "Add" and "Back to Enrollments". The "Add" button is circled in red.

2. Click on Add.

The screenshot shows the OEGB logo and a navigation menu. The main content area is titled "Members Other Group Coverage" and shows "Member : Dave Test". The form includes several fields: "Plan Type" (Medical), "Medical Waive Only" (Yes), "Carrier" (Medical Waive), "Policy No" (Medical Waive), "Group No" (Medical Waive), "Subscriber Name" (Medical Waive), "Employer" (Medical Waive), "Effective Date", and "Expiration Date". At the bottom, there are buttons: "Save", "Delete", "Search", "Reset", and "Back to Enrollments". The "Add" button from the previous screenshot is now "Save", and both "Save" and "Back to Enrollments" are circled in red.

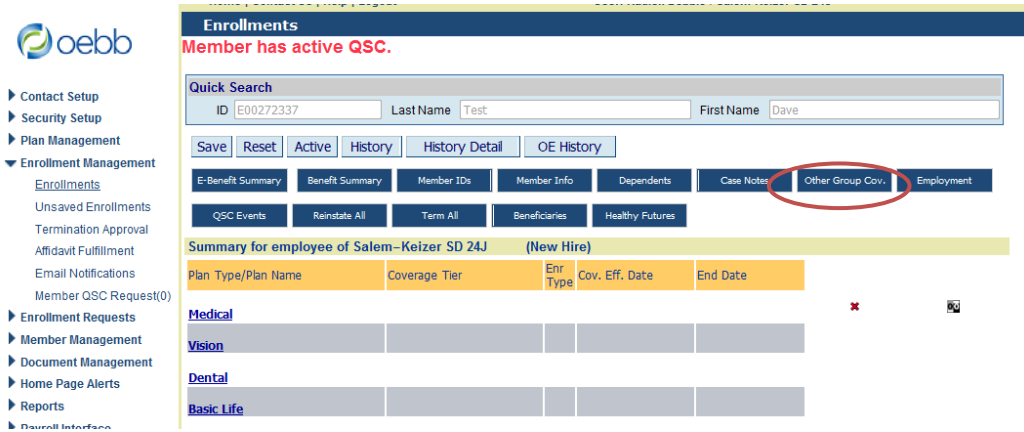
3. In the Medical Waive Only box, click on "Yes" and enter Effective Date. Click Save. Then Click "Back to Enrollments".

The screenshot shows the OEGB logo and a navigation menu. The main content area is titled "Summary for employee of Salem-Keizer SD 24J (New Hire)". It contains a table with the following columns: Plan Type/Plan Name, Coverage Tier, Enr Type, Cov. Eff. Date, and End Date. The table has three rows: "Medical", "Vision", and "Dental". A red "X" is circled in the "Medical" row, indicating that the coverage has been waived.

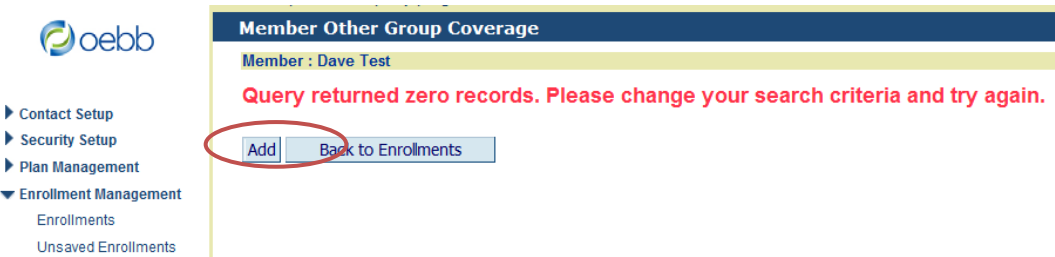
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date
Medical				
Vision				
Dental				

4. Click on the red X. This will waive the coverage. Continue with remaining enrollments.

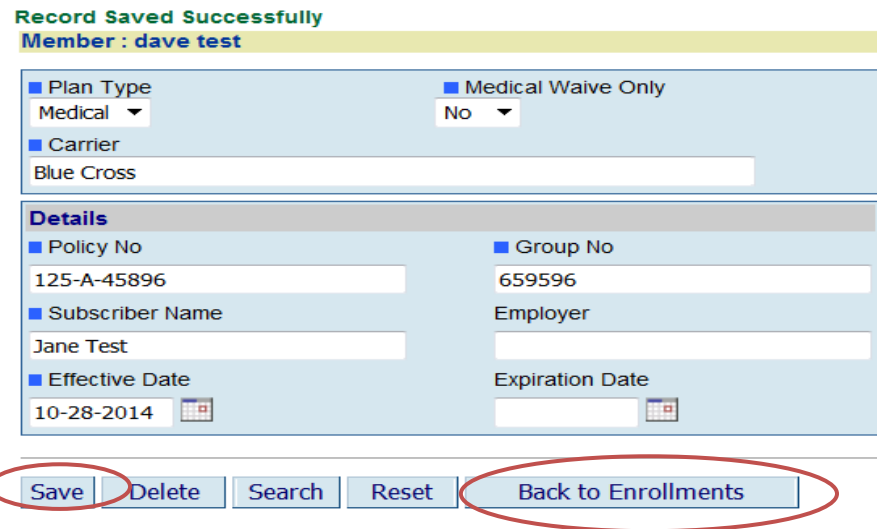
Medical Opt Out - When an employee decides not to enroll in an OEBC medical plan and receives a financial incentive for doing so. The employee must provide proof of coverage to their educational entity within five days of opting out.



1. Click on the Other Group Cov. Button





2. Click on Add.



3. Enter the required information and Click Save. Click Back to Enrollments.

My OEBS – How to Add a New Hire

Summary for employee of Salem-Keizer SD 24J (New Hire)					
Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	
Medical					✖ 
Vision					
Dental					

4. Click on the  icon. This will enter the Medical Opt Out. Continue with the remaining enrollments.
5. Continue with the remaining enrollments.