Change in Employment

1. Bring up the employee record in Enrollment Management.

| OFBB | Enrollments | | | | | | |
|--|---|--|-------------|----------------------|------------------|--------------|--------------|
| BENEFIT BOARD | Quick Search | | | | | | |
| System Codes | ID E00171056 Las | t Name Brady | | First Name | Carol | | |
| Address Setup | Save Reset Active History | History Detail OE Histo | | | | | |
| Contact Setup | Save Reset Active History | History Detail OE Histo | ry | | | \frown | |
| Security Setup | E-Benefit Summary Benefit Summary | Member IDs Member Info | D | ependents Case Notes | Other Group Cov. | Employment | |
| Plan Management | QSC Events Reinstate All | Term All Beneficiaries | Hook | hy Futures | | | |
| Contact Management | | | | | | | |
| ▼ Enrollment Management | Summary for employee of Salem-K | eizer SD 24J (Open Enr | ollmei | nt) | | | |
| Enrollments | | | For | | | Deper | dents |
| Unsaved Enrollments | Plan Type/Plan Name | Coverage Tier | Enr Type | Cov. Eff. Date | End Date | Greg | Marcia |
| Termination Approval Affidavit Fulfillment | Medical Moda Medical Plan C Statewide - Composite | Employee & Children | 0 | 10/01/2014 | | \checkmark | \checkmark |
| Email Notifications Member QSC Request(0) | <u>Vision</u> Moda Vision Plan 4 - Composite | Employee & Children | 0 | 10/01/2014 | | \checkmark | \checkmark |
| Enrollment Requests | Dental ODS Dental Plan 6 - Composite | Employee & Children | 0 | 10/01/2014 | | \bigcirc | \bigcirc |
| Member Management Document Management | Basic Life Plan 8 Basic Life-\$35,000 | Employee Only - \$35,000 | 0 | 10/01/2009 | | | |
| Utilities Home Page Alerts | Basic Accidental Death and Dismemberment Plan 8 Basic AD&D-\$35,000 | Employee Only - \$35,000 | 0 | 10/01/2009 | | | |
| Reports Pavroll Interface | Optional Employee Accidental Death and Dismemberment Optional Employee AD&D | Optional Employee AD&D - \$500,000 | o | 10/01/2014 | | | |
| Report Mart BHS Interface | Optional Child Accidental Death and Dismemberment Optional Child AD&D | Child AD&D - \$10,000 | 0 | 10/01/2014 | | | |
| P Dits interface | Short Term Disability - Voluntary Plan 7-Short Term Disability (Voluntary)- 30 Day Elimination/60 Day@60% | Short Term Disability - 30 Day Elimination/60 Day@60% | o | 10/01/2014 | | | |
| | Long Term Disability - Mandatory Plan 17-Long Term Disability (Mandatory/Employee)-90 Day@60% | Long Term Disability - 90 Day@60% | o | 10/01/2009 | | | |
| | <u>Optional Employee Life</u> Declined | | | 10/01/2014 | | | |
| | Optional Child Life | | | 10/01/2013 | | | |

2. Click on the Employment button as shown above.

| nome/ com | act Us Help Logout | User. Radisii-o | ebb admin Debbie | Mond | Monday , November 24, 2014 | | |
|-----------------------|------------------------|---------------------|------------------|--|----------------------------|--|--|
| Employm | ents | | | | | | |
| Member : C | arol Brady | | | | | | |
| Institution Number | Employment Type | Member Type | Transaction | Emp Type/Mem Type Termination Reason Type | Termination | | |
| 2142 | Licensed-Full Time | OSEA - Salem-Keizer | 08-17-2006 | Change in Employment | 06-30-2008 | | |
| 2142 | Licensed-Full Time | OEA - Salem-Keizer | 07-01-2008 | | | | |
| | | | | | | | |
| Add B | ack to Enrolments | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

3. Click on the Institution Number as shown above.

MyOEBB – Change in Employment

| Home Contact Us Help Logout | | User: | Radish-oebb admin [|)ebbie |
|-------------------------------------|-------------|-------------|---------------------|----------------|
| Employment | | | | |
| Marriana - Caral Dan da | | | | |
| Member : Carol Brady | | | | |
| Educational Entity | | | | |
| Name | | Institution | Number | |
| Salem-Keizer SD 24J | | 2142 | | |
| Types | | | | |
| Member | | | | |
| OEA - Salem-Keizer | | | | |
| Employment | | | | |
| Licensed-Full Time | | | • | |
| Emp Type/Mem Type Termination Reaso | n | | Payment Type | |
| J | | 8 | ACH Credit | |
| Dates | | | | |
| | Type Change | Termination | | s Paid Through |
| 08-17-2006 07-01-2008 | | | | |
| Details | | | | |
| Lead Agency 🔽 | Waived Be | enefits 🔳 | | |
| | | | | |
| Save Delete Search Reset | Back to Er | nrollments | Change Employ | yment Salary |
| | | | | |

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

| Member : Carol Brady | | |
|----------------------------------|--|--------------|
| Educational Entity | | |
| Institution Number | Name | |
| 2142 | Salem-Keizer SD 24J | |
| Types | | |
| Change Member Type | | _ |
| Non Represented - Salem-Keizer | r | |
| 2 Emproyment Type | | |
| Administrator Licensed-Full Time | 9 | |
| Emp Type/Mem Type Change Date | Coverage End Date for Previous Employment | Payment Type |
| 11-24-2014 | 11-30-2014 | ACH Credit |
| Salary Details | | |
| Salary Type | ANNUALLY | Salary |
| Annually Salary - Monthly Payrol | Freq | |
| Salaiy Eff Date Hou | ırs Worked | |
| 12-01-2014 | | |
| 112-01-2014 | | |
| | | |
| | | |

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.

| Educational Entity | |
|-------------------------------|---|
| nstitution Number | Name |
| 2142 Sa | lem-Keizer SD 24J |
| Message from webpage | X |
| continue? | |
| Continue: | OK Cancel |
| Salary Details | OK Cancel |
| Salary Details Salary Type | OK Cancel ANNUALLY Salary |
| Salary Details | |
| Salary Details Salary Type | ANNUALLY Salary 45000.00 |

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

| OEBB | | | | | | | | |
|-------------------------|---|----------------------------|--------|---------------------|------------------|------------|------------|----------------------------|
| | Member has active QSC. | | | | | | | |
| BENEFIT BOARD | | | | | | | | |
| System Codes | Quick Search | | | | | | | |
| Address Setup | ID E00171056 Last | Name Brady | | First Name | Carol | | | |
| Contact Setup | Save Reset Active History | History Detail OE History | , | | | | | |
| Security Setup | Save Reset Active History | HISTOLY Detail OF HISTOLY | / | | | | | |
| Plan Management | E-Benefit Summary Benefit Summary | Member IDs Member Info | Dej | pendents Case Notes | Other Group Cov. | Employment | | |
| Contact Management | QSC Events Reinstate All | Term All Beneficiaries | | y Futures | | | | |
| 🕶 Enrollment Management | QSC EVents Reinstate All | Term All Beneficiaries | Health | y Futures | | | | |
| Enrollments | Summary for employee of Salem-Ke | eizer SD 24J (QSC) | | | | | | |
| Unsaved Enrollments | | | | | | [| Dependents | 1 |
| Termination Approval | Plan Type/Plan Name | Coverage Tier | Enr | Cov. Eff. Date | End Date | Greg | Marcia | |
| Affidavit Fulfillment | | | 1700 | | | | | × 🔤 |
| Email Notifications | Medical | | | | | | | ~ <u>~</u> <u>~</u> |
| Member QSC Request(0) | Vision | | | | | | | |
| Enroliment Requests | | | | | | | | |
| Member Management | <u>Dental</u> | | | | | | | |
| Document Management | Basic Life | | | | | | | |
| Utilities | Optional Employee Life | | | | | | | |
| Home Page Alerts | optional Employee Life | | | | | | | |
| Reports | Optional Child Life | | | | | | | 1 |
| Payroll Interface | Basic Accidental Death and | | | | | | | |
| Report Mart | Dismemberment | | | | | | | |
| BHS Interface | Optional Employee Accidental Death | | | | | | | |
| | and Dismemberment | | | | | | | 1 |
| | Optional Child Accidental Death and Dismemberment | | | | | | | |
| | <u>Short Term Disability - Voluntary</u> | | | | | | | |
| | <u>Long Term Disability - Voluntary</u> | | _ | | | | | |
| | Employee Long Term Care (Voluntary- Employee Paid) | | | | | | | |
| | Couerage Under Colem Keizer CD 24 | LIDEA Colom Koizor / Linon | and E | ull Time) | | | | |

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

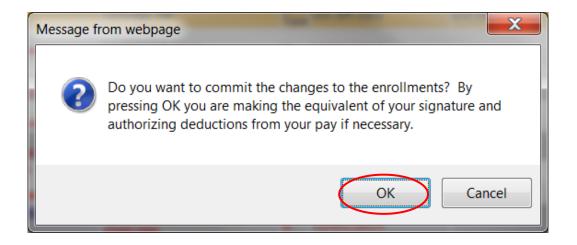
| | My Medical Coverage Options |
|---|---|
| OFRR . | |
| BENEFIT BOARD | Summary for employee of Salem–Keizer SD 24J (QSC) |
| System Codes | QSC being used |
| Address Setup | Change in Employment Status by Employee |
| Contact Setup | New Coverage Start Date |
| Security Setup | 12/01/2014 |
| Plan Management | Eligible Plans |
| Contact Management | © Kaiser Medical Plan 1 - Composite |
| Enrollment Management | Kaiser Medical Plan 1 - Composite Kaiser Medical Plan 2 - Composite |
| Enrollments | Kaiser Medical Plan 2 - Composite Kaiser Medical Plan 3 - Composite |
| Unsaved Enrollments | Moda Medical Plan A Statewide - Composite |
| Termination Approval | Moda Medical Plan B Statewide - Composite |
| Affidavit Fulfillment | © Moda Medical Plan C Statewide - Composite |
| Email Notifications | Moda Medical Plan D Statewide - Composite |
| Member QSC Request(0) | Moda Medical Plan E Statewide - Composite |
| Enrollment Requests | Moda Medical Plan F Statewide - Composite |
| Member Management | Moda Medical Plan G Statewide - Composite |
| Document Management | Moda Medical Plan H Statewide - Composite |
| Utilities | Moda Medical Plan A Synergy - Composite |
| Home Page Alerts | Moda Medical Plan B Synergy - Composite |
| Reports | Moda Medical Plan C Synergy - Composite |
| Payroll Interface | Moda Medical Plan D Synergy - Composite |
| Report Mart | Moda Medical Plan E Synergy - Composite |
| BHS Interface | 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 |
| | Carol Brady 21-SEP-59 Self |
| | Greg Brady 17-MAY-96 Child |
| | Mareia Brady 02-DEC-97 Child |
| | Accept & Continue Back |
| | |

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.

MyOEBB – Change in Employment

| OFBR | Enrollments | | | | | | | |
|-------------------------|--|--|-------------|-------------------|---------------------|--------------|--------------|---|
| | Member has active QSC. | | | | | | | |
| System Codes | Quick Search | | | | | | | |
| Address Setup | ID E00171056 Last | Name Brady | | First Name | Carol | | | |
| Contact Setup | Save Reset Active History | Ulater Datat | 1 | | | | | |
| Security Setup | Save Fiset Active History | History Detail OE History | | | | | | |
| Plan Management | E-Benefit Summary Benefit Summary | Member IDs Member Info | Depe | ndents Case Notes | Other Group Cov. Em | ployment | | |
| Contact Management | OSC Events Reinstate All | Term All Beneficiaries H | | Futures | | | | |
| r Enrollment Management | | I | leartny | Futures | | | | |
| Enrollments | Summary for employee of Salem-Ke | izer SD 24J (QSC) | | | | | | |
| Unsaved Enrollments | | | - | | | | Dependents | |
| Termination Approval | Plan Type/Plan Name | Coverage Tier | Enr Type | Cov. Eff. Date | End Date | Greg | Marcia | |
| Affidavit Fulfillment | Medical | Frankriger and the | | 12/01/2014 | | 0 | 0 | |
| Email Notifications | Moda Medical Plan C Statewide - Composite | Employee & Children | Q | 12/01/2014 | | \checkmark | \checkmark | × |
| Member QSC Request(0) | Vision | Employee & Children | Q | 12/01/2014 | | | \bigcirc | * |
| Enrollment Requests | Moda Vision Plan 4 - Composite Dental | | | | | | | |
| Member Management | ODS Dental Plan 6 - Composite | Employee & Children | Q | 12/01/2014 | | \bigcirc | \bigcirc | × |
| Document Management | Basic Life Plan 11 Basic Life-\$100,000 | Employee Only - \$100,000 | Q | 12/01/2014 | | | | × |
| • Utilities | Basic Accidental Death and | | | | | | | |
| Home Page Alerts | Dismemberment Plan 11 Basic AD&D-\$100.000 | Employee Only - \$100,000 | Q | 12/01/2014 | | | | |
| Reports | Optional Employee Accidental Death | Optional Employee AD&D - | | | | | | |
| Payroll Interface | and Dismemberment Optional Employee AD&D | \$500,000 | Q | 12/01/2014 | | | | × |
| Report Mart | Optional Child Accidental Death and | | | | | | | |
| BHS Interface | Dismemberment Optional Child AD&D | Child AD&D - \$10,000 | Q | 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% | Q | 12/01/2014 | | | | × |
| | Day@60% | | | | | | | |
| | Optional Employee Life | | | | | | | |
| | | | | | | | | |
| | <u>Optional Child Life</u> | | | | | | | |
| | <u>Long Term Disability - Voluntary</u> | | | | | | | |
| | Employee Long Term Care (Voluntary- | | | | | | | |
| | Employee Paid) | | | | | | | |

9. Click Save once you have completed the enrollments.



10. Click Ok.

MyOEBB - Change in Employment

| OREGON EDUCATORS | | | | | | | |
|------------------------------------|---|--|-------------|--------------------|--------------------|--------------|--------------|
| OFPR | Enrollments | | | | | | |
| UEDD BOARD | Record Saved Successfully | | | | | | |
| BENEFIT BOARD | Quick Search | | | | | | |
| System Codes | ID E00171056 Last | Name Brady | | First Name Ca | arol | | |
| Address Setup | | | _ | | | | |
| Contact Setup | Save Reset Active History | History Detail OE History | (| | | | |
| Security Setup | E-Benefit Summary Benefit Summary | Member IDs Member Info | Dep | endents Case Notes | Other Group Cov. E | mployment | |
| Plan Management | | | | | | | |
| Contact Management | QSC Events Reinstate All | Term All Beneficiaries | Health | / Futures | | | |
| Enrollment Management | Summary for employee of Salem-Ke | izer SD 24J (Open Enrol | Iment |) | | | |
| Enrollments Unsaved Enrollments | | | | | | Dep | endents |
| Termination Approval | Plan Type/Plan Name | Coverage Tier | Enr Type | Cov. Eff. Date | End Date | Greg | Marcia |
| Affidavit Fulfillment | Medical | | | | | - | 2 |
| Email Notifications | Moda Medical Plan C Statewide - Composite | Employee & Children | Q | 12/01/2014 | | \checkmark | \checkmark |
| Member QSC Request(0) | <u>Vision</u> Moda Vision Plan 4 - Composite | Employee & Children | Q | 12/01/2014 | | \checkmark | \checkmark |
| Enrollment Requests | Dental | Employee & Children | Q | 12/01/2014 | | \bigcirc | |
| Member Management | ODS Dental Plan 6 - Composite Basic Life | Employee & Children | Q | 12/01/2014 | | . | v |
| Document Management | Plan 11 Basic Life-\$100,000 | Employee Only - \$100,000 | Q | 12/01/2014 | | | |
| Utilities Home Page Alerts | Basic Accidental Death and Dismemberment | Employee Only - \$100,000 | Q | 12/01/2014 | | | |
| Reports | Plan 11 Basic AD&D-\$100,000 | | - | | | | |
| Payroll Interface | Optional Employee Accidental Death and Dismemberment Optional Employee AD&D | Optional Employee AD&D - \$500,000 | Q | 12/01/2014 | | | |
| Report Mart BHS Interface | Optional Child Accidental Death and Dismemberment | Child AD&D - \$10,000 | Q | 12/01/2014 | | | |
| | Optional Child AD&D Short Term Disability - Voluntary | | | | | | |
| | Plan 13-Short Term Disability (Voluntary)- 14 Day Elimination/90 Day@60% | Short Term Disability - 14 Day Elimination/90 Day@60% | Q | 12/01/2014 | | | |
| | <u>Optional Employee Life</u> Declined | | | 10/01/2014 | | | |
| | <u>Optional Child Life</u> Declined | | | 10/01/2013 | | | |
| | Long Term Disability - Voluntary | | _ | | | | |
| | Employee Long Term Care (Voluntary- Employee Paid) Declined | | | 10/01/2013 | | | |

11. You will see Record Saved Successfully.