

JOB ACTION – CREATES EVENT	MESSAGE ON REPORT	IS EVENT AUTOMATICALLY CLOSED	REQUIRED PROCESS
Transfer from another state agency	Transfer	Yes	Receive Personnel Transfer form. Employee needs to file new applications to continue previous insurances. For information regarding eligibility and enrollment deadlines, please reference: <a href="#">UWSA OHRWD Website</a> .
State and Local Service both greater than 0	New Hire with Prior Service	Yes	Counsel employee on benefit rights and deadlines.  Enrollments cannot be done via eBenefits. Paper enrollments are required and the employee elections would be entered using an ADM event and processed through On-Demand. For more information regarding eligibility and enrollment deadlines, please reference: <a href="#">UWSA OHRWD Website</a> .
State and Local Service both 0	New Hire No Prior Service	Yes	System will create self-service Event for self-service campuses which will allow employees to enroll on line. All employees whether employed at a campus using self service or not, can choose to apply for insurance by completing paper enrollment forms. For additional information regarding eligibility and enrollment deadlines, please visit the <a href="#">UWSA OHRWD Website</a> .

<p>Job change graduate assistant to classified or unclassified</p>	<p>Grad Eligible for WRS</p>	<p>No</p>	<p>Counsel employee regarding benefit changes or enrollment opportunities, e.g. eligibility to enroll in State Group Life and/or Income Continuation. Change in State Group Health Plan rates.</p> <p>If the employee chooses to enroll in State Group Health Regular plan, State Group Life, and/or ICI, paper enrollment forms will be required. Enrollments are processed through On-Demand using an ADM event. Do <b>NOT</b> enter enrollment changes through the MSC Event. For more information regarding eligibility and enrollment, visit the <a href="#">UWSA OHRWD Website</a>.</p>
<p>Job change from classified or unclassified to graduate assistant</p>	<p>Grad No Longer WRS Eligible</p>	<p>No</p>	<p>Counsel employee regarding benefits that are no longer available, e.g. State Group Life and/or Income Continuation Insurance and provide continuation notices. Employee may have an opportunity to enroll in Grad medical plans. A new enrollment form would be required.</p> <p>All enrollment changes would be completed through On-Demand using an ADM event. Do <b>NOT</b> enter enrollment</p>

			changes through the MSC Event. Ineligible insurances will be terminated once the Event is processed to Finalized. For more information regarding eligibility and enrollment, visit the <a href="#">UWSA OHRWD Website</a> .
Job change from classified to unclassified or unclassified to classified	End ICI / Medical Option	No	<p>Counsel employee regarding benefit changes and/or enrollment opportunities.</p> <p>If employee chooses to enroll in the new ICI plan, a new enrollment form will be required. All enrollments are processed through On-Demand using an ADM event. Do <b>NOT</b> enter any enrollment changes through the MSC Event.</p> <p>For more information regarding eligibility and enrollment deadlines, please visit the <a href="#">UWSA OHRWD Website</a>.</p>
Job change from Benefit Program (LMT) to any other Benefit Program.	New Hire with prior service	No	<p>This message will appear for any employee changing from an LMT Benefit Program to either a Grad or WRS Benefit Program.</p> <p>Employees are required to complete enrollment forms and all enrollments in the system will be processed through On-Demand using an ADM Event. For additional information on enrollment opportunities and deadlines, visit the <a href="#">UWSA OHRWD Website</a>.</p>
Job change that changes employee from any Benefit Program to LMT	No Longer Benefits Eligible	No	Counsel employees on loss of benefit eligibility and provide continuation notices. (Employee may continue to be

			<p>enrolled in TSA and ERA plans.)</p> <p>All enrollment changes are processed through On-Demand using an ADM event. Do <b>NOT</b> enter any enrollment changes through the MSC Event. Ineligible insurances will be terminated once the Event is Finalized.</p>
<p>If change from classified to classified, grad to grad, or unclassified to unclassified benefit programs.</p>	<p>Prog Change due to Union or %</p>	<p>No</p>	<p>The employee may be changing between Benefit Programs because of a change in health insurance contribution between the Full Employer Share and the Less Than Half Time Rates. Employees may also appear if they move between a Before Tax Benefit Program and an After Tax Benefit Program.</p> <p>Counsel employee on any benefit plan changes. For more information regarding eligibility or enrollment deadlines, visit the <a href="#">UWSA OHRWD Website</a>.</p>
<p>Job Change but if enrolled in medical plan (plan type 10) is still an option (issue for standard plan enrollments and halftime if not separate programs).</p>	<p>Medical Eligibility Change</p>	<p>No</p>	<p>Message will appear with "No Longer Benefits Eligible."</p> <p>Counsel employees on loss of benefit eligibility and provide continuation notices.</p> <p>All enrollment changes are processed through On-Demand using an ADM event. Do <b>NOT</b> enter any enrollment changes through the MSC Event. Ineligible insurances will be terminated once the Event is Finalized.</p>

<p>Job Change and enrolled in ICI (disability) plan (plan type 3Z) and ICI is still an option (example, drop in salary and no longer eligible for supplemental coverage).</p>	<p>ICI Eligibility Change</p>	<p>No</p>	<p>Message will appear in with "No Longer Benefits Eligible" or "Grad No Longer WRS Eligible"</p> <p>Counsel employees on loss of benefit eligibility and provide continuation notices. A new enrollment form will be required for State Group Health.</p> <p>All enrollment changes are processed through On-Demand using an ADM event. Do <b>NOT</b> enter any enrollment changes through the MSC Event. Ineligible insurances will be terminated once the Event is Finalized.</p>
---	-------------------------------	-----------	--