

## **Benefits Restoration/Reinstatement**

Benefits will terminate for employees whose Fall 2023 job ends Wednesday, 01/03/24 if their new Spring 2024 job is not processed into HRS before the Fall job terminates in HRS. Benefits restoration/reinstatement is not automatic. For each employee whose benefits terminate, the Spring 2024 job must first be processed into HRS, and then Madison Benefits Services (MBS) must be contacted to restore benefits. Delays in this manual process could impede an employee's access to health care, so early and timely processing of Spring 2024 jobs to HRS is critical to ensuring continuity of benefits for employees.

**Division** will contact MBS to restore the employees' benefits (if needed) for new jobs that are *Department-Approved* in JEMS or entered in JEMS Multi Hire [for Decentralized and Centralized with Delegations (C+) Departments] or submitted in your *Spring 2024 Jobs* Excel document (for Centralized Departments) **by Friday, 12/01/23**.

**Department** will contact MBS to restore the employees' benefits (if needed) for any new jobs that are *Department-Approved* in JEMS or entered in JEMS Multi Hire [for Decentralized and Centralized with Delegations (C+) Departments] or submitted in your *Spring 2024 Jobs* Excel document (for Centralized Departments) **after** Friday, 12/01/23 **AND** are processed into HRS after the Fall job terminates in HRS. The notification e-mail that departments receive when the JEMS entry is processed (with the subject line of "Hire\* Action Required: Hire Data for xxx has been successfully processed into HRS") identifies the date that the job has been processed to HRS. [*\*Alternatively, the subject line could begin with "Transfer Action Required" or "Rehire Action Required" or "Add Employment Instance Action Required"*]

To check each employee's benefits status to see if benefits have already been or are going to be terminated, use [Health Benefits](#) page in HRS. The path to the page is NavBar > Menu > Benefits > Enroll in Benefits > Health Plan Enrollment.

Enter the employee's Empl ID (EID) and click Search. Be sure to include history so that you can see prior-dated rows.

**Health Benefits**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID begins with

Benefit Record Number =

Name begins with

Last Name begins with

Business Unit begins with

Department Set ID begins with

Department begins with

Organizational Relationship =

Alternate Character Name begins with

**Include History**  Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Review the Coverage Election box and the Election Date. Benefits remain active as long as the status is "Elect". In such cases, it is not necessary to contact MBS to restore benefits.

The screenshot shows the 'Health Benefits' interface for an employee. The 'Coverage Election' section is highlighted with a red box, showing the 'Elect' radio button selected. The 'Election Date' is 10/14/2021, also highlighted with a red box. Other details include: Coverage Begin Date 01/01/2022, Deduction Begin Date 12/01/2021, Enrollment Code: Change Benefit Plan, Enrollment Reason: It's Your Choice Enrollment, App Received: 10/14/2021, Benefit Plan: DEAN (Dean & Dental Family), Coverage Code: 15, Option Code: E15, and Employee Status: Active. A dependent table below shows one spouse beneficiary.

However, if the status in the Coverage Election box shows "Terminate" effective 01/31/24, you will need to contact MBS to restore benefits.

This screenshot is a close-up of the 'Coverage Election' section. The 'Terminate' radio button is selected and highlighted with a red box. The 'Election Date' is also highlighted with a red box. The enrollment code is 'Cancel Coverage'.

If the status in the Coverage Election box shows "Waive", click the right arrow in the Coverage box to view row 2. If the status in row 2 shows "Terminate", you will need to contact MBS to restore benefits.

This screenshot shows the 'Coverage Election' section with the 'Waive' radio button selected and highlighted with a red box. A right-pointing arrow button is also highlighted with a red box, indicating the next step in the process.

To contact MBS, send the employee's name and EID to MBS at [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) and ask to restore the employee's benefits.

After you have contacted MBS to restore benefits, you should also inform the employee that benefits had terminated and that you have already sent a request to MBS to restore benefits.

It is best practice to remind employees to check their earning statements to ensure that benefits premiums were taken and that other information on the statement is accurate.