

Disability Benefits View Only

1. Disability Benefits View Only

1.1 Disability Benefits View Only

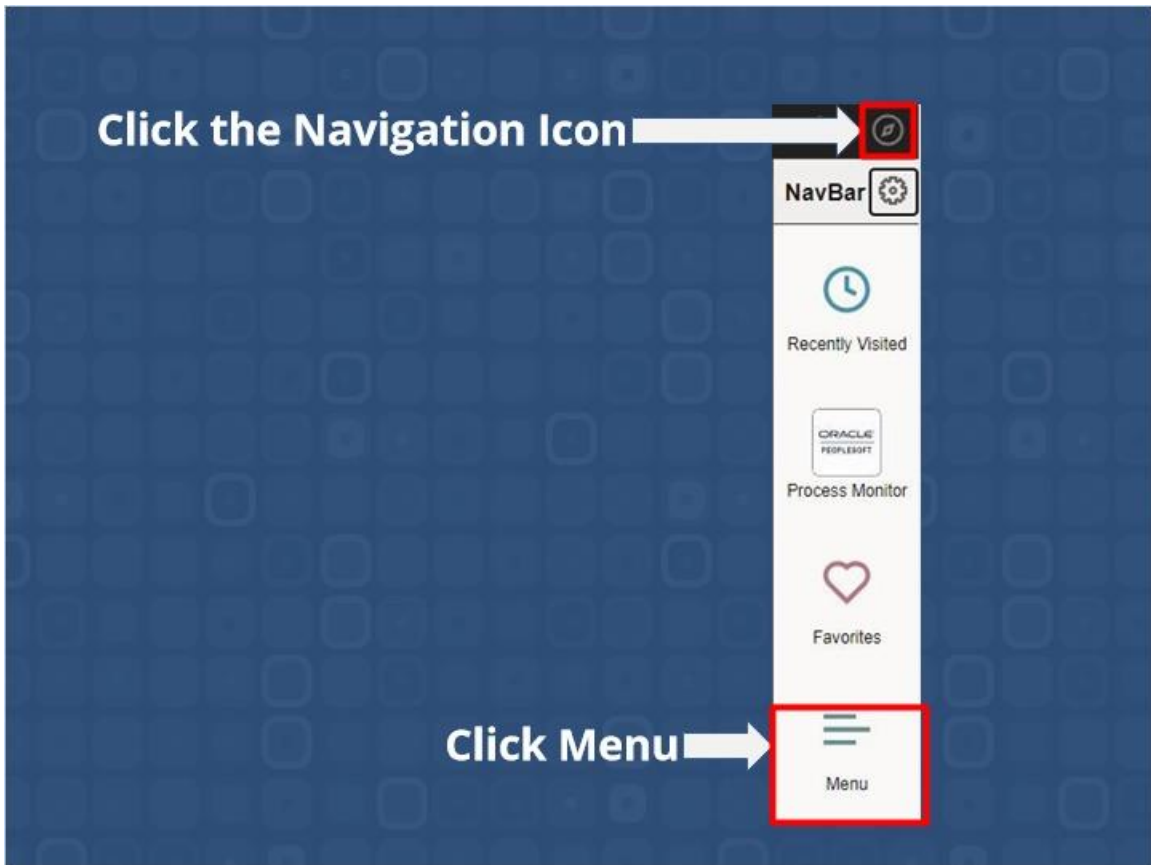


Disability Benefits View Only

1.2 Purpose

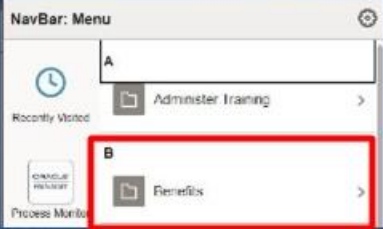
This job aid will assist in determining whether an employee is enrolled in the Disability Pension Plan (known as the Old Plan), or the Disability Insurance Program (DIP), administered by the Hartford.

1.3 Navigation 1




1.4 Navigation 2

Click Benefits




The screenshot shows a 'NavBar: Menu' window with a search bar containing the letter 'A'. Below the search bar, there are two menu items: 'Administer Training' and 'Benefits'. The 'Benefits' item is highlighted with a red rectangular box. To the left of the menu items, there are icons for 'Recently Visited' and 'Process Monitor'.

Click Enroll in Benefits



The screenshot shows a single menu item 'Enroll In Benefits' with a folder icon on the left and a right-pointing arrow on the right.

Click Disability Benefits



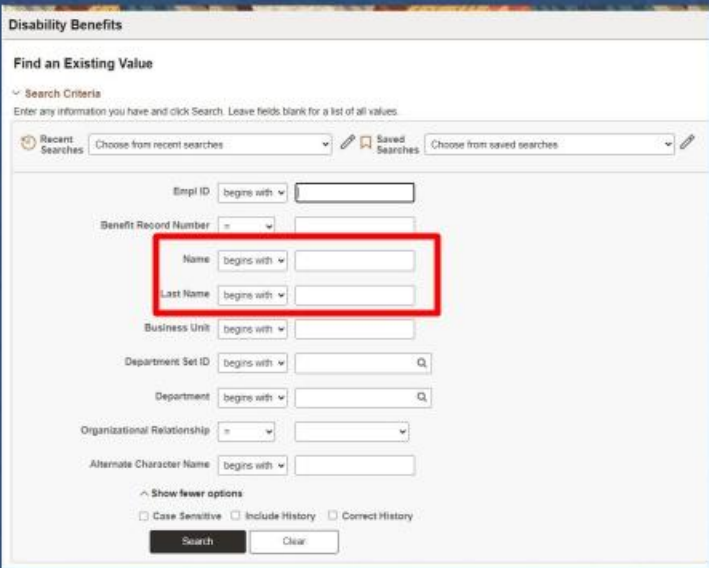
The screenshot shows a single menu item 'Disability Benefits' with a green icon on the left and a right-pointing arrow on the right.

1.5 Enter Criteria

**Enter Last Name
or Name**

**Click the Include
History option**

Click Search



The screenshot shows the 'Disability Benefits' search interface. The 'Find an Existing Value' section contains search criteria fields: Emp ID, Benefit Record Number, Name, Last Name, Business Unit, Department Set ID, Department, Organizational Relationship, and Alternate Character Name. The 'Name' and 'Last Name' fields are highlighted with a red box. Below the search criteria, there are checkboxes for 'Case Sensitive', 'Include History', and 'Correct History'. The 'Include History' checkbox is checked and highlighted with a red box. At the bottom, there are 'Search', 'Clear', and 'Save Search' buttons. The 'Search' and 'Clear' buttons are also highlighted with a red box.

Case Sensitive Include History Correct History

1.6 Note

NOTE:

If an employee was not employed in a pension covered position as of 12/31/2005 and was not rehired into a pension covered position since that date, this page will be blank.

If an employee was employed in a pension covered position, as of 12/31/2005, or was hired or rehired since that date into a pension covered position, all the fields on this page should be populated with data.

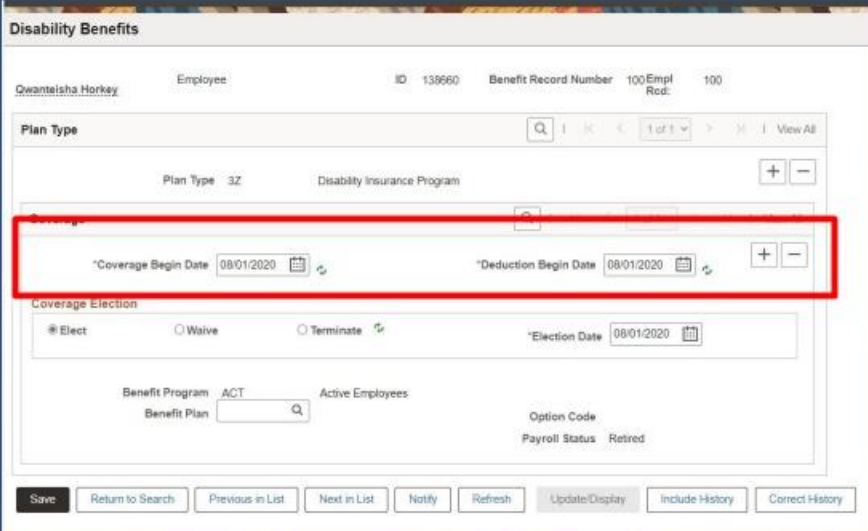
You will notice that the fields on this page are not open for update. This is a view only page.

1.7 Plan Type

The screenshot displays the 'Disability Benefits' interface for employee Qwanteisha Horkey. The 'Plan Type' section is highlighted with a red box and shows the value '3Z' for the Plan Type and 'Disability Insurance Program' for the program name. Below this, the 'Coverage' section shows a Coverage Begin Date of 08/01/2020 and a Deduction Begin Date of 08/01/2020. The 'Coverage Election' section has 'Elect' selected. The 'Benefit Program' is set to 'ACT' and 'Active Employees'. The 'Payroll Status' is 'Retired'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Plan Type One of two values display:
3Z Disability Insurance Program
31 Long Term Disability

1.8 Coverage



Disability Benefits

Qwanteisha Horkey Employee ID 138660 Benefit Record Number 100 Empl Rcd: 100

Plan Type 3Z Disability Insurance Program

Coverage

*Coverage Begin Date 08/01/2020 *Deduction Begin Date 08/01/2020

Coverage Election

Elect Waive Terminate

*Election Date 08/01/2020

Benefit Program ACT Active Employees

Benefit Plan Option Code

Payroll Status Retired

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Coverage - This field *may* display 01/01/2006, the coverage begin date for the Disability Insurance Program when employees were able to elect or enrollment was automatic.

You may also see:

- Date of Hire or Date of Rehire (if after 1/1/2006)
- Long Term Disability Date
- Retirement Date or Termination Date

1.9 Coverage Begin/Deduction Begin Dates

The screenshot displays the 'Disability Benefits' system interface for employee Qwanteisha Horkey. The interface includes the following fields and controls:


- Employee Information:** Employee Name: Qwanteisha Horkey, ID: 139660, Benefit Record Number: 100, Empl. Ret.: 100.
- Plan Type:** Plan Type: 3Z, Disability Insurance Program.
- Coverage:** *Coverage Begin Date: 08/01/2020, *Deduction Begin Date: 08/01/2020.
- Coverage Election:** Radio buttons for Elect (selected), Waive, and Terminate. *Election Date: 08/01/2020.
- Benefit Program:** ACT, Active Employees.
- Benefit Plan:** (Empty search field).
- Option Code:** Payroll Status: Retired.

At the bottom of the form, there are several action buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

The **Coverage Begin Date** should be the same as the **Deduction Begin Date**.

The **Election Date** should either be the actual date the employee made the election or it will be the same as the Coverage Begin Date.

1.10 Coverage Election Radio Buttons



The screenshot shows a 'Coverage Election' form with three radio buttons: 'Elect' (selected), 'Waive', and 'Terminate'. To the right is an 'Election Date' field with a calendar icon, showing the date 08/01/2020.

Coverage Election Radio Buttons

Elect


Plan Type 3Z - Employee elected to enter the Disability Insurance Program when they had the option during the election period or it was automatic if hired or rehired after 1/1/2006.

Plan Type 31 - Employee transitioned to Long Term Disability.

Waive - During the election period, employee waived the Disability Insurance Program and decided to remain with Disability Pension.

Terminate - You will see **Terminate** selected when a person has terminated from a pension covered position or when an employee has transitioned from short term disability to long term disability.

1.11 Benefit Program Values



The screenshot shows a web form with the following fields and values:

Benefit Program	ACT	Active Employees
Benefit Plan	DIP	Disability Insurance Program
Option Code		
Payroll Status	Active	

Benefit Program Values
-Active Employees

Benefit Plan Values
-DIP (Disability Insurance Program)
-DIPSTD (Disability Insurance Program STD)

*If **Waived** is chosen, the Benefit Plan field will be blank.

Payroll Status
Will display as one of four values:
-Active
-Terminated
-Leave with Pay
-Retired

1.12 Note

NOTE:

It is possible that you may see an employee with two **Waived** rows of data. In this instance, the first row of data indicates the employee did not make an election during the open enrollment period and defaulted into the Disability Pension.

Coverage Election choices were again offered in 2007. The second row of data indicates the employee did make an election to waive coverage and stay with Disability Pension.

The screenshot displays the 'Disability Benefits' interface. At the top, it shows 'Plan Type: SZ' and 'Disability Insurance Program'. Below this, there are two 'Coverage' sections. Each section includes a 'Coverage Election' area with radio buttons for 'Elect', 'Waive', and 'Terminate'. The 'Waive' option is selected in both sections. The 'Election Date' for the first row is 12/16/2006, and for the second row, it is 12/05/2005. Both rows are highlighted with a red border. The interface also shows 'Coverage Begin Date' and 'Deduction Begin Date' fields for each row, and a 'Benefit Program' dropdown set to 'ACT'.

1.13 Thank You

