
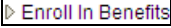

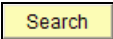





## Disability Benefits View Only Job Aid CRIS System

1.	<p>Click the <b>Benefits</b> link.</p> <p></p>
2.	<p>Click the <b>Enroll In Benefits</b> link.</p> <p></p>
3.	<p>Click the <b>Disability Benefits</b> link.</p> <p></p>
4.	<p>Enter the <b>Last Name</b> or <b>Name</b>.</p>
5.	<p>Click the <b>Include History</b> option.</p> <p><input type="checkbox"/></p>
6.	<p>Click the <b>Search</b> button.</p> <p></p>
7.	<p>Make sure you select the correct Benefit Record Number. (Refer to <b>Benefit Plan with Empl Rcd#</b> document in Pen-App Training Manual)</p> <p>In this example we will select the 100 record.</p> <p>Click the <b>Name</b> link.</p> <p></p>
8.	<p><b>NOTE:</b> 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.</p> <p>If an employee was employed in a pension covered position, as of 12/31/05, or was hired or rehired since that date into a pension covered position, all the fields on this page should be populated with data.</p> <p>You will notice that the fields on this page are not open for update. This is a view only page.</p>
9.	<p><b>Plan Type</b></p> <p>One of two values display:</p> <ul style="list-style-type: none"> <li>&gt; <b>3Z</b> Disability Insurance Program</li> <li>&gt; <b>31</b> Long Term Disability</li> </ul>

# Disability Benefits View Only Job Aid CRIS System



Disability Benefit

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Takwing Agostini      Employee      ID: 138660      Benefit Rcd Nbr: 100      Empl Rcd: 100

Plan Type

Find | View All    First 1 of 1 Last

Plan Type: 3Z      Disability Insurance Program

Coverage

Find | View All    First 1 of 1 Last

\*Coverage Begin Date: 01/01/2006      \*Deduction Begin Date: 01/01/2006

Coverage Election:  Elect     Waive     Terminate      \*Election Date: 01/01/2006

Benefit Program: Active Employees

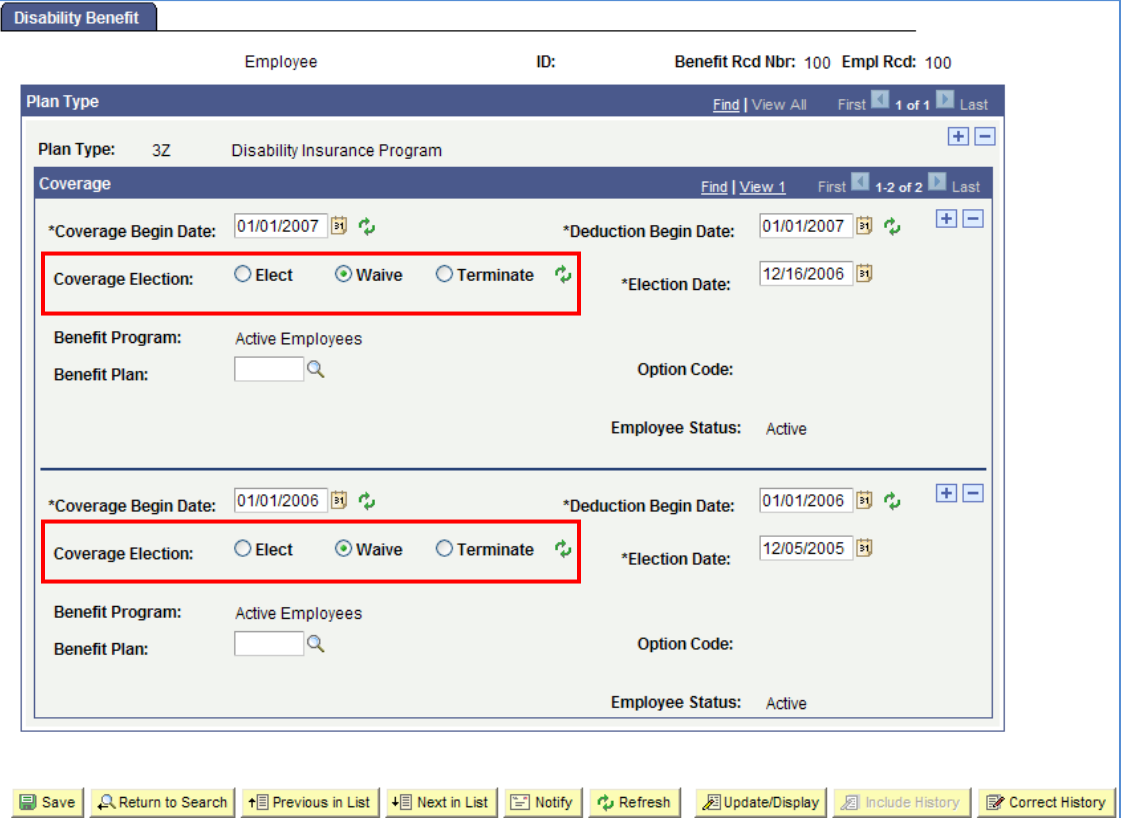
Benefit Plan: DIP      Disability Insurance Program      Option Code:

Employee Status: Active

	<p><b>Coverage Begin Date</b> 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.</p> <p>You may also see:</p> <ul style="list-style-type: none"> <li>&gt; Date of Hire or Date of Rehire (if after 1/1/2006)</li> <li>&gt; Long Term Disability Date</li> <li>&gt; Retirement Date or Termination Date</li> </ul>
10.	The <b>Deduction Begin Date</b> should be the same as the <b>Coverage Begin Date</b> .
11.	The <b>Election Date</b> should either be the actual date the employee made the election or it will be the same as the <b>Coverage Begin Date</b> .
12.	<p><b>Coverage Election Radio Buttons</b></p> <p><b><u>Elect</u></b> <b>Plan Type 3Z</b> - 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. <b>Plan Type 31</b> – Employee transitioned to Long Term Disability.</p> <p><b><u>Waive</u></b> – During the election period, employee waived the Disability Insurance Program and decided to remain with Disability Pension.</p> <p><b><u>Terminate</u></b> – You will see <b>Terminate</b> 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.</p>



## Disability Benefits View Only Job Aid CRIS System

13.	<b>Benefit Program Values</b> Plan Type 3Z – <b>Active Employees</b> Plan Type 31 – <b>Benefits (Excluding Life)</b>
14.	<b>Benefit Plan Values</b> Plan Type 3Z - <b>DIP</b> (Disability Insurance Program) Plan Type 31 - <b>DIP LTD</b> (Disability Insurance Program Long Term Disability) If <b>Waived</b> is chosen, the Benefit Plan field will be blank.
15.	<b>Employee Status</b> Will display as one of four values: <ul style="list-style-type: none"><li>&gt; Active</li><li>&gt; Terminated</li><li>&gt; Leave with Pay</li><li>&gt; Retired</li></ul>
16.	<p><b>NOTE:</b> It is possible that you may see an employee with two <b>Waived</b> 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.</p>  <p>The screenshot displays the 'Disability Benefit' view for an employee. It shows two rows of data for the same employee, both with 'Waive' selected in the 'Coverage Election' field. The first row is for the period 01/01/2007 to 12/16/2006, and the second row is for the period 01/01/2006 to 12/05/2005. Both rows show the employee status as 'Active' and the benefit program as 'Active Employees'.</p>
17.	You have successfully reviewed the <b>Disability Benefits</b> Page.