

Individual EN Enrollment

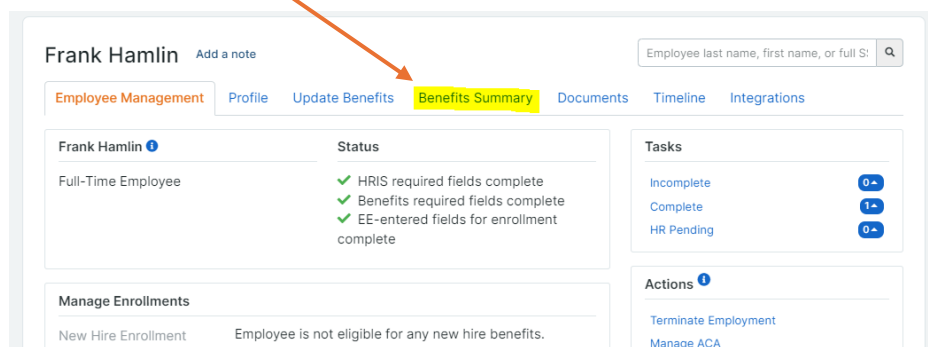
Need to know how a single employee is enrolled and / or their payroll deduction?

Follow these steps to confirm:

1. Search for employee by: last name, first name, or social

Employee last name, first name, or full S:

2. Click BENEFIT SUMMARY tab on the employee



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Employee last name, first name, or full S:

[Employee Management](#) [Profile](#) [Update Benefits](#) **[Benefits Summary](#)** [Documents](#) [Timeline](#) [Integrations](#)

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Full-Time Employee

Status

- ✓ HRIS required fields complete
- ✓ Benefits required fields complete
- ✓ EE-entered fields for enrollment complete

Tasks

- Incomplete [0](#)
- Complete [1](#)
- HR Pending [0](#)

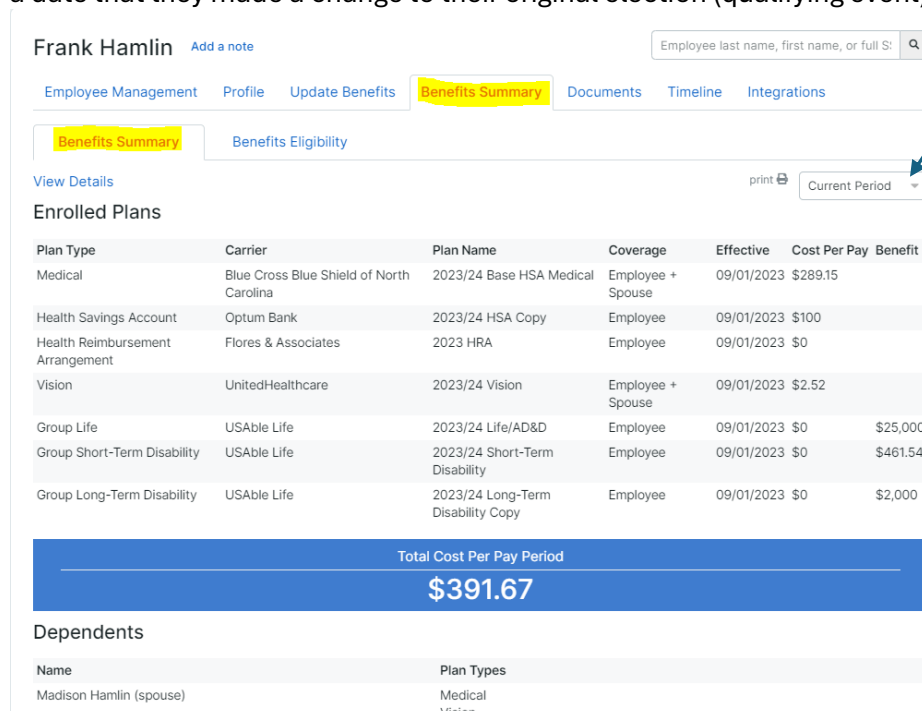
Manage Enrollments

New Hire Enrollment Employee is not eligible for any new hire benefits.

Actions

- [Terminate Employment](#)
- [Manage ACA](#)

3. The page displayed will show ALL CURRENT benefits the employee is enrolled in with the full cost per pay period.
The effective date shown will either be the start of the new plan year, their new hire effective date, or a date that they made a change to their original election (qualifying event).



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Benefits Summary [Benefits Eligibility](#)

[View Details](#) [print](#) [Current Period](#)

Plan Type	Carrier	Plan Name	Coverage	Effective	Cost Per Pay	Benefit
Medical	Blue Cross Blue Shield of North Carolina	2023/24 Base HSA Medical	Employee + Spouse	09/01/2023	\$289.15	
Health Savings Account	Optum Bank	2023/24 HSA Copy	Employee	09/01/2023	\$100	
Health Reimbursement Arrangement	Flores & Associates	2023 HRA	Employee	09/01/2023	\$0	
Vision	UnitedHealthcare	2023/24 Vision	Employee + Spouse	09/01/2023	\$2.52	
Group Life	USABLE Life	2023/24 Life/AD&D	Employee	09/01/2023	\$0	\$25,000
Group Short-Term Disability	USABLE Life	2023/24 Short-Term Disability	Employee	09/01/2023	\$0	\$461.54
Group Long-Term Disability	USABLE Life	2023/24 Long-Term Disability Copy	Employee	09/01/2023	\$0	\$2,000

Total Cost Per Pay Period

\$391.67

Dependents

Name	Plan Types
Madison Hamlin (spouse)	Medical Vision

If you want to view enrollments for another election period (upcoming or previous), hit the drop down arrow for other display