



**body**



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|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve an existing record</b> | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees Directory</a> .<br><b>Note:</b> The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record.<br>If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click <b>Yes</b> . |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Click **+Add** to add a row.

| Field                        | Description                                                                                                                                 |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Company</b>               | Click  to select an insurance company.                                                                                                      |
| <b>Plan Number</b>           | Type or click  to select a plan number for the selected insurance company. Or, press the SPACEBAR to view a list of available plan numbers. |
| <b>Plan Type</b>             | Click  to select a plan type to include the appropriate family members.                                                                     |
| <b>Employee Insurance ID</b> | Type the insurance ID for the employee. The field can be a maximum of 20 digits.                                                            |

Under **Individuals Covered By:**

Click **+Add** to add a row for each individual covered by the selected plan in the top grid.

|                       |                                                                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SSN</b>            | Type the nine-digit social security number of the family member covered by the employee's insurance policy.                                                |
| <b>DOB</b>            | Type the family member's date of birth in the MMDDYYYY format.                                                                                             |
| <b>Relation</b>       | Click  to select the relationship of the dependent to the employee.                                                                                        |
| <b>First Name</b>     | Type the first name of the dependent. The field can be a maximum of 17 characters.                                                                         |
| <b>Middle Name</b>    | Type the middle name of the dependent. The field can be a maximum of 14 characters.                                                                        |
| <b>Last Name</b>      | Type the last name of the dependent. The field can be a maximum of 25 characters.                                                                          |
| <b>Gen</b>            | Click  to select a generation code for the covered individual.                                                                                             |
| <b>Coverage Begin</b> | Type the date that the insurance coverage begins in the MMDDYYYY format.                                                                                   |
| <b>Coverage End</b>   | Type the date that the insurance coverage was terminated in the MMDDYYYY format.<br><br>If the insurance coverage is still active, leave this field blank. |

Click **Save**.