

Change in Employment

1. Bring up the employee record in Enrollment Management.

Quick Search
ID: E00199400 | Last Name: Stone | First Name: Silver

Buttons: Save, Reset, Active, History, OE History, Beneficiaries, Benefit Summary

Navigation: Member IDs, Member Info, Dependents, Case Notes, Other Group, **Employment**, QSC Events, Reinstale All, Term All

Summary as member of Salem-Keizer SD 24J (Current)

Plan Type	Plan Name	Plan Tier	Enr. Type	Cov. Eff. Date	End Date
Medical	ODS Medical Plan 5/RX B - Composite	Employee Only	New Hire	12-01-2009	
Pharmacy	ODS Pharmacy Plan B - Composite	Employee Only	New Hire	12-01-2009	
Vision	ODS Vision Plan 2 - Composite	Employee Only	New Hire	12-01-2009	
Dental	ODS Dental Plan 1 - Tiered	Employee Only	New Hire	12-01-2009	
Basic Life	Plan 8 Basic Life-\$35,000	Employee Only - \$35,000	New Hire	12-01-2009	
Basic Accidental Death & Disme ...	Plan 8 Basic AD&D-\$35,000	Employee Only - \$35,000	New Hire	12-01-2009	
Long Term Disability	Plan 17-Long Term Disability (Mandatory/ ...	Long Term Disability - 90 Day@60%	New Hire	12-01-2009	

2. Click on the Employment button as shown above.

Employments

Member: Silver Stone

Institution Number	Employment Type	Member Type	Transaction	Emp Type	Mem Type	Termination Reason Type	Termination
2142	Licensed-Full Time	OEA - Salem-Keizer	11-30-2009				

Buttons: Add, Close

3. Click on the Institution Number as shown above.

Employment

Member: Silver Stone

Educational Entity
Name: Salem-Keizer SD 24J | Institution Number: 2142

Types
Member: OEA - Salem-Keizer
Employment: Licensed-Full Time
Emp Type/Mem Type/Termination Reason: | Payment Type: ACH Debit

Dates
Original Hire: 11-30-2009 | Emp/Mem Type Change: 11-30-2009 | Termination: | Benefits Paid Through: |

Details
Waived Benefits:

Buttons: Save, Search, Reset, Close, **Change Employment**, Salary

4. Click on the Change Employment button as shown above.

The screenshot shows the 'Employment' form for member Silver Stone. The 'Types' section is highlighted with a red oval. Within this section, four specific fields are circled in red: 'Change Member Type' (set to 'OEA - Salem-Keizer'), 'Employment Type' (set to 'Licensed'), 'Emp Type/Mem Type Change Date' (empty), and 'Coverage End Date for Previous Employment' (empty). The 'Payment Type' is set to 'ACH Debit'.

5. Change the Member Type and the Employment Type as shown above. Click on Emp Type/Mem Type Change Date (this is the date employment is changed). Enter the date you want the benefits to end at the Previous Employment Type in the “Coverage End Date for Previous Employment” box.

The screenshot shows the 'Employment' form with updates. In the 'Types' section, 'Change Member Type' is now 'Non Represented - Salem-Keizer' and 'Employment Type' is 'Confidential-Full Time'. The 'Emp Type/Mem Type Change Date' is set to '01-01-2010' and the 'Coverage End Date for Previous Employment' is set to '12-31-2009'. In the 'Salary Details' section, 'ANNUALLY Salary' is set to '35000.00'. The 'Salary Type' is 'Annually Salary - Monthly Payroll Freq'. At the bottom, there are 'Save', 'Reset', and 'Back' buttons.

6. Enter the Salary Details as shown above.

MyOEBB – Change in Employment

Employment

Member : Silver Stone

Educational Entity

Institution Number: 2142 Name: Salem-Keizer SD 24J

Types

Change Member Type: Non Represented - Salem-Keizer

Employment Type: Confidential-Full Time

Emp Type/Mem Type Change Date: 01-01-2010

Salary Details

Salary Type: ANNUALLY Salary

Annually Salary - Monthly Payroll Freq: 35000.00

Salary Eff Date: 01-01-2010

Hours Worked:

Save Reset Back

Note: A Windows Internet Explorer dialog box is overlaid on the form, asking "This will terminate the current enrollments, if any. Do you want to continue?" with "OK" and "Cancel" buttons circled in red.

7. Click Save. Verify the Coverage End Date is the date that you want the benefits to end. If correct, Click OK.

OEBB
BENEFIT BOARD

- Security Setup
- Plan Management
- Enrollment Management
 - Enrollments
 - Login Attempts
 - Unsaved Enrollments
 - Termination Approvals
 - Affidavit Fulfillment
- Enrollment Requests
- Member Management
- Document Management
- Home Page Alerts
- Reports
- Payroll Interface

Enrollments

Quick Search: ID: 200199400 Last Name: Stone First Name: Silver

Save Reset Active History OE History Beneficiaries Benefit Summary

Member IDs Member Info Dependents Case Notes Other Group Cos Employment QSC Events Reinstate All Term All

Summary as member of Salem-Keizer SD 24J (Current)

Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date
Medical				
Vision				
Dental				
Basic Life				
Optional Employee Life				
Optional Spouse/Partner Life				
Optional Child Life				
Basic Accidental Death & Disme ...				
Optional Employee Accidental ...				
Optional Spouse/Partner Accide ...				
Optional Child Accidental Deat ...				
Short Term Disability				
Long Term Disability				

Save Reset Active History

8. Benefits will end and a QSC is already created as shown above. Click on Medical.

MyOEBB – Change in Employment

The screenshot shows the 'Enrollments' page for member Stone, Silver. The 'Enrollment QSC' dropdown is set to 'Change in Employment Status by Employee'. The 'Plans' dropdown is set to 'ODS Medical Plan 5/RX B - Composite' and the 'Tiers' dropdown is set to 'Employee Only'. The 'Summary' button is circled in red. Other fields include Effective Date (01-01-2010), End Date, PCP Name, Types (Medical), Requested total amount, and Approval Date.

9. Click on the Enrollment QSC as shown above. Select the plan and the correct tier. As shown above then click Summary.

The screenshot shows the 'Summary as member of Salem-Keizer SD 24J (Current)'. The table lists various benefits and their details. The 'Short Term Disability' link is circled in red.

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date
Medical ODS Medical Plan 5/RX B - Composite	Employee Only	QSC	01-01-2010	
Pharmacy ODS Pharmacy Plan B - Composite	Employee Only	QSC	01-01-2010	
Vision ODS Vision Plan 3 - Composite	Employee Only	QSC	01-01-2010	
Dental ODS Dental Plan 1/Ortho - Composite	Employee Only	QSC	01-01-2010	
Basic Life Plan 11 - Basic Life - \$100,000	Employee Only - \$100,000	QSC	01-01-2010	
Short Term Disability Plan 13 - Short Term Disability (Voluntary) ...	Short Term Disability - 14 Day Elimination/90 Day@60%	QSC	01-01-2010	
Long Term Disability Plan 14 - Long Term Disability (Voluntary) ...	Long Term Disability - 90 Day@60%	QSC	01-01-2010	
Optional Employee Life				
Optional Spouse/Partner Life				
Optional Child Life				
Basic Accidental Death & Disme ...				
Optional Employee Accidental ...				
Optional Spouse/Partner Accide ...				
Optional Child Accidental Deat ...				

10. Continue by clicking on the Vision and Dental and any of the optional benefit links to make the enrollment selections.

MyOEBB – Change in Employment

The screenshot shows the MyOEBB interface for a member named Silver Stone (ID: E00199400). The left sidebar contains navigation options such as Security Setup, Plan Management, Enrollment Management, and Payroll Interface. The main content area displays enrollment details for Salem-Keizer SD 24J (Current). A table lists various plans including Medical, Pharmacy, Vision, Dental, Basic Life, Short Term Disability, and Long Term Disability. At the bottom of the enrollment summary, the 'Save' button is circled in red.

11. Click Save once you have completed the enrollments.

The screenshot shows the MyOEBB interface for a member named John Doe (ID: E00183522). The left sidebar contains navigation options such as System Codes, Address Setup, Contact Setup, Security Setup, Plan Management, Contact Management, Enrollment Management, Utilities, Home Page Alerts, Reports, Payroll Interface, and Run Cron. The main content area displays enrollment details for Jefferson SD 14J (Terminated Employment). A confirmation dialog box is displayed over the enrollment table, asking: "Do you want to commit the changes to the enrollments? By pressing OK you are making the equivalent of your signature and authorizing deductions from your pay if necessary." The 'OK' button in the dialog box is circled in red.

12. Click Ok.

MyOEBB – Change in Employment

The screenshot shows the OEBB Benefit Management System interface. At the top, the browser window title is "OEBB - Benefit Management System - Windows Internet Explorer" and the address bar shows "https://test.myoebb.org/oebb/lbms.main". The user is identified as "User: Radish Debbie / Salem-Keizer SD 24J" and the date is "Tuesday, January 19, 2010".

The main content area displays the "Enrollments" section with a red circle around the message "Record Saved Successfully!". Below this is a "Quick Search" form with fields for ID (E00199400), Last Name (Stone), and First Name (Silver). There are buttons for "Save", "Reset", "Active", "History", and "OE History".

A navigation menu includes "Member IDs", "Member Info", "Dependents", "Case Notes", "Other Group Cov", "Employment", "QSC Events", "Reinstate All", and "Term All".

The "Summary as member of Salem-Keizer SD 24J (Current)" section contains a table of enrollment details:

Plan Type	Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date
Medical	ODS Medical Plan S/RX B - Composite	Employee Only	QSC	01-01-2010	
Pharmacy	ODS Pharmacy Plan B - Composite	Employee Only	QSC	01-01-2010	
Vision	ODS Vision Plan 3 - Composite	Employee Only	QSC	01-01-2010	
Dental	ODS Dental Plan 1/Ortho - Composite	Employee Only	QSC	01-01-2010	
Basic Life	Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	QSC	01-01-2010	
Optional Employee Life	Declined			01-01-2010	
Optional Employee Accidental	Declined			01-01-2010	
Short Term Disability	Plan 13-Short Term Disability (Voluntary) ...	Short Term Disability - 14 Day Elimination/90 Day@60%	QSC	01-01-2010	
Long Term Disability	Plan 5-Long Term Disability (Voluntary)- ...	Long Term Disability - 90 Day@60%	QSC	01-01-2010	

At the bottom of the enrollment list, there are buttons for "Save", "Reset", "Active", and "History".

13. You will see Record Saved Successfully.