

benefitsCONNECT

USER MANUAL

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INTRODUCTION

BenefitsConnect is your primary tool for managing your employee's personal data, job status, pay rates, and benefits. Keeping the system current is critical to many operations at The Archdiocese of New Orleans including getting your employees paid correctly if your Payroll system is relying on benefitsCONNECT for deductions. Therefore, your attention to timely management of your employee's data is mission critical.

ADDING A NEW HIRE TO THE SYSTEM

- **Log In** using your manager access.
 1. Go to <http://www.benefitsconnect.net/archofno>

- **Add the Employee** to the System
 1. Click on [Employee Administration](#).
 2. Click on Add Employee
 3. Complete all **Bold** fields
 - a. Annual Salary –
 - i. Must be the annualized amount and must assume the person works full time even if they are part time.
 - ii. Formula: Annual Salary = Hourly Rate x 2080
 - iii. Example:
 1. Employee hired at \$10.00/hr
 2. Annual Salary = \$10.00 x 2080
 3. Annual Salary = \$20,800
 - b. No. of Hours Worked per Week –
 - i. Input the projected weekly average
 4. Check the box – Click to edit this employee record
 5. Click Save - The employee is added and you are now in the employee's record

- **Add the Employment Information**
 1. Click on [Personal Information](#)
 2. Click on Employment Information
 3. Complete all **Bold** fields
 4. Input the effective date
 5. DON'T check the box to view transactions and send notices
 6. Click Save



- **Add the Payroll Information**
 1. Click on [Personal Information](#)
 2. Click on Payroll Information
 3. Complete all **Bold** fields
 4. Input the effective date
 5. DON'T check the box to view transactions and send notice
 6. Click Save

- **Logout of the system**
 1. Click **logout** near the top right hand corner of the screen

- **Have the new employee complete their personal data**
 1. See Showing the System to a New Employee



NOTE: We recommend HR input new hires as soon as the offer of employment is accepted instead of waiting until the first day of employment.

SHOWING THE SYSTEM TO A NEW EMPLOYEE

NOTE: In order for accurate processing of payroll, it is critical for the employee to verify and input all required data within the enrollment process AND complete the payroll information section before they start working.

- **Log In** using the employee's Username and Password.
 1. Go to <http://enroll.benefitsconnect.net/archofno>.
 2. Employee Username is always...
 - a. 1st 6 letters of last name + 1st letter of first name + last 4 digits of the Social Security number
 - i. Example 1 –
 1. Joe Tellerson and SSN 123-45-6789
 2. ID is tellerj6789
 - ii. Example 2 – Last Name less than 6 letters
 1. Joe Cruz and SSN 988-66-5489
 2. ID is cruzj5489
 3. The initial Employee Password is always their Social Security number
 - a. The employee will be directed to choose their own password.
 4. The system will walk the employee through the initial enrollment process. The employee can quit the process at any time by clicking on Logout. Their changes will be saved and when the login the next time the system will return them to the spot at which they quit, but failing to complete the entire process outlined here will cause payroll processing problems.

For someone who wants time to review their benefit options before making an election, have them make a temporary election or waive the coverage. They can return within a few days to make any benefit changes after taking the time to review their options.
 5. After completing the initial enrollment process in number 4 above, the employee will automatically be brought into the system.



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CHANGING AN ACTIVE EMPLOYEE RECORD

- **Log In** using your manager access.
 1. Go to <http://www.benefitsconnect.net/archofno>.

- **Select the Employee**
 1. Click on [Employee Administration](#).
 2. Click on Edit Employee
 3. Type in the employee's last name
 4. Click on Search
- Click on the desired employee record to highlight it
- Scroll down and click Select
- You are now in the selected employee's record

- **Make modifications as needed**
 1. Click on [Personal Information](#)
 2. Select the proper category – most common
 - b. Profile Information
 - c. Employment Information
 - d. Payroll Information
 3. Make the necessary changes
 4. Input the Effective Date
 5. Click Save



RESETTING AN EMPLOYEE PASSWORD

(Used when the employee forgets their password.)

- **Log In** using your manager access.
 1. Go to <http://www.benefitsconnect.net/archofno>.

- **Select the Employee**
 1. Click on [Employee Administration](#).
 2. Click on Edit Employee
 3. Type in the employees last name
 4. Click on Search
- Click on the desired employee record to highlight it
- Scroll down and click Select
- You are now in the selected employee's record

- **Reset the password**
 1. Click on [Personal Information](#)
 2. Click on Change Password
 3. Enter the new password and confirm it.
 4. Click Save



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RE-ENABLING AN EMPLOYEE LOG-IN

(Used when the employee gets locked out of the system.)

- **Log In** using your manager access.
 2. Go to <http://www.benefitsconnect.net/archofno>.

 - **Select the Employee**
 1. Click on [Employee Administration](#).
 2. Click on Edit Employee
 3. Type in the employees last name
 4. Click on Search
 - Click on the desired employee record to highlight it
 - Scroll down and click Select
 - You are now in the selected employee's record

 - **Re-enable the log in**
 1. Click on [Personal Information](#)
 2. Click on Change Status
 3. Change the Employee Login Disabled field from Yes to No.
 4. Click Save
- NOTE: If the field already said no, then try resetting the password.



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TERMINATING AN EMPLOYEE RECORD

NOTE: Records must be terminated in the system within 48 hours.

- **Log In** using your manager access.
 1. Go to <http://www.benefitsconnect.net/archofno>.

- **Select the Employee**
 1. Click on [Employee Administration](#).
 2. Click on Edit Employee
 3. Type in the employees last name
 4. Click on Search
- Click on the desired employee record to highlight it
- Scroll down and click Select
- You are now in the selected employee's record

- **Terminate the Employee**
 1. Click on [Personal Information](#)
 2. Click on Change Status
 3. Complete ONLY the following fields:
 - a. Employee Employment Status
 - b. Reason for Status Change
 - c. Status change Effective Date
 4. DON'T complete the following fields:
 - a. Date COBRA Notification Mailed
 5. Click Save
 6. If the person has benefit elections in the system, you will get a message that pops up asking, 'Do you want to term benefits?' Click Yes. **Do Not check the delete elections boxes.**
 7. Click Save



RE-HIRING/RE-ACTIVATING AN EMPLOYEE RECORD

- **Log In** using your manager access.
Go to <http://www.benefitsconnect.net/archofno>.
- **Select the Employee**
 1. Click on [Employee Administration](#).
 2. Click on Edit Employee
 3. Type in the employees last name
 4. Click on Search
- Click on the desired employee record to highlight it
- Scroll down and click Select
- You are now in the selected employee's record



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- **Re-Activate the Employee**
 1. Click on [Personal Information](#)
 2. Click on Change Status
 3. Complete the following fields:
 - a. Employee Employment Status
 - b. Status change Effective Date
 - c. Reason for Status Change (Rehired)
 - d. System Access Expiration Date
 - e. Employee Log In Status
 - f. Employee Log In Disabled



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Click Save

- **Re-Hire the Employee**
 1. Click on [Personal Information](#)
 2. Click on Employment Information
 3. Change the Date of Employment to the Rehire Date
 4. Click Save



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