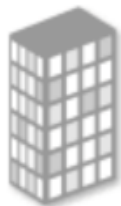




ARCHDIOCESE OF
NEW ORLEANS

ADMINISTRATION MENU

ADMINISTRATION MENU - THE ARCHDIOCESE OF NEW ORLEANS



company
administration



employee
administration



company
reporting

Add Employee

→ Edit Employees



EMPLOYEE ADMINISTRATION

Select Employee to Edit.

Select division or enter search criteria below.

Member Type

Select Criteria

→ Enter Keyword

←

OR

Select Division

Select Document

Employee Status changed.

EMPLOYEE ADMINISTRATION - HOPE, DUNCAN



personal
information

Profile
Employment
Payroll

→ Division
Status

Password
Compensation History
History File
Journal



dependent
information



benefits plan
information



EMPLOYEE ADMINISTRATION

Change Status - Hope, Duncan

Active on 5/20/2018

Employee Employment Status is currently

Terminated ▼ ←

Employee Termination Type

Voluntary ▼ ←

→ Reason for Status Change

Other ▼ → Other Moved out of area

Status Change Notes

[Empty text area for notes]

→ Status change Effective Date

07/11/2018 mm/dd/yyyy Last day worked

Date COBRA Notification Mailed

[Empty date field] mm/dd/yyyy

Final Payroll Date

[Empty date field] mm/dd/yyyy

→ System Access Expiration Date

07/11/2018 mm/dd/yyyy

Employee Login Status

Complete ▼

→ Employee Login Disabled

Yes ▼

Show Disclaimer

Yes ▼

This is a TEST Employee

Yes ▼

→ SAVE

CANCEL

www.benefitsconnect.net says

You have set this employee to a status TERMINATED.
Would you like to terminate plan elections?

Click "OK" to continue and provide termination dates for plan elections.
Click "Cancel" to save status and not terminate plan elections.



OK

Cancel

TUS

- Annunciation Church

EMPLOYEE ADMINISTRATION

Terminate Plan Elections - Hope, Duncan

Below is a list of plan elections that are currently effective or become effective at a future date. To change the termination date of a plan election, please provide the corresponding updated Termination Date. To delete a plan election, check the corresponding checkbox.

Benefit Plan	Coverage	Effective Date	Termination Date	Delete Election?
Health <i>6d</i> [706376]	Hope, Duncan Hope, Mrs [Spouse] Hope, Child1 [Child]	7/1/2018	<input type="text" value="7/31/2018"/>	<input type="checkbox"/>
Dental <i>6d</i> [693708]	Hope, Duncan Hope, Mrs [Spouse] Hope, Child1 [Child]	7/1/2018	<input type="text" value="7/31/2018"/>	<input type="checkbox"/>
Voluntary Employee Life AD&D <i>6d</i> [708709]	\$100,000.00	7/1/2018	<input type="text" value="7/31/2018"/>	<input type="checkbox"/>
Voluntary Spouse Life AD&D <i>6d</i> [708710]	\$25,000.00 Hope, Mrs [Spouse]	7/1/2018	<input type="text" value="7/31/2018"/>	<input type="checkbox"/>
Voluntary Child Life AD&D <i>6d</i> [708711]	\$10,000.00 Hope, Child1 [Child]	7/1/2018	<input type="text" value="7/31/2018"/>	<input type="checkbox"/>

SAVE

CANCEL

Do not delete elections as this will cause errors with the carriers and payroll



EMPLOYEE ADMINISTRATION - HOPE, DUNCAN



personal
information



dependent
information



benefits plan
information