

Welcome to Session 2

Step by Step Instructions Utilizing
Edison

The dial-in number is 1-866-741-6464
Please remember to **MUTE** your phones
Please **DO NOT** place the call on **HOLD**

Agenda

- ❖ Introduction to Edison Welcome Page
- ❖ Review Employee Job Data, Biographical and Benefits Information
- ❖ Upload Documents Through Edison
- ❖ Running Queries
- ❖ Schedule Queries
- ❖ Premiums Due / Collections Applied Report
- ❖ External Agency Calendar
- ❖ eForm (Hiring, Rehiring, Transferring, Entering Dependents, and Entering Benefits)
- ❖ Terminating an Employee
- ❖ Changing Name, Date of Birth, Marital Status, Address, and National ID

Welcome to Edison “Employee Portal Login”

Home

 [Employee Portal Login](#)
[Supplier Portal Home Page](#)



Edison Service Desk

1-866-376-0104 or
615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)



Special Notices



UAT Unavailable From April 27 through May 2, 2016 (TEST)

Beginning at 5:00PM CST on Wednesday, April 27, 2016, Edison's UAT test environment will not be available due to an impending upgrade. UAT will be available again after 8:00 AM CST on Monday, May 2, 2016. Through parts of the system may appear to be up, you will not be able to sign in until the UAT become available again. We apologize for the inconvenience.

Edison Maintenance Calendar

Sunday Apr 17, 2016 - Saturday Apr 23, 2016

Saturday, Apr 23

 Edison Scheduled Maintenance

FAQ

Edison Basics

-  [What is Edison?](#)
-  [What are the Edison Compatibility Standards?](#)
-  [How do I log into Edison?](#)
-  [Why Passwords Expire Every 90 days?](#)

PARTNERS FOR HEALTH™

If you have any question about your benefits contact the Benefits Administration Service Center at:
1-800-253-9981 or
615-741-3590 or visit:
partnersforhealthtn.gov

Payroll Call Center

If you have questions about your paycheck, your bank accounts, direct deposit, lost or stolen checks, taxes & deductions, or your W-2 form contact the Payroll Call

Logging Into Edison with Access ID and Password

Sign In:
Enter your Access ID.
Access ID:
Continue
Where do I enter my password?

First enter your Access ID
Click the "Continue" button.

The general format for a "**Access ID**" is similar to "aaaab0101001". The sequence for a general user ID is the following:

1. First four letters of your first name
2. Middle initial
3. The Two Digit form of the month and day of your birth
4. "001" depending on if someone has a similar ID

The "**Employee ID**" is generally 8 digits long and is similar to the following: "00999990". If you are a benefits user, this number is seen on your Caremark Prescription Card. Nick Name or better known as the "**Edison ID**"

Logging Into Edison with Access ID and Password

The Sign In window opens.
Enter your password
Click the “Enter” button.



Sign In:
Please enter your password

Password:

3/20/2010 11:57 (CDT)

enter

complex lvy

Why do you have a security image?
Not your image and phrase?
Forgot your password?

NOTE: If you enter the incorrect password five times in a row, you will be locked out. If this happens or you have forgotten your password, please call the service center or Edison help desk.

Introduction to “Edison Welcome Page”

The screenshot shows the Edison Welcome Page interface. At the top left, there are 'Favorites' and 'Main Menu' dropdowns. The main header features the 'TN Tennessee State Government' logo on the left and a search bar on the right. The search bar includes a dropdown menu set to 'All', a search input field, and links for 'Advanced Search' and 'Last Search Results'. To the right of the search bar, there is a 'Search Bar' label, a 'Welcome to Edison Employee Portal' message, and a user profile for 'Al Boyd'. A date and time stamp 'Thu, Apr 7, 2016 10:34 AM' is visible in the top right corner.

On the left side, a vertical menu lists various modules: Self Service, General Information, Payroll, Human Resources, Benefits, ELM, FSCM, and Training. A blue box labeled 'Modules Containing WorkCenters' points to this menu.

The main content area features a large banner image of a city skyline at night with the text 'Welcome To Edison'. Below the banner, there are several sections: 'Edison News Alerts' (with a note 'No articles currently available'), 'FAQ', 'Edison Basics' (with a list of questions), 'Edison Maintenance Calendar' (with a note 'No events found for the date range'), and 'My Reports' (with a note 'No Reports To Display'). A blue box labeled 'Alerts and Reports' points to these sections.

At the bottom left, there is a 'Edison Service Desk' section with contact information: '1-866-376-0104 or 615-741-HELP(4357)', 'Hours of Operation: 7:00 a.m. to 4:30 p.m. CST Monday through Friday(except holidays)'. A blue box labeled 'Modules Containing WorkCenters' also points to this section.

Favorites Main Menu

Home Sign out

TN Tennessee State Government

All Search Advanced Search Last Search Results

Search Bar

Welcome to Edison Employee Portal Al Boyd

Thu, Apr 7, 2016 10:34 AM

Modules Containing WorkCenters

- Self Service
- General Information
- Payroll
- Human Resources
- Benefits
- ELM
- FSCM
- Training

After logging in you will see your name here.

Edison News Alerts

FAQ

Edison Maintenance Calendar

My Reports

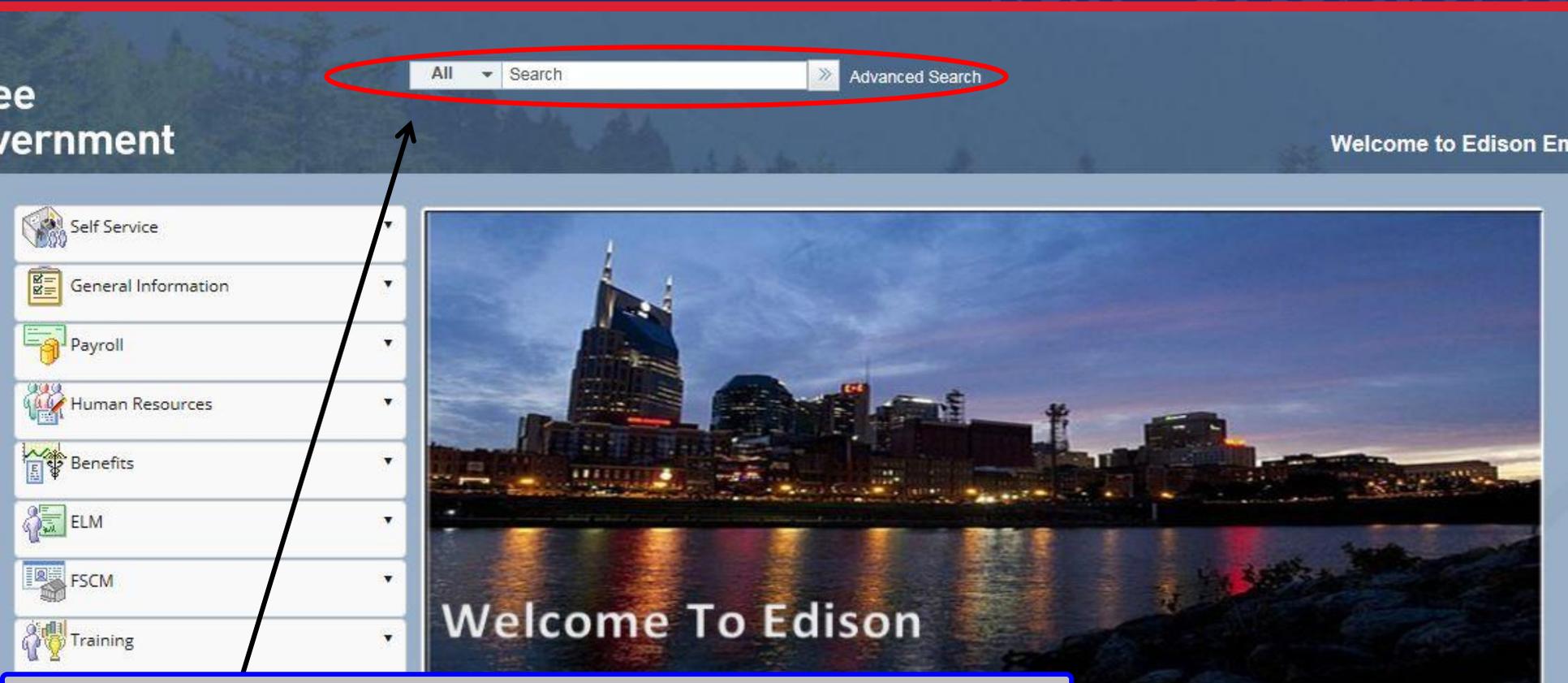
Alerts and Reports

Edison Service Desk
1-866-376-0104 or 615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

- ### Edison Basics
- What is Edison?
 - What are the Edison Compatibility Standards?
 - Why Passwords Expire Every 90 days?
- ### Edison Help Desk Info
- Who is the Edison Help Desk?
 - What do we support?
 - What is needed when you call the Edison Help Desk?

Sunday Apr 3, 2016 - Saturday Apr 9, 2016
No events found for the date range.
Calendar Not Available.
No Reports To Display
Report Manager

Introduction to “Search Tool”



Search tool is a one-stop search tool to aid in locating relevant content as well as improving the way users navigate throughout Edison.

Search Tool

see
Government

Welcome to Edison Emplo

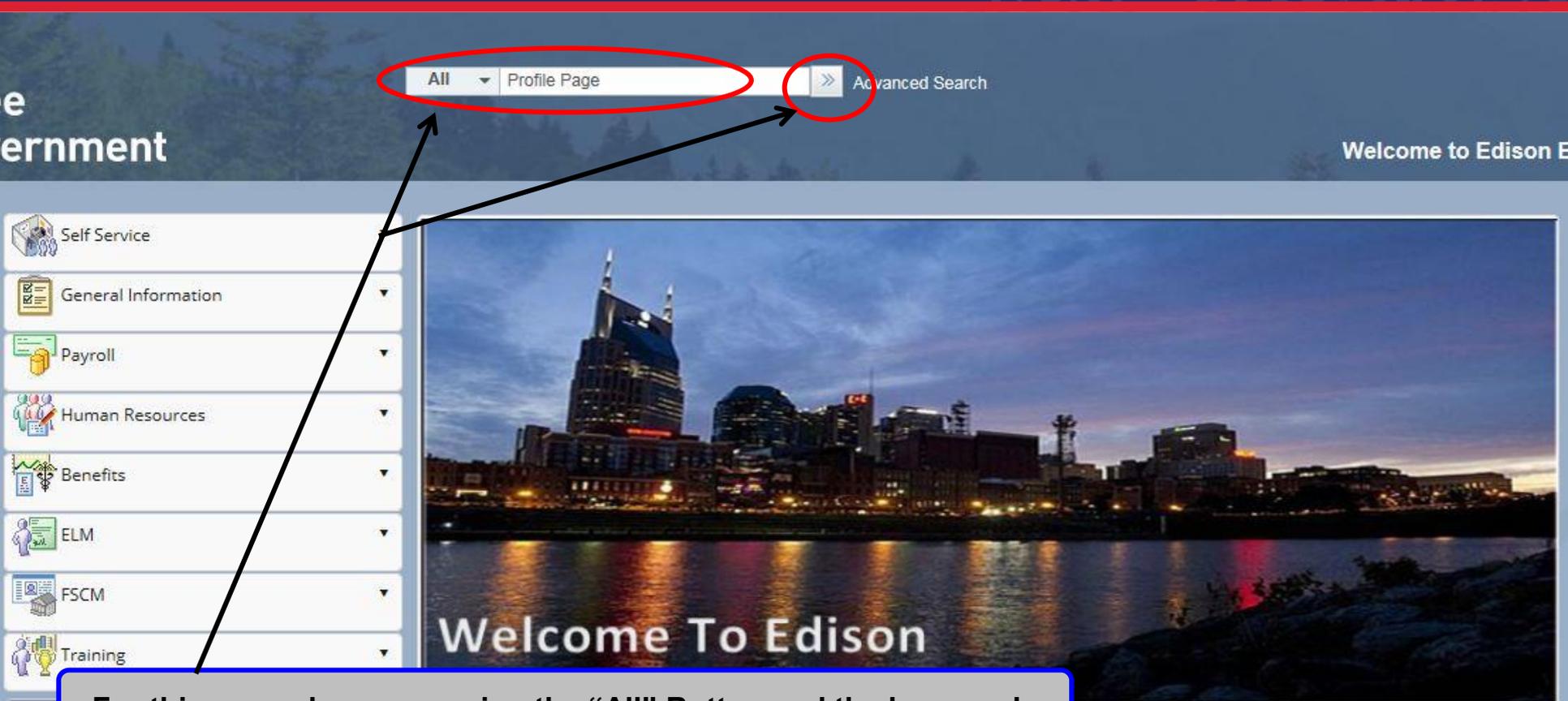
The screenshot shows a search tool interface. At the top, there is a search bar with a dropdown menu set to "All". The dropdown menu is open, showing four options: "All", "Calendars", "FAQ", and "PS HRMS - Local Node Menu". The "All" option is circled in red. To the left of the search bar is a navigation menu with icons and labels for "Self Service", "General Information", "Payroll", "Human Resources", "Benefits", "ELM", and "FSCM". An arrow points from the "Self Service" icon to the search bar. The background of the interface features a city skyline at dusk over a body of water.

Click the “All” button.

You will notice there are four search areas to choose from.
Each area may or may not pertain to your role as an ABC.

1. **All**
2. **Calendars**
3. **FAQ**
4. **PS HRMS – Local Node Menu**

Search Tool Using “All”



For this example we are using the “All” Button and the key words (Profile Page)

Enter the key word or phrase you are searching for.
Then press enter key or click the greater than arrow button.

Search Tool “Results”

Favorites ▾ Main Menu ▾ > "Profile Page"

TN Tennessee State Government

All ▾ Profile Page >> Advanced Search Last Search Results

Search Results for "Profile Page"

Filter by

Category

PS HRMS - Local Node Menu (1)

1 results matched your search criteria.

[Employee Profile Page](#)
Last Updated Date: 2012-06-27 03:09:38
Employee Profile Page
Application: PS HRMS - Local Node

Search result for the “Profile Page” only returned one result.

Click on the “Employee Profile Page” hyper link.

Search Tool

TN Employee Profile Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with ▾	<input type="text"/>
Name:	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
Second Last Name:	begins with ▾	<input type="text"/>
Alternate Character Name:	begins with ▾	<input type="text"/>
Middle Name:	begins with ▾	<input type="text"/>
SSN:	begins with ▾	<input type="text"/>

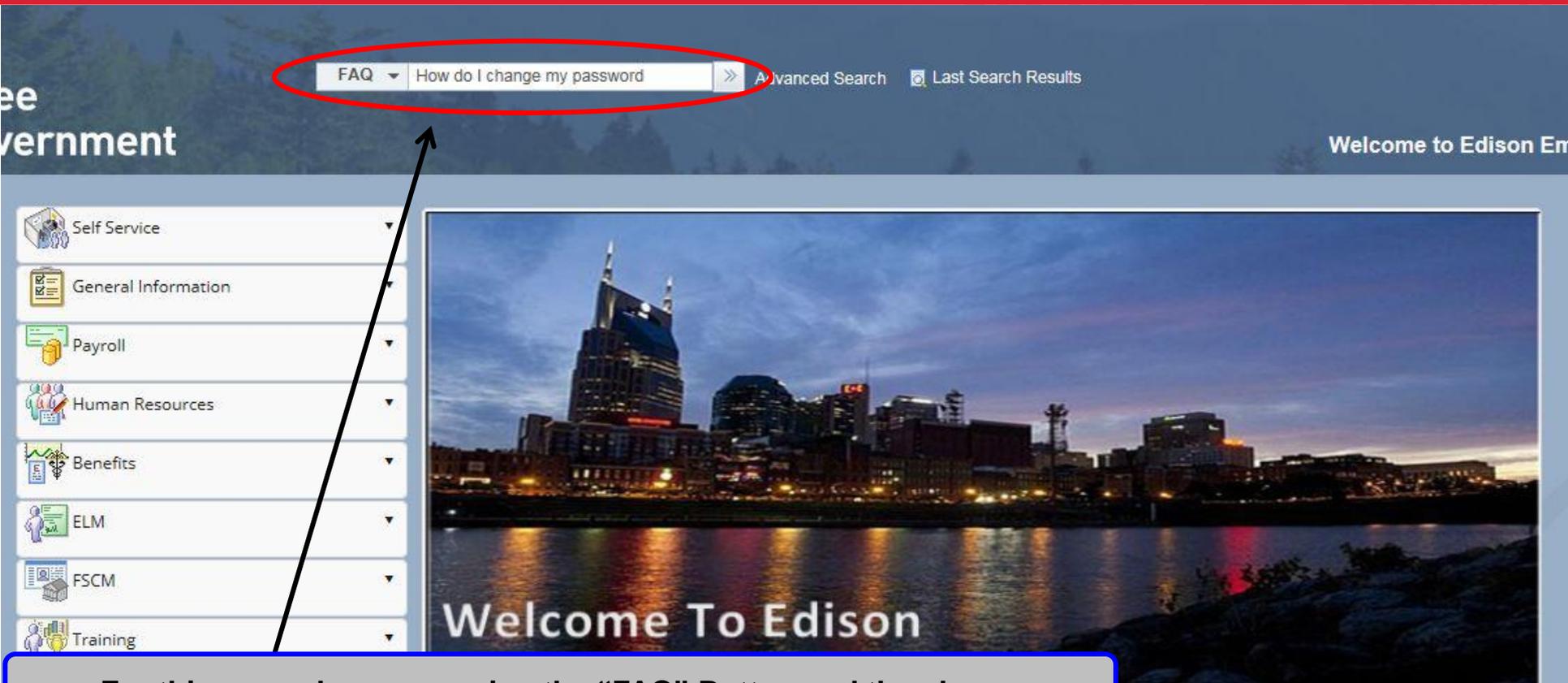
Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

It brings you to the "Employee Profile Page" Search Criteria work area.



Search Tool Using “FAQ”



For this example we are using the “FAQ” Button and the phrase (How do I change my password)

Enter the key word or phrase you are searching for.
Then press enter key or click the greater than arrow button.

Search Results for "How do I change my password"

4 results matched your search criteria

[Why Passwords Expire Every 90 days?](#)

Last Updated Date: 2015-11-10 16:26:39

The State of Tennessee has a State Security Policy that is designed to protect information not only in Edison but

[Updating Favorites and Shortcuts To Edison](#)

Last Updated Date: 2015-11-12 17:19:27

Due to the recent implementation of Edison Identity and Access Manager, many users may need to change how their Internet favorites and desktop shortcuts are saved for Edison. Using

[What do we support?](#)

Last Updated Date: 2015-11-12 18:45:40

The Edison Help Desk supports all calls related to the Edison except for the following:

- 1. Any questions regarding your benefits, enrollment questions, changes in family status , and deferred

[What are the Edison Compatibility Standards?](#)

Last Updated Date: 2015-11-09 14:11:40

Due to the installation of Edison Identity and Access Manager applications, Internet Explorer 8,7,6 and Windows XP are no longer compatible with Edison.

Additionally,

We have multiple search results for "How do I change my password".

Click on the hyper link that best fits your question.

Review Employee Job Data, Biographical and Benefits Information

This procedure shows you how to check the current information in Edison for an employee.

★ This Applies to all Agencies.

Benefits

- Self Service
- General Information
- Payroll
- Human Resources
- Benefits**
- ELM
- FSCM
- Training



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Edison News Alerts
No articles currently available
News and Events

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?

Edison Help Desk Info

- Who is the Edison Help Desk?
- What do we support?
- What is needed when you call the Edison Help Desk?

Edison Maintenance Calendar
Sunday Apr 3, 2016 - Saturday Apr 9, 2016
No events found for the date range.
Calendar Not Available.

My Reports
No Reports To Display
Report Manager

Select the "Benefits" button.

Benefits WorkCenter

- Self Service
- General Information
- Payroll
- Human Resources
- Benefits**
 - Benefits News
 - Benefits Support Info
 - Benefits WorkCenter**
- ELM
- FSCM
- Training



Edison News Alerts
No articles currently available
News and Events

Edison Maintenance Calendar
Sunday Apr 3, 2016 - Saturday Apr 9, 2016
No events found for the date range.

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?

Edison Help Desk Info

- Who is the Edison Help Desk?
- What do we support?
- What is needed when you call the Edison Help Desk?

Select the "Benefits WorkCenter" button.

Edison Service Desk

1-866-376-0104 or
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Monday through Friday(except holidays)

Introduction to “Benefits WorkCenter”

Benefits WorkCenter

Benefits Workcenter

Welcome to the Benefits WorkCenter!

This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" to left contains links assigned to this WorkCenter page. As you click the various links, the "Work Area" where this message is being displayed will change.

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

There are three folders inside the Benefits WorkCenter. Each folder contains links to a variety of locations in Edison.

1. **Benefits Administration**
2. **Workforce Administration**
3. **Benefits Billing**

NOTE: A WorkCenter is a collection of frequently used links in a centralized area to quickly take a user to related pages in a module.

Benefits Administration Folder “Employee Profile Page”

Benefits WorkCenter

Benefits Workcenter

Welcome to the Benefits WorkCenter!

This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" to left contains links assigned to this WorkCenter page. As you click the various links, the "Work Area" where this message is being displayed will change.

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- Non-Payroll New Hire
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Workforce Administration

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- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

To begin the process to Review Employee Job Data, Biographical and/or Benefits Information, Click the “Employee Profile Page” button.

Employee Profile “Search Criteria”

TN Employee Profile Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Last Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Middle Name:	begins with ▼	
SSN:	begins with ▼	

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

You can search for your employee in several different ways.

1. **Search by Empl ID**
2. **Name/Last Name**
3. **Social Security Number**

Enter the data you wish to use in the appropriate field
Click the “Search” button.

NOTE: Social Security Number is entered without spaces.

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
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- Health Benefits

Workforce Administration

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Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Joe Benefits EMP ID: 00470701 Empl Record: 0

Personal Information

Name	Date of Birth	National ID	Address	Address As Of
Joe Benefits	03/01/1990	852-96-3741	312 Rosa Parks Ave Nahsville, TN 37243-0001 Davidson	04/06/2016

Job Information Find | View All First 1 of 1 Last

Empl Record: 0 EMP

Benefit Program: GA2 Effective Date: 03/01/2016

Find | View All First 1 of 1 Last

Effective Date: 03/01/2016 Sequence: 0

HR Status: Active Payroll Status: Active

Action: Hire Reason: X-Benefits Employee Hire

Empl Class: GA2 Pay Group: INS

Annual Salary: \$ 50000

Position Number: 99001047 Giles County Local Government

Company: NP State of Tennessee Non Payroll

Business Unit: LGGA2 Loc Government Active Level 2

Department: 9202800000 Giles County Loc Gov

Location: NP028 Giles County

Date Created: 03/31/2016

From this page, you can see all the information for the employee by clicking on any of the 5 tabs:

1. **Bio & Job Data**
2. **Health Benefits**
3. **Links**
4. **Notes**
5. **Scanned Documents**

The "Bio & Job Data" button shows the employee's "Personal Information" and current/historical "Job Information".

Joe Nashville

EMP

ID:

Empl Record: 0

Sched ID	Benefit Rcd Nbr	Event Date	Event Class	Action Source	Process Status	Process Indicator	Status	Out of Seq
EVENTM	0	03/28/2016	NHR	JobChg	Enrolled	Normal Prc	Closed	NO

The "Health Benefits" button shows the employee's current "Plan Type" and "Coverage" along with historical choices.

Click the arrows to go through the different plans types. (Medical, Dental, Vision, etc.)

Any active dependents the employee has will be listed here.

Plan Type Find | View All First 1 of 4 Last

Benefit Rcd Nbr 0 Benefit Program GA1

Plan Type 10 **Medical**

Coverage Find | View All First 1 of 1 Last

Coverage Begin Date: 04/01/2016 **Benefit Plan:** PPPV1W-Partnership PPO BCBS We

Coverage Election: Elect Coverage Code: A Single

Previously Seen: **Election Date:** 03/28/2016

ID	Name	Relationship	National ID	Date Of Birth	Incap

Return to Search

Joe Nashville

EMP

ID: 00470686

Empl Record: 0

Personalize | Find | View All | First 1 of 1 Last

Sched ID	Benefit Rcd Nbr	Event Date	Event Class	Action Source	Process Status	Process Indicator	Status	Out of Seq
EVENTM	0	03/28/2016	NHR	JobChg	Enrolled	Normal Prc	Closed	NO

Notice the change in "Plan Type" from 1 of 4 "Medical" to 2 of 4 "Dental".

Plan Type Find | View All First 2 of 4 Last

Benefit Rcd Nbr 0

Benefit Program GA1

Plan Type 11

Dental

Coverage Find | View All First 1 of 1 Last

Coverage Begin Date: 04/01/2016

Benefit Plan: PPDN-Pre-Paid

Coverage Election: Elect

Coverage Code: A Single

Previously Seen:

Election Date: 03/28/2016

ID	Name	Relationship	National ID	Date Of Birth	Incap

Return to Search

Joe Nashville

EMP

ID: 00470686

Empl Record: 0

Sched ID	Benefit Rcd Nbr	Event Date	Event Class	Action Source	Process Status	Process Indicator	Status	Out of Seq
EVENTM	0	03/28/2016	NHR	JobChg	Enrolled	Normal Prc	Closed	NO

Notice the change in "Plan Type" from 2 of 4 "Dental" to 3 of 4 "Vision".

Plan Type

Find | View All

First 3 of 4 Last

Benefit Rcd Nbr 0

Benefit Program GA1

Plan Type 14

Vision

Coverage

Find | View All

First 1 of 1 Last

Coverage Begin Date: 04/01/2016

Benefit Plan:

Coverage Election Waive

Coverage Code:

Previously Seen:

Election Date: 03/28/2016

ID	Name	Relationship	National ID	Date Of Birth	Incap

Return to Search

Joe Nashville

EMP

ID: 00470686

Empl Record: 0

Employee Event Detail

Empl Rcd

Review Paycheck Summary

Automated COBRA Benefits

Manual COBRA Benefits

Billing Enrollment

Billing Adjustment Summary

Arrears Balances

Billing Balance Review

The "Links" button offers various links that you have access to depending on your security level.

Joe Nashville EMP ID: 00470686 Empl Record: 0

Add Note

Find | View All First 1 of 2 Last

Note Date/Time: 04/11/2016 1:45 PM
Notes By: Manners, Rickie K

Notes:
Employee is a new hire into this agency. We Rec employee enrollment change application form where they are a new hire into this agency and no other documentation was required. Employee had selected the following benefits all at single coverage: PPPV1W-Partnership PPO BCBS West, PPDN-Pre-Paid Dental, and waived Vision. BA keyed an NHR event with an effective date of 04/01/2016 and validated/finalized in on-demand.

Note Source:

- Phone Call
- Email
- Billing
- Remedy Ticket
- Keyed Enrollment-Event Class NHR
- Other
- Need Additional Documentation

Return to Search

The "Notes" button displays the notes entered onto the employee's record by BA.

Click the arrows to view historical records that are entered in Edison for this employee.

The "Note Date/Time" shows you the time the note was entered into the system.

The "Notes By" shows who entered the notes.

Personalize | Find |  |  | First

	Click to Retrieve Document	Class Description	Document Type Description
1	Click to Retrieve Document	Benefits - Insurance Admin	Insurance Enrollment / Change
2	Click to Retrieve Document	Benefits - Insurance Admin	Employee Death Claim
3	Click to Retrieve Document	Benefits - Insurance Admin	Dependent Death Claim
4	Click to Retrieve Document	Benefits - Deferred Comp	General Correspondence
5	Click to Retrieve Document	Benefits - Insurance Admin	General Correspondence
6	Click to Retrieve Document	Benefits - Flexible Benefits	General Correspondence
7	Click to Retrieve Document	Benefits - Flexible Benefits	Flex Enrollment Form
8	Click to Retrieve Document	Benefits - Flexible Benefits	Change of Family Status - Flex
9	Click to Retrieve Document	Benefits - Deferred Comp	401K Enrollment Form
10	Click to Retrieve Document	Benefits - Deferred Comp	401K Other Form
11	Click to Retrieve Document	Benefits - Deferred Comp	457 Enrollment Form
12	Click to Retrieve Document	Benefits - Deferred Comp	457 Other Form
13	Click to Retrieve Document	Benefits - Deferred Comp	401K Roth
14	Click to Retrieve Document	Benefits - Insurance Admin	PHI Release

The “Scanned Documents” button shows documents that have been uploaded to the employee’s record.

Click on the document(s) you would like to review by clicking one of these links.

NOTE: The majority of documents will be in the Insurance Enrollment/Change area (1) and/or the General Correspondence area (5).

	Click to Retrieve Document	Class Description	Document Type Description
1	Click to Retrieve Document	Benefits - Insurance Admin	Insurance Enrollment / Change
2	Click to Retrieve Document	Benefits - Insurance Admin	Employee Death Claim
3	Click to Retrieve Document	Benefits - Insurance Admin	Dependent Death Claim
4	Click to Retrieve Document	Benefits - Deferred Comp	General Correspondence
5	Click to Retrieve Document	Benefits - Insurance Admin	General Correspondence
6	Click to Retrieve Document	Benefits - Flexible Benefits	General Correspondence
7	Click to Retrieve Document	Benefits - Flexible Benefits	Flex Enrollment Form
8	Click to Retrieve Document	Benefits - Flexible Benefits	Change of Family Status - Flex
9	Click to Retrieve Document	Benefits - Deferred Comp	401K Enrollment Form
10	Click to Retrieve Document	Benefits - Deferred Comp	401K Other Form
11	Click to Retrieve Document	Benefits - Deferred Comp	457 Enrollment Form
12	Click to Retrieve Document	Benefits - Deferred Comp	457 Other Form
13	Click to Retrieve Document	Benefits - Deferred Comp	401K Roth
14	Click to Retrieve Document	Benefits - Insurance Admin	PHI Release

File Name	DateCreated	View document	c3
Benefits-Insurance Admin	04/11/2014	Open	Download
Benefits-Insurance Admin	03/07/2010	Open	Download

Click the "Open" button to view the document.

The document will appear in a separate window.

NOTE: Based on your computer settings you may need to click the download link to view the document.



Questions?

Upload Documents Through Edison

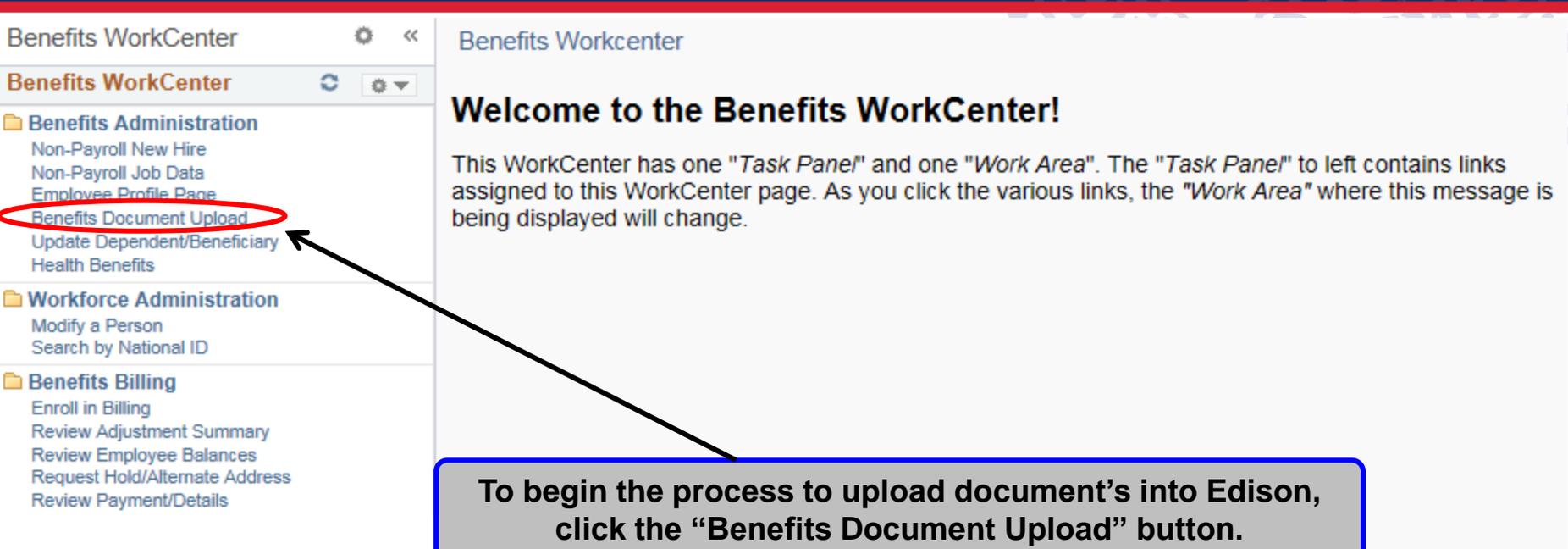
You can upload scanned documents for your employees through Edison instead of sending them via fax to Benefits Administration.



This Applies to all Agencies

Benefits WorkCenter

Benefits Document Upload



Benefits WorkCenter

Benefits Workcenter

Welcome to the Benefits WorkCenter!

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Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload**
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

To begin the process to upload document's into Edison, click the "Benefits Document Upload" button.

NOTE: *The Benefits Document Upload is not used for Local Education, Local Government, or Higher Education on their New Hire, Transfer, or Re-Hires).*

Benefits Document Upload

Employee ID / Proceed to Upload

The screenshot shows the 'Benefits Document Upload' page in the Benefits WorkCenter. The left sidebar contains navigation options under 'Benefits Administration', 'Workforce Administration', and 'Benefits Billing'. The main content area is titled 'Requirements' and lists four steps for document upload. Below the requirements is a note for Central State ABCs and a warning to read the requirements. At the bottom, there is an input field for 'Enter Employee ID:' with the value '00470686' and a 'Proceed to Upload >>' button. Two arrows point from a callout box below to the input field and the button.

Benefits WorkCenter

Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, .PNG, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: Proceed to Upload >>

(or SSN if ID not available)

Enter the Employee's Edison ID number or the Social Security Number and Click the "Proceed to Upload" button.

Benefits Document Upload File Attachment Browse Tab

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

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4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee ID for this process is only for standard enrollment documents.

Please make sure you read and understand the requirements before proceeding.

Enter Employee ID:
(or SSN if ID not available)

File Attachment

Browse...

Upload Cancel

Click the "Browse" button.



file. For instance, if you have an enrollment form and two
e saved in the same file.

e. You cannot scan multiple sets of documents for multiple
file for each employee must be uploaded separately.
(employee ID not available) in the box below before clicking Proceed

Attachment

Browse...

Cancel

Select the correct file to upload to Edison.
Click the "Open" button.

Benefits Document Upload File Attachment “Upload”

The screenshot displays the 'Benefits Document Upload' page within the 'Benefits WorkCenter' application. The left sidebar contains navigation options such as 'Benefits Administration', 'Workforce Administration', and 'Benefits Billing'. The main content area is titled 'Benefits Document Upload' and includes a 'Requirements' section with four numbered instructions. A 'File Attachment' dialog box is open, showing a file path and an 'Upload' button circled in red. A text box at the top right explains that the file name will appear in the attachment box, and another text box at the bottom center instructs to click the 'Upload' button.

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, .PNG, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee ID process is only for standard enrollment documents.

Please make sure you read and understand the requirements.

Enter Employee ID:
(or SSN if ID not available)

File Attachment

C:\Users\lag04iu3\Desktop\00470686 Joe Nashville.doc | Browse...

Upload Cancel

Your file document name will appear in the File Attachment box.

Click the “Upload” button to upload the file into Edison.

Benefits Document Upload

Example: “Successful Upload”

The screenshot displays the 'Benefits Document Upload' page within the 'Benefits WorkCenter' application. The left sidebar contains a navigation menu with categories: 'Benefits Administration' (including Non-Payroll New Hire, Non-Payroll Job Data, Employee Profile Page, Benefits Document Upload, Update Dependent/Beneficiary, and Health Benefits), 'Workforce Administration' (including Modify a Person and Search by National ID), and 'Benefits Billing' (including Enroll in Billing, Review Adjustment Summary, Review Employee Balances, Request Hold/Alternate Address, and Review Payment/Details). The main content area is titled 'Benefits Document Upload' and features a 'Requirements' section with four numbered instructions: 1. All documents for each employee must be in the same file. 2. The file type should be .PDF, .TIF, .PNG, or .JPG. 3. Only one file can be uploaded per employee at a time. 4. The employee ID or Social Security Number must be entered before proceeding. A note specifies that Central State ABCs cannot accept death claim documents. Below the requirements is a text input field for the Employee ID (containing '00470686') and a 'Proceed to Upload >>' button. At the bottom of the page, a red message states 'Document Upload Successful' with a timestamp of '123456987/4/27/2016 8:24 AM'.

Benefits WorkCenter

Benefits Document Upload

Requirements

1. All documents for each employee must be in the **same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, .PNG, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: Proceed to Upload >>

(or SSN if ID not available)

Document Upload Successful 123456987/4/27/2016 8:24 AM

NOTE: After clicking the “Upload” button, you will be return to the “Requirements” page. There will be a message at the bottom of the page letting you know the upload was successful or unsuccessful with a date and time stamp.

Benefits Document Upload

Example:

“Unsuccessful Upload”

Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, .PNG, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: Proceed to Upload >>

(or SSN if ID not available)

Document Upload FAILED with Error code of 11 on 123456987/3/28/2016 at 9:45 AM

NOTE: After clicking the “Upload” button, you will be return to the “Requirements” page. There will be a message at the bottom of the page letting you know the upload was successful or unsuccessful with a date and time stamp.

Benefits Document Upload Notes

- The uploaded file will not immediately be visible to you or to Benefits Administration
- Documents will be assigned to the correct employee record in Edison within 24 to 48 hours of upload (during peak times it may take longer)
- Each document will be worked by the analyst in Benefits Administration in the order they were received
- Do **not** upload the same file more than once as this will cause delays when processing the document



Questions?

Running Queries

Running Queries allows you to view changes and discrepancies within Edison

★ This Applies to Non Payroll Agencies

Main Menu

Favorites ▾ Main Menu ▾

Home | Sign out

TN Tennessee State Government

All Search Advanced Search



Welcome to Edison Employee Portal AL Boyd

Mon, Apr 11, 2016 03:26 PM

- Self Service ▾
- General Information ▾
- Payroll ▾
- Human Resources ▾
- Benefits ▾
- ELM ▾
- ESSM ▾



Click on the "Main Menu" button.



Edison Service Desk
1-866-376-0104 or 615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

Edison News Alerts
No articles currently available
News and Events

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?

Edison Help Desk Info

- Who is the Edison Help Desk?

Edison Maintenance Calendar

Sunday Apr 10, 2016 - Saturday Apr 16, 2016
No events found for the date range.
Calendar Not Available.

My Reports

No Reports To Display

Report Manager

Main Menu

Running Queries from Query Viewer

The screenshot shows the Edison system's Main Menu. The 'Main Menu' dropdown is open, showing a list of folders and buttons. The 'HCM Reporting Tools' folder is highlighted in yellow. Within this folder, the 'Query' button is highlighted in yellow. From the 'Query' button, a sub-menu is open, showing 'Query Viewer' and 'Schedule Query' buttons. The 'Query Viewer' button is highlighted in yellow. Three red circles are drawn around 'HCM Reporting Tools', 'Query', and 'Query Viewer'. Three black arrows point from these circles to a blue-bordered text box on the right side of the screen. The text box contains three numbered steps: 1. Click the 'HCM Reporting Tools' folder from the 'Main Menu' list. 2. Click the 'Query' button from the 'HCM Reporting Tools' folder. 3. Click on the 'Query Viewer' button from the Query Folder. The background of the screenshot shows a 'Welcome to Edison' banner with a cityscape at night and a 'Welcome To Edison' text overlay. Below the banner are sections for 'Edison News Alerts', 'Edison Maintenance Calendar', and 'FAQ'.

1. Click the "HCM Reporting Tools" folder from the "Main Menu" list.

2. Click the "Query" button from the "HCM Reporting Tools" folder.

3. Click on the "Query Viewer" button from the Query Folder.

Running Queries from Query Viewer

NOTE:

The following three (3) queries are required to be run monthly:

TN_BA142_TEMP_PRIMARY_NID_DEP - This query will show you all of the dependents that have a temporary Social Security Number and the name of the employee for that dependent. If you do not have the permanent SSN, you will need to get this information from the employee.

TN_BA142_TEMP_PRIMARY_NID_EMPL - This query will show you all of your employees that have a temporary Social Security Number. If you do not have the permanent SSN, you will need to get this information from the employee.

TN_BA313_ADDRESS_CHANGES - Shows all the addresses that have been updated for an agency.

Running Queries from Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Type "TN_BA" into the "begins with" field
Then Click the "Search" button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Then you can view a list of the queries you can run.
A query can be run to HTML (it will display within Internet Explorer) or to Excel.
The query can also be scheduled to run.
(State Agencies need to use this option)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Click the "Excel" button.

Query	Personalize	Find	View	100	First	1-30 of 185	Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Click the "Open" button
The Query will open in Excel format.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employee	Public	INVALID						
TN_BA172B_RETRO_DEDUCTIONS	Retro Dedu								
TN_BA172_RETRO_DEDUCTIONS	Retro Dedu EE								

Do you want to open or save TN_BA142_TEMP_PRIMARY_NID_DEP_1383743569.xlsx (3.96 KB) from sso-uat.edison.tn.gov?

TN_BA142_TEMP_PRIMARY_NID_DEP

	A	B	C	D	E	F	G	H	I	J	K	M	N	O
1	Temp NID as	1												
2	Department	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthda	Addr Typ	Address 1	City	State	Postal
3	9053400000	654321	410XXXXXX	Nashville, John	999999999	04	12/1/2015	Nashville, Mark	1/4/2016	HOME	317 Dreamland Dr	Burns	TN	37444
4														

This is indicates a record.

The Dep NID block will have a generic number listed in it.

Example:
TN_BA142_TEMP_PRIMARY_NID_DEP
Excel Format

NOTE: From here you have the capability to print or save the file.

TN_BA142_TEMP_PRIMARY_NID_EMPL

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Click the "Excel" button.

Search Results

*Folder View

Query	Personalize	Find	View	100	First	1-30 of 185	Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_EMPL

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employee	Public	INVALID	HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Dedu	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Dedu EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Click the "Open" button and the Query will open in Excel format.

Do you want to open or save **TN_BA142_TEMP_PRIMARY_NID_EMPL_554554113.xlsx** (3.54 KB) from **sso-uat.edison.tn.gov?**

TN_BA142_TEMP_PRIMARY_NID_EMPL

	A	B	C	D	E	F
1	Temp NID	0				
2	Dept ID	Eff Date	Empl ID	NID	Name	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

This is indicates no records.

Example:
TN_BA142_TEMP_PRIMARY_NID_EMPL
Excel Format

TN_BA313_ADDRESS_CHANGES

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

Advanced Search

Search Results

*Folder View

Click the "HTML" button.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA297_LOA_IN_BILLING	Active in billing for agency	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA302_PERSON_AND_JOB	Person and Job Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA308_SM_HIRED_AFTER_15TH	1st Deds will not Deduct	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA309_INELIG_FOR_PARTNER	List of ineligible for Partner	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA311_ESS_NEW_DEPENDENTS	New Dependents Added via ESS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA312_WCP_WITH_ARREARS	Worker's Comp with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES_BK	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES_OLD	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA324_1450_EMPLOYEES	List of 1450 Employees	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA327_RGF_PTN_EMPLS	Grandfathered Participants	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From: 04/01/2016 

Effective Date To: 04/12/2016 

View Results

ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	County	State	Postal	Last Upd DtTm	by	Description
----	-----	------	----------	--------	-----------	-----------	-----------	-----------	------	--------	-------	--------	---------------	----	-------------

Enter or click on the calendar icon to select the from and to dates you want to search.

Click the "View Results" button.

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From: 04/01/2016

Effective Date To: 04/12/2016

[View Results](#)

ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	County	State	Postal	Last Upd DtTm	by	Descri
----	-----	------	----------	--------	-----------	-----------	-----------	-----------	------	--------	-------	--------	---------------	----	--------

Click the "Open" button
The Query will open in Excel format.

Do you want to open or save TN_BA313_ADDRESS_CHANGES_1994014969.xlsx (3.98 KB) from sso-uat.edison.tn.gov?

Open

Save

Cancel

×

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES_BK - Address Changes

Effective Date From: 04/01/2016

Effective Date To: 04/12/2016

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

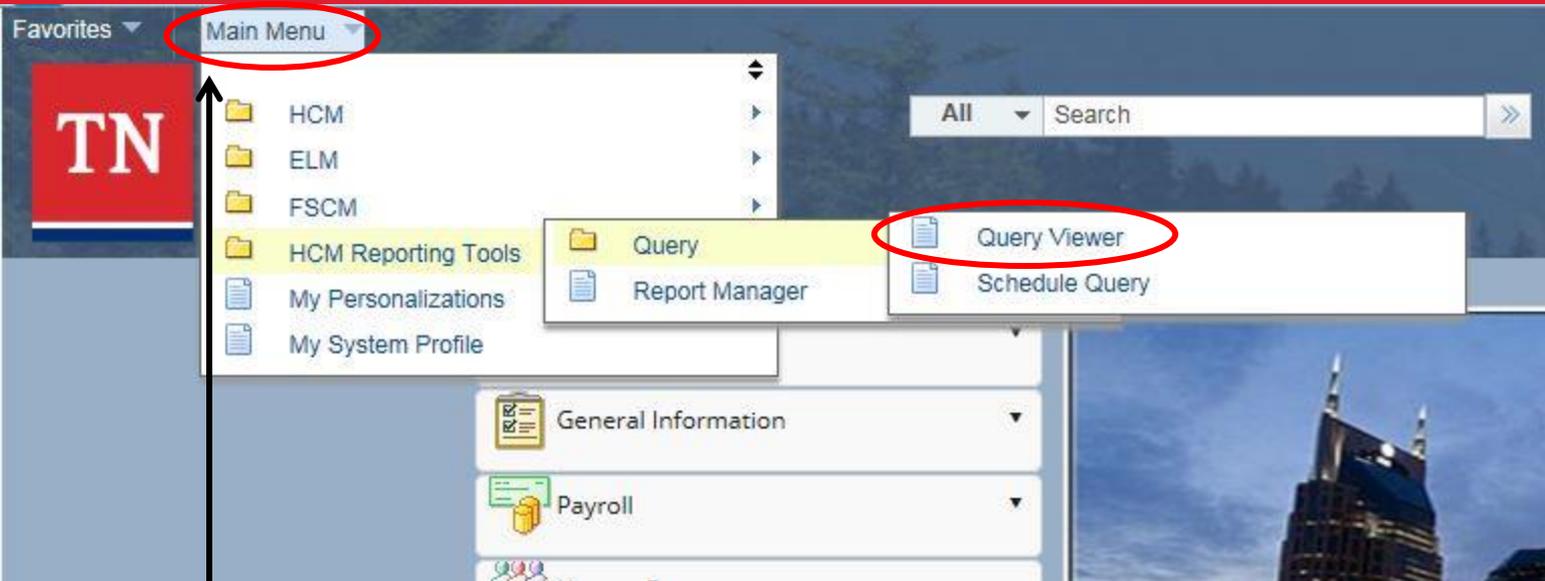
First 1-1 of 1 Last

ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	State	Postal	Last Upd DtTm	by	Description	
1	00470701	852963741	Benefits,Joe	04/06/2016	A	312 Rosa Parks Ave				Nahsville	TN	37243-0001	04/06/2016 3:42:15PM	alma0202001	AI Adams

Example:
TN_BA313_ADDRESS_CHANGES
Query which was ran to HTML.

From here you can select to run your query in an Excel Spreadsheet , CSV Text File, or XML File.

Adding A Query To Your Favorites In Query Viewer



Click on the “Main Menu” button above the TN Logo.

Query Viewer Favorites Search

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Enter "TN_BA" in the "begins with" field.

Then click the "Search" button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

Advanced Search

Search Results

*Folder View

Query	Personalize	Find	View 100	First	1-30 of 185	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVISED	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Select the Query you wish to add to your favorites by clicking on the "Favorites" button.

TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county	Public	INVALID COUNTY	HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA174_FTD_LIFE_INS_COUNTS	Ft.Dbrn Life Insurance Counts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA174_FTD_LIFE_INS_CTS_OLD	Ft.Dbrn Life Insurance Counts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_WITH_HIPAA_DELIMS	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DELIMS_R2	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DELIMS_RH	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DELIMS_RX	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DEL_RH2	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DEL_RH3	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA207_DEP_TERMS	Dep Terms Div,Mar,Ag						Schedule	Lookup References	Favorite
TN_BA207_IND_EVENTS	Ineligible D						Schedule	Lookup References	Favorite
TN_BA209A_STATE_HLTH_PREM_PYRL	Recon PYR Act						Schedule	Lookup References	Favorite

**You will see the query
 TN_BA142_TEMP_PRIMARY_NID_DEP
 in your "My Favorite Queries"**

My Favorite Queries										
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove	
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References		



Questions?

Schedule Query

Allow you to schedule queries so you can view changes and discrepancies within Edison.

This Applies to State Agencies.

However, Non Payroll agencies can use the Scheduler for really large Queries that may time out. (As the PPACA report).

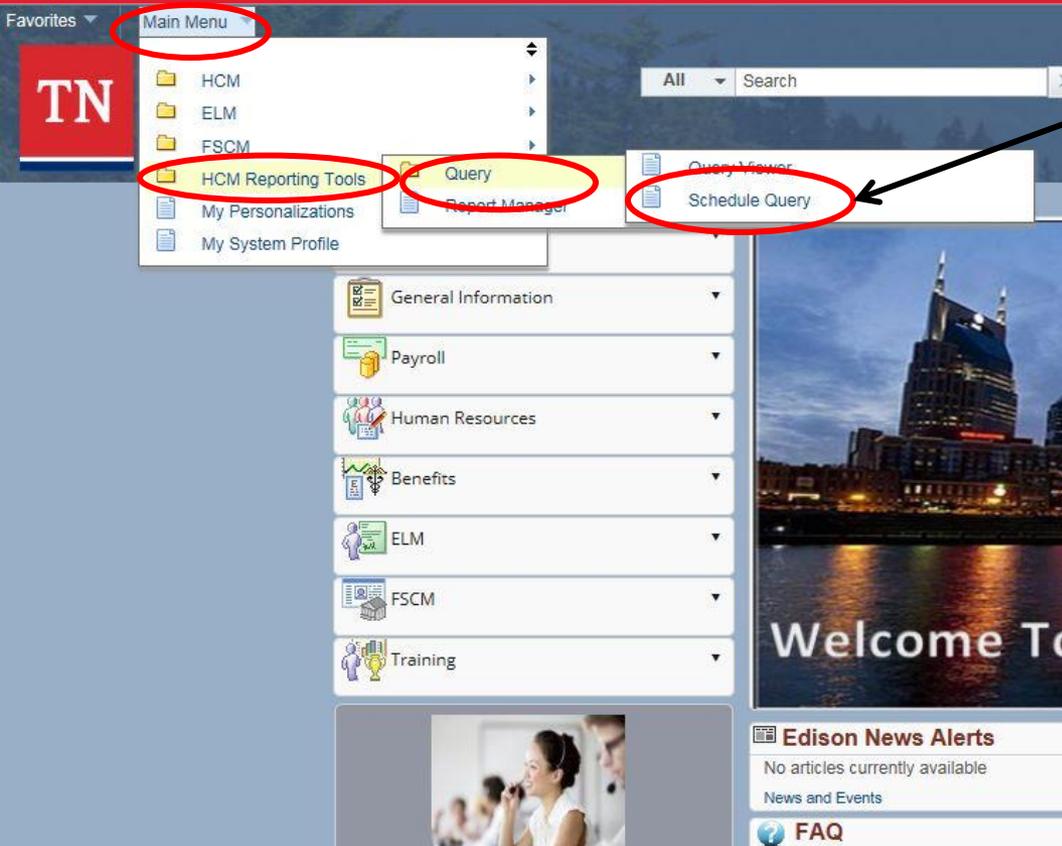
Schedule Query

NOTE:

The following query needs to be run 7 days before payday:

TN_BA278_DOUBLE_DED_ARREARS - This query will identify the people who will be double deducted for benefits coverage. Once you run the query, the field called Current Payback will show the additional amount that will be deducted.

Schedule Query From The Query Folder



To Schedule a Query from the Main Menu. Click on the Main Menu, HCM Reporting Tools Folder, Query Folder, and then the Schedule Query link.

Schedule Query

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Search by: begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and Click "Search."

Schedule Queries

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: begins with

Case Sensitive

[Advanced Search](#)

Click the “Add a New Value” button if you have never run this query.

[Find an Existing Value](#) | [Add a New Value](#)

Schedule Query

Naming your Query

Schedule Query

Find an Existing Value

Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

Create a name for your query and type it in the “Run Control ID” field.
Name your query as it relates to the query.

Note: *No spaces allowed in the name of the query.*

Example:

DoubleDedArrears – Acceptable
Double Ded Arrears - Unacceptable

Scheduled Query

Schedule Query

Find an Existing Value

Add a New Value

Run Control ID:

Add

After naming your query,
Click the “Add” button.

Find an Existing Value | Add a New Value

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name:

Search

*Description:

Save

Add

Update/Display

If you know the query name or part of the name, you can type that information in the Query Name field then Click the "Search" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name:

Search

*Description:

Save

Add

Update/Display

To see a list of the queries you can run, type "TN_BA" in the "Query Name" field click the "Search" button.

NOTE: If you click on the "Search" button without typing in a name, you will have over 2700 queries to select from.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name: TN_BA278

Search

*Description:

Save

Add

Update/Display

Enter the Selected Query Name (**TN_BA278**)
Click the "Search" button.

Example: **TN_BA278**.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Scheduled Query Search Page

*Query Type:

Query:

Query	Personalize	Find	View All	First	1 of 1	Last
TN_BA278_DOUBLE_DED_ARREARS EP's with double deductions						
Public						

Click on the link of the query you would like to schedule to run.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Scheduled Query Search Page

*Query Type:

Query:

Query Personalize | Find | View All | First 1 of 1 Last

TN_BA278_DOUBLE_DED_ARREARS EE's with double deductions

Public

TN_BA278_DOUBLE_DED_ARREARS

Pay Period End Date:

Enter the "Pay Period End Date"
Click the "OK" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name: TN_BA278_DOUBLE_DED_ARREARS

Search

*Description: EE's with double deductions

Update Parameters

Prompt Name	Value
PAY_END_DT	2016-02-15

Save

Add

Update/Display

Click the "Run" button at the top right.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Process Scheduler Request

User ID bubal0401001

Run Control ID doublededarrears

Server Name

Run Date 04/17/2016

Recurrence

Run Time 10:58:33AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

OK

Cancel

The format will default to TXT, but you can change the query format to see it as a PDF or an Excel (XLS) document.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Process Scheduler Request

User ID bubal0401001

Run Control ID doublededarrears

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

Click the "OK" button.

We selected to use XLS for the excel document format.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Process Instance:5446802

Query Name: TN_BA278_DOUBLE_DED_ARREARS

Search

*Description: EE's with double deductions

Update Parameters

Prompt Name	Value
PAY_END_DT	2016-02-15

Save

Add

Update/Display

Non Payroll ABC's
Click the "Report Manager" button.

State ABC's Only
Click the "Process Monitor" button.

Make a note of the "**Process Instance**" number.
This number is helpful if there is an issue in the future when retrieving this query.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

The screenshot shows a web application interface. At the top, there is a navigation menu with four tabs: 'List', 'Explorer', 'Administration', and 'Archives'. The 'Administration' tab is highlighted with a red circle, and a black arrow points from a text box below to it. Below the navigation menu is a section titled 'View Reports For'. It contains a 'Folder' dropdown menu, an 'Instance' field, a 'to' field, and a 'Refresh' button. Below this is a 'Name' field, a 'Created On' field with the value '09/22/2015', a 'Last' dropdown menu, and a 'Days' dropdown menu with the value '1'. Below the 'View Reports For' section is a 'Reports' table. The table has a header row with columns: 'Report', 'Report Description', 'Folder Name', 'Completion Date/Time', 'Report ID', and 'Process Instance'. Below the header row, there is one row with the text '1 Report' in the 'Report' column. At the bottom of the screenshot, there is a 'Go back to Schedule Query' link and a 'Save' button.

After clicking the “Report Manager” button, this page appears. To see the query, click the “Administration” button.

[Go back to Schedule Query](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

List | Explorer | Administration | Archives

View Reports For

User ID: bubba04011979 | Type: Last | Days: 1 | Refresh

Status: | Folder: | Instance: to:

Report List

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3431596	5446802	EE's with double deductions	04/17/2016 11:02:00AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	3431570	5446769	EE's with double deductions	04/17/2016 10:04:37AM	Text Files (*.txt)	Posted	Details

Select All | Deselect All

Delete | Click the delete button to delete the selected report(s)

Go back to Schedule Query

Save

List | Explorer | Administration | Archives

The report may take a minute to run. Continue to click the "Refresh" button until the Distribution Status shows "Posted"

Click the Description: "EE's with double deductions" button in the Report List.

Notice the process instance number matches the one you wrote down earlier.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Report Detail

Report	
Report ID	3431596
Name	PSQUERY
Process Instance	5446802
Process Type	Application Engine
Run Status	Success

Again you will notice your process instance number from earlier.

EE's with double deductions

Distribution Details	
Distribution Node	hruat
Expiration Date	04/24/2016

File List		
Name	File Size (bytes)	Datetime Created
AE_PSQUERY_5446802.log	1,929	04/17/2016 11:05:32.002651AM CDT
TN_BA278_DOUBLE_DED_ARREARS-5446802.xlsx	4,249	04/17/2016 11:05:32.002651AM CDT

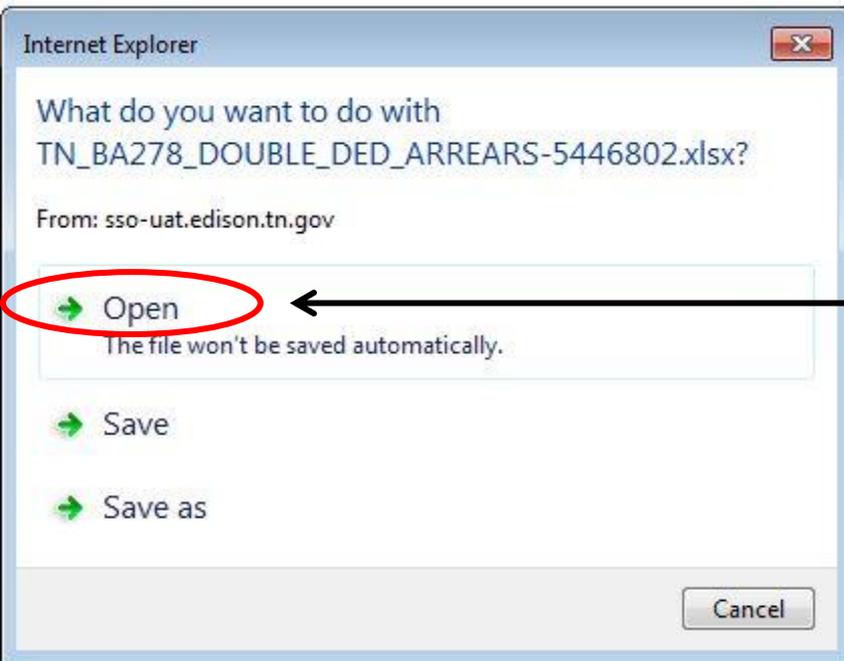
Click the second link under "File List" ending in ".PDFX" or ".XLSX" to view the Query

Distribute To	
Distribution ID Type	*Distribution ID
User	nancg0116002
OK	Cancel

NOTE: The query will open in a separate window.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS



After clicking on the query name in the file list this windows appears. Click the "Open" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

1	EE: 1																
2	Pay Period End Date = 2016-02-15																
3	Co	Pay Period En	ID	Dept ID	Plan Typ	Plan	Descr	Dedn Class	Curr D	Curr Pa	Last	First Na	Middle	Address 1	City	State	Postal
4	TN	2/15/2016	00455555	3490301701	Dental	PPDN	Cigna	Before-Tax	32.20	16.10	Nashville	Joe	A	P.O. 190	Nashville	TN	37212
5																	
6																	

This is a
 TN_BA278_Double_DED_Arrears
 Query which was ran to Excel.



Questions?

Running the Premiums Due/ Collections Applied Report

This procedure allows you to run the Premiums Due/Collections Applied report which shows you all the monthly deductions/refunds for each employee of your agency

★ This Applies to Non Payroll Agencies

Main Menu

Running the Premiums Due/ Collections Applied Report

The screenshot shows the Edison HR system interface. The 'Main Menu' is open, displaying a list of folders and reports. The following items are circled in red to indicate the navigation path:

- HCN
- Benefits
- Reports
- Contributions and Deductions
- TN Prem Due/Collect App Deduct

The background of the interface features a city skyline at night and a body of water. The top right corner displays 'Welcome to Edison'. The bottom of the page includes sections for 'Edison Service Desk', 'Edison Basics', and 'Edison Maintenance Calendar'.

Click the “Main Menu” button.

Click the “HCM” button.

Click the “Benefits” button.

Click the “Reports” button.

Click the “Contributions and Deductions” button.

Click the “TN Prem Due/Collect App Deduct” button.

Edison Service Desk

1-866-376-0104 or
615-741-HELP(4357)
Hours of Operation:

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?

Edison Maintenance Calendar

Sunday Apr 10, 2016 - Saturday Apr 16, 2016

No events found for the date range.

Calendar Not Available.

My Reports

No Reports To Display

Running the Premiums Due Add a New Value

Click the “Add a New Value” button if you have never run this report.

No spaces allowed in the name of the query.

TN Prem Due/Collect App Deduct

Find an Existing Value

Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

Running the Premiums Due

Naming your report

TN Prem Due/Collect App Deduct

Run Control ID

You can name the report anything you wish, no spaces are allowed in the name of the report. If there are spaces you will receive an error later in the process.

Click the "Add" button.

|

Running the Premiums Due

Selecting your Department Number

Run Control ID: reports

Report Manager

Process Monitor

Run

Report Parameter(s)

Department

On-Cycle Off-Cycle Both

Pay Run ID

Click the spy glass for the
“Department” field to select your
department number.

Save

Add

Update/Display

Running the Premiums Due Selecting your Department Number

Run Control ID: reports

Report Manager

Process Monitor

Run

Report Parameter(s)

Department

On-Cycle Off-Cycle Both

Pay Run ID

Look Up Department

Search by: Department begins with

Look Up

Cancel

Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Department

9053400000

9202800000

NOTE: *The department number is a number provided by Benefits Administration to your agency.*

Example: *Shows an agency that has two department numbers.*

Running the Premiums Due

Run Control ID: reports

Report Manager

Process Monitor

Run

Report Parameter(s)

Department 

On-Cycle Off-Cycle Both

Pay Run ID 

Save

Add

Update/Display

Click the "Both" button.

Running the Premiums Due Selecting the Pay Run ID

Run Control ID: reports

Report Manager

Process Monitor

Run

Report Parameter(s)

Department 9053400000 

On-Cycle Off-Cycle Both

Pay Run ID 

Save

Add

Update/Display

Click spy glass for the
“Pay Run ID”
field to select the month you wish to see.

In the “Pay Run ID” begins with field, type in the last two digits of the year.

Click the “Look Up” button.

The “Pay Run ID” has a specific format. The first two digits are the year, followed by NP for “non-payroll”, followed by two digits for the month and two digits for the last day of the previous month.

Click the date you wish to see.

Run Control ID: reports Report Manager Process Monitor Run

Report Parameter(s)

Department 9053400000

On-Cycle Off-Cycle Both

Pay Run ID

Save

Look Up Pay Run ID

Search by: Pay Run ID begins with 16

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

Pay Run ID
16NP0131
16NP0229
16RT0131
16RT0229

In this example we want to see the deductions taken from active employees for coverage during the month of February 2016. We selected the “16NP0131” button.

Running the Premiums Due

Run Control ID: reports Report Manager Process Monitor **Run**

Report Parameter(s)

Department: 9053400000

On-Cycle Off-Cycle Both

Pay Run ID: 16NP0131

Save Add Update/Display

Click the "Run" button.

The "Pay Run ID" selected.

Running the Premiums Due

Process Scheduler Request

User ID nancg0116002

Run Control ID reports

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

You can change the report format on this screen if you wish to see it as an Excel document. Otherwise, to see it as a PDF click the "OK" button.

Running the Premiums Due

Run Control ID: reports

Report Manager

Process Monitor

Run

Process Instance:5447909

Report Parameter(s)

Department 9053400000

On-Cycle Off-Cycle Both

Pay Run ID 16NP0131

Make a note of the
“Process Instance” number.

Click the “Report Manager” button.

Running the Premiums Due

List | Explorer | **Administration** | Archives

View Reports For

Folder: [dropdown] Instance: [input] to [input] Refresh

Name: [input] Created On: 09/22/2015 Last [dropdown] 1 Days [dropdown]

Reports Personalize | Find | View All | [grid icon] | [table icon] First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to TN Prem Due/Collect App Deduct

Save

List | Explorer | Administration | Archives

After clicking the “Report Manager” button, this page appears.

Click the “Administration” button.

Running the Premiums Due

List | Explorer | Administration | Archives

View Reports For

User ID: nancg0116002 | Type: [dropdown] | Last: [dropdown] | 1 | Days: [dropdown]

Status: [dropdown] | Folder: [dropdown] | Instance: [input] to [input]

Refresh

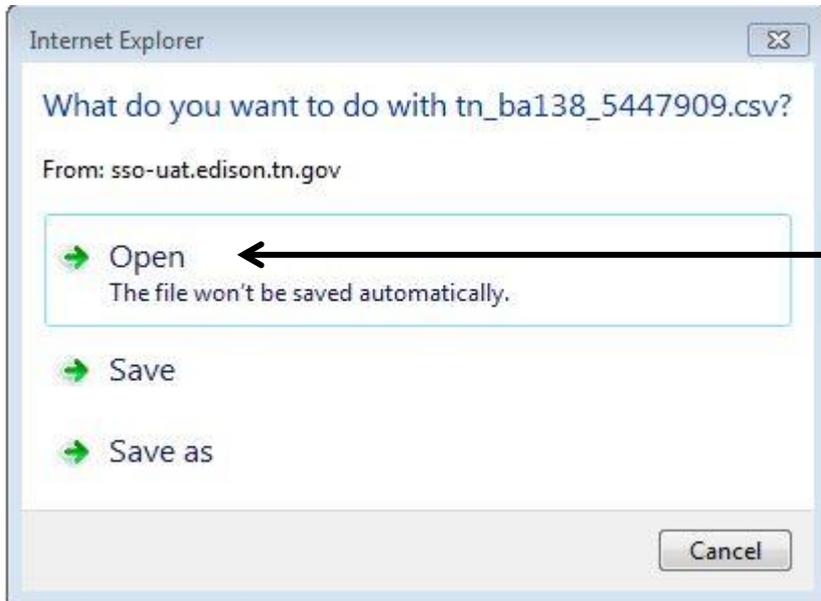
Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3432472	5447909	TN Prem Due/Collect App Deduct	04/18/2016 9:05:37PM	Comma delimited (*.csv)	Posted	Details
<input type="checkbox"/>	3432287	5447678	EE's with double deductions	04/18/2016 1:55:23PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3432281	5447671	EE's with double deductions	04/18/2016 1:45:18PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	3432280	5447670	Audit OE Self-Service Changes	04/18/2016 1:43:18PM	Microsoft Excel Files (*.xls)	Posted	Details

The report may take a minute to run. Continue to click the Refresh button until the "Status" shows "Posted".

Notice the Process Instance Number matches the one you wrote down earlier.

Click on the TN Premiums Due/Collect App Deduct report you requested.

Running the Premiums Due



After clicking on the query name in the file list this windows appears. Click the "Open" button.

Department:
Position Number:

State of Tennessee
Premiums Due Report
for February 2016 Coverage

Page: 9
Run Date
Run Time 05:02:14.000000_PM

Last 4 of SSN	Emplid	Name	Plan Type	Benefit Plan	Benefit Description	Coverage Level	Coverage Level Description	Employer Amount	Employee Amount	Total Amount	Employee Count
- XXXX	00	XXXX	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- XXXX	00	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- XXXX	00	XXXX	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- XXXX	00	XXXX	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- XXXX	00	XXXX	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- XXXX	00	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- XXXX	00	XXXX	Medical	PPPV1E	Partnership PPO BCBS East	A	Single	0.00	638.85	638.85	
- XXXX	00	XXXX	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- XXXX	00	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- XXXX	00	XXXX	Medical	PPPV1E	Partnership PPO BCBS East	A	Single	0.00	638.85	638.85	
- XXXX	00	XXXX	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- XXXX	00	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
Position Totals:								0.00	15,130.53	15,130.53	24

If you run the report for a date in the past it will be titled “Collections Applied” at the top. In this case, it was run for a future date so it is titled “Premiums Due”.

The Premiums Due report is an estimate whereas the Collections Applied report shows what BA will actually pull from your agency. The changeover date is usually one of the first few working days of the month and is listed on the calendar on the ABC website:

<http://www.tn.gov/finance/article/fa-benefits-abc>

The report shows the individual deductions for each employee. The total amount that will be charged to your agency is on the last page. Any refund will show as a minus sign before the amount.



Questions?

External Agency Calendar

- Collections Applied Report – shows the amount to be pulled from agency bank account (ACH) on 15th of **current** month
- Premiums Due Report – shows an estimated amount to be pulled from agency bank account (ACH) on 15th of the **next** month

External Agency Calendar

2016 APRIL 2016

Sunday Mar 27 Monday Mar 28 Tuesday Mar 29 Wednesday Mar 30 Thursday Mar 31 Friday 1 Saturday 2

No changes in "Job Data" in Edison

LE/LG/TBR Collections
Applied report can be run for April coverage - Use 16NP0331 for Payrun ID

LE/LG/TBR -Premiums
Due report can be run for May coverage - Use 16NP0430for Payrun ID

Noon cutoff for enrollment paperwork with May effective dates - Central State agencies

LE/LG/TBR -Premiums
Due report can be run for May coverage - Use 16NP0430for Payrun ID

Noon cutoff for enrollment paperwork with May effective dates - LE/LG/UT/TBR agencies

EDISON WILL BE UNAVAILABLE DUE TO UPGRADES-No Changes in Job Data

EDISON WILL BE UNAVAILABLE DUE TO UPGRADES-No Changes in Job Data

Hiring, Rehiring, Transferring, Entering Dependents, and Entering Benefits

**eForms are used for Non-Payroll Agencies
(Local Education, Local Government, and
Higher Education “TBR”)**

This applies to Non Payroll Agencies.

Welcome to Edison eForm

- After obtaining a completed and signed enrollment change application with the applicable required dependent documentation, the ABC will be able to:
 - ❑ Enter employee personal data, job data, dependent personal data, benefit elections into Edison eForm,
 - ❑ Attach the dependent documents, and
 - ❑ Submit it directly to BA.
- Currently, we are locked out of making job and/or enrollment changes in Edison for certain groups, for six (6) workdays a month.

Welcome to Edison eForm Continues

- Once a service center analyst evaluates the transaction for completeness and accuracy, it will be approved in Edison.
 - ❑ If additional documentation is necessary to complete the transaction, it will be sent back to the ABC via the Edison system workflow with the request for additional information.
 - ❑ You will be alerted by email when you have a Benefit eForm that has been sent back for revision.
 - ❑ You will also be able to view the Benefit eForm to see where it is in the approval process after it has been submitted.

Access eForm from Main Menu

The screenshot displays a web application interface with a 'Main Menu' dropdown. The 'Main Menu' is expanded, showing a list of folders and documents. The 'Benefits' folder is highlighted, and its sub-menu is also expanded. The 'Hire eForm' document is circled in red.

Main Menu

- HCN
- ELM
- FSCM
- HCN Reporting Tools
- ELM Reporting Tools
- FSCM Reporting Tools
- PeopleTools
- EHD
- My Personalizations
- My System Profile

Benefits

- Employee Self Service
- Workforce Administration
- Benefits
- Compensation
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- Manage GT eForms
- My Personalizations
- My System Profile

Benefits Sub-menu

- Employee/Dependent Information
- Review Employee Benefits
- Enroll In Benefits
- Manage Automated Enrollment
- Maintain Primary Jobs
- Reports
- Interface with Providers
- Administer COBRA Benefits
- Benefits Billing
- Admin Flex Spending Acct US
- ACA Annual Processing
- Hire eForm**
- Benefit eForm
- Non-Payroll New Hire
- Non-Payroll Job Data
- New Employment Instance
- Benefits Document Upload

Access eForm Thru Modules into Benefits WorkCenter

This screenshot shows a vertical navigation menu for the Self Service portal. The menu items are: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The 'Benefits' item is circled in red. Below the main menu, a secondary list of options is shown, including 'Benefits News', 'Benefits Support Info', and 'Benefits WorkCenter', with the latter also circled in red.

This screenshot displays the 'BENEFITS' section of the Self Service portal, specifically the 'Benefits WorkCenter' page. The page is organized into several categories: 'Benefits Administration' (with sub-items like Non-Payroll Job Data, Employee Profile Page, etc.), 'Workforce Administration' (with sub-items like Modify a Person, Search by National ID), and 'Benefits Billing' (with sub-items like Enroll in Billing, Review Adjustment Summary, etc.). At the bottom of the page, two items are circled in red: 'Hire eForm' (with sub-item Non-Payroll Hire eForm) and 'Benefits eForm' (with sub-item Non-Payroll Benefit eForm Home).

eForm New Hire

Favorites ▾ Main Menu ▾ > HCM ▾ > Benefits ▾ > Hire eForm

TN Tennessee
State Government

Hire eForm



[Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



[View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

Click Add a Hire form

Personnel Search Action Form with SSN

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

Search Fields

Employee ID

Or

Social Security #

Clear

Search

Enter Social Security Number (SSN) and Click Search

Personnel Search Action Form with no Result

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Your search returned no results.

Would you like to:

Click Add Person for Hire

Employee Identification Information Blank

NP Person Search

Enter Employee Identification Information

Please complete the fields below and then click the Start Hire button.

Add a Person for Hire

*First Name	<input type="text"/>	*Social Security #:	<input type="text" value="875412396"/>
Middle Name	<input type="text"/>	*Date of Birth	<input type="text"/> 
*Last Name	<input type="text"/>	<input type="button" value="Cancel"/> <input type="button" value="Start Hire"/>	

**SSN will automatically populate.
Complete all Fields with an Asterisk.**

Employee Identification Information Complete

NP Person Search

Enter Employee Identification Information

Please complete the fields below and then click the Start Hire button.

Add a Person for Hire

*First Name

*Social Security #:

Middle Name

*Date of Birth

*Last Name

Click Start Hire

Hire eForm Step 1

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Search

Personal Information

SSN XXXXX2396

Empl ID New

*First Name

Middle Name

*Last Name

*Date of Birth

*Gender

*Marital Status

Message

Are you sure you want to Return to Search? Your changes will not be saved. (24746,17)

Select 'Yes' to leave the form.

Select 'No' to stay on the form in order to submit it or put it on hold.

Close

Home Address and Phone

*Address Line 1

Address Line 2

*City *State *ZIP

*Telephone

*County

*Email

Message

Are you sure you want to close this form? Your changes will not be saved. (24746,1)

Select 'Yes' to leave the form.

Select 'No' to stay on the form in order to complete it or put it on hold.

Complete all Fields with an Asterisk

Hire eForm Step 1 Complete

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Personal Information

SSN XXXXX2396

Empl ID New

*First Name

Middle Name

*Last Name

*Date of Birth

*Gender

*Marital Status

Home Address and Phone

*Address Line 1

Address Line 2

*City *State *ZIP

*Telephone

*County

*Email

Click Save & Next



<< Previous Save & Next >>
<< Search Close



Apartment numbers and Box numbers go on Line 1 with the street address

Address Message

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Message

The address entered could not be validated. (24646,10)

Please check the following website to ensure the accuracy of your address: www.usps.com/zip4 or contact your Human Resources Office.

Do you want to correct the address?

Yes

No

Personal Information

SSN XXXXX2396

*First Name Mark

Middle Name A

*Last Name Benefits

*Date of Birth 04/01/197

*Marital Status Married

Home Address and Phone

*Address Line 1 3722 Trenton Rd

Address Line 2

*City Clarksville

*State TN

*ZIP 37040

*Telephone 615/770-3833

*County Montgomery

*Email anywhere@tn.com

<< Previous

Save & Next >>

<< Search

Close



**You may receive this message.
If so and you know the address is correct select No.
Select Yes if you need to correct part of the address.**

Hire eForm Step 2 “Job Data Information”

Create a Hire eForm

Employee’s ID number “Edison ID”

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 

Action HIR

*Reason

*Position Number 

Business Unit:

Department:

Location Code:

*Empl Class

*Vision Offered Yes No

Complete all Fields with an Asterisk

Submit

Close

Hire eForm Step 2 “Effective Date and Reason Code”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data	
*Effective Date	07/20/2016 
Action	HIR
*Reason	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">X-Benefits Employee HireX-Benefits Higher Educ EmplX-Benefits Offline Hire</div>
*Position Number	<input type="text"/> 
Business Unit:	
Department:	
Location Code:	
*Empl Class	<input type="text"/>
*Vision Offered	<input type="radio"/> Yes <input type="radio"/> No

Submit

Close

Effective Date – This is the hire date and not the date the benefits began. If you have a probation period, you can hire your employee in when they are hired and enter them in with first day of the month prior to their benefits beginning.

Hire eForm Step 2 “Position Number”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 

Action

*Reason

*Position Number 

Business Unit: LETEA

Loc Education Active Teacher

Department: 9051000000

Carroll County Bd Ed

Location Code: NP009

Carroll County

*Empl Class

*Vision Offered Yes No

Business Unit, Department and Location Code will populate based on position number entered

Submit

Close

Notice

Hire eForm Step 2 “Empl Class/Dental”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date	07/20/2016	
Action	HIR	*Reason X-Benefits Employee Hire
*Position Number	99000199	
Business Unit:	LETEA	Loc Education Active Teacher
Department:	9051000000	Carroll County Bd Ed
Location Code:	NP009	Carroll County
*Empl Class		
*Vision Offered	<input type="radio"/> TEA <input type="radio"/> TEN	<input type="radio"/> No

Select Empl Class/Dental

It is very important to chose the correct options, as it populates the benefit options available to employees.

Hire eForm Step 2 “Vision”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 07/20/2016 

Action HIR *Reason X-Benefits Employee Hire 

*Position Number 99000199 

Business Unit: LETEA Loc Education Active Teacher

Department: 9051000000 Carroll County Bd Ed

Location Code: NP009 Carroll County

*Empl Class TEA 

*Vision Offered Yes No

Click Submit

Submit

Close

Enter Empl Class/Dental

It is very important to chose the correct options, as it populates the benefit options available to employees.

Hire eForm Step 3 “Authorized”

Create a Hire eForm

Step 3 of 3: Form Finalized

Congratulations, you've done it!

Empl ID 00477936 Empl Rcd 0 eForm ID 251815

▼ Form Status

You have just AUTHORIZED this form.

No approvals required

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.

[Enroll in Benefits](#)

[Go To Worklist](#)

[View This Form](#)

[Close This Form](#)

Hire eForm Step 3 “Possible Messages”

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.



An Error was encountered! Your form has entered an In Error Status. This is most likely caused by a problem updating the main Peoplesoft tables with data from this form. You should contact a system administrator.



Form processing is currently paused. A system administrator has temporarily paused processing for this type of form. Once un-paused, your form should complete processing normally.

You will need to come back later to check the status of your form.



If you wish to continue to enroll the employees benefits, you must have received the message showing “Processing is Complete” and have the “Enroll in Benefits” button.

Hire eForm Step 3 “Authorized”

Create a Hire eForm

Step 3 of 3: Form Finalized

Congratulations, you've done it!

Empl ID 00477936 Empl Rcd 0 eForm ID 251815

▼ **Form Status**

You have just AUTHORIZED this form.

No approvals required

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.

[Go To Worklist](#)
[View This Form](#)
[Close This Form](#)

You have the option to let the employee enter their own benefits in Edison using the ESS options.

Benefit Add Lookup Search

Benefits Add Lookup Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:
Empl Record:
Event Date:

Search

Clear

Basic Search



Save Search Criteria

Click Search

The Employee ID/Edison number automatically populates

Benefit eForm Step 1

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

▼ **Employee**

Name	Mark Benefits	eForm ID	251818
Empl ID	00477936	Empl Record	0

Employee has no entered dependents

[Add Dependent](#)

<< Previous Next >>

<< Search Close

**Click on Add Dependent button if they need to be added,
if not click the next button.**

Benefit eForm Step 1 “Adding Dependents”

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Mark Benefits eForm ID 251818
Empl ID 00477936 Empl Record 0

New Dependent

Verification Needed New Entry

*First Middle *Last
*Relationship *SSN

Details

*Date of Birth *Gender
 Same Address as Employee
*Address 1
Address 2
*City *State *Zip
*County
 Same Phone as Employee
*Telephone

[Add Dependent](#)

<< Previous Next >>
<< Search Close

Notice

Notice

Notice

TN

Complete all Fields with an Asterisk

Benefit eForm Step 1 “Adding Dependents”

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Mark Benefits eForm ID 251818
Empl ID 00477936 Empl Record 0

Mary Benefits

Verification Needed New Entry

*First Middle *Last

*Relationship *SSN

Details

*Date of Birth *Gender

Same Address as Employee

Address 1 3722 Trenton Rd

Address 2

City Clarksville State TN Zip 37040

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

[Add Dependent](#)

<< Previous Next >>
<< Search Close

- Legal Guardian
- Natural Child
- Spouse
- Step Child



For additional dependents click the “Add Dependent” button

Notice

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Mary Benefits

Verification Needed

New Entry

*First Middle *Last

*Relationship *SSN

Details

*Date of Birth *Gender

Same Address as Employee

Address 1 3722 Trenton Rd

Address 2

City Clarksville State TN Zip 37040

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

Legal Guardian
Natural Child
Spouse
Step Child

Jamie Benefits

Verification Needed

New Entry

*First Middle *Last

*Relationship *SSN

Details

*Date of Birth *Gender

Same Address as Employee

Address 1 3722 Trenton Rd

Address 2

City Clarksville State TN Zip 37040

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

Click Next

[Add Dependent](#)

<< Previous Next >>
<< Search Close



Create a Benefits eForm

Step 2 of 4: Benefits Enrollment

Choose the employee's benefits enrollment options.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Medical

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested

Dental

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested

Vision

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested

The Hold button is to be used when you are unable to complete Step 2 or Step 3

<< Previous

Next >>

Hold

Select who is to be covered and the coverage requested.



Create a Benefits eForm

Step 2 of 4: Benefits Enrollment

Choose the employee's benefits enrollment options.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Medical

Waive Coverage

Coverage Begin Date 08/01/2016

Clear All

	Enroll	Name	Relationship
1	<input checked="" type="checkbox"/>	Mary Benefits	Spouse
2	<input checked="" type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested HealthSavings INS BCBS West :: Family

Dental

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input checked="" type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested Dental Preferred Provider :: Employee plus Spouse

Vision

Waive Coverage

<< Previous Next >>
Hold

Notice

Notice

- HealthSavings INS BCBS West :: Family
- HealthSavings INS Cigna West :: Family
- PPO Limited BCBS West :: Family
- PPO Limited Cigna West :: Family
- Partnership PPO BCBS West :: Family
- Partnership PPO Cigna West :: Family
- Standard PPO BCBS West :: Family
- Standard PPO Cigna West :: Family

Notice

- Dental Preferred Provider :: Employee plus Spouse
- Pre-Paid :: Employee plus Spouse

Notice

Click Next



Remember this employee hire effect date was 07/20/2016

Benefit eForm Step 3 “Adding Attachment”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

▼ **Employee**

Name Mark Benefits eForm ID 251818

Empl ID 00477936 Empl Record 0

Form Messages

	<u>Message Text</u>	<u>Description</u>
<input type="checkbox"/>	 Attachments for Spouse Relationship Type	There is a new Spouse dependent who will need verification. Please attach both a marriage certificate and proof of joint ownership to this form before acknowledging this message and continuing.
<input type="checkbox"/>	 Attachments for Natural/Adopted Child Relationship Type	There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing.

Comments

Your Comment:

Click Add File Attachment

Notice



Benefit eForm Step 3 “Attachment Added”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits

eForm ID 251821

Empl ID 00477936

Empl Record 0

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Enrollment i ▾	rickk04170012016-08-09-19.46.45	<input type="button" value="Delete (Alt+8)"/>

Form Messages

	Message Text	Description
<input type="checkbox"/>	 Attachments for Spouse Relationship Type	There is a new Spouse dependent who will need verification. Please attach both a marriage certificate and proof of joint ownership to this form before acknowledging this message and continuing.
<input type="checkbox"/>	 Attachments for Natural/Adopted Child Relationship Type	There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there is an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing.

Birth Certificate
Court Document/Adoption Paper
Enrollment Change Application
Legal Guardianship Document
Marriage Certificate
Proof of Joint Ownership

Comments

Your Comment:

<< Previous

Submit

Hold

 Spell Check Your Comment (Alt+5)



Benefit eForm Step 3 “Acknowledge Attachment”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits eForm ID 251821
Empl ID 00477936 Empl Record 0

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Enrollment ▾	rickk04170012016-08-09-19.46.45	Delete (Alt+8)
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Marriage Cert ▾	rickk04170012016-08-09-19.49.22	Delete (Alt+8)
3	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Birth Certific ▾	rickk04170012016-08-09-19.50.36	Delete (Alt+8)

Form Messages

	Message Text	Description	
<input checked="" type="checkbox"/>	Attachments for Spouse Relationship Type	There is a new Spouse dependent who will need verification. Please attach both a marriage certificate and proof of joint ownership to this form before acknowledging this message and continuing.	Additional Information
<input checked="" type="checkbox"/>	Attachments for Natural/Adopted Child Relationship Type	There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing.	Additional Information

Comments

Your Comment:

Notice

Click Submit

Benefit eForm Step 3 “Submit Message”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits **eForm ID** 251821

Empl ID 00477936 **Empl Record** 0

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Enrollment ▼	rickk04170012016-08-09-19.46.45	Delete (Alt+8)
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Marriage Ce ▼	rickk04170012016-08-09-19.49.22	Delete (Alt+8)
3	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Birth Certific ▼	rickk04170012016-08-09-19.50.36	Delete (Alt+8)

Form Messages

	Message Text	Description
<input checked="" type="checkbox"/>	Attachments for Spouse Relationship Type	There is a new Spouse who will need verification. Please attach both a marriage proof of joint ownership before acknowledging this message and continuing.
<input checked="" type="checkbox"/>	Attachments for Natural/Adopted Child Relationship Type	There is at least one dependent who is a Natural or Adopted Child. Please attach the necessary documents or adoption documents before acknowledging this message and continuing.

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Comments

Your Comment:

Spell Check Your Comment (Alt+5)

Benefit eForm Step 4 “Finalized”

Create a Benefits eForm

Step 4 of 4: Form Finalized

Congratulations, you've done it!

▼ **Employee**

Name Mark Benefits eForm ID 251821
Empl ID 00477936 Empl Record 0

▼ **Form Status**

You have just SUBMITTED this form.

BASC WF

▼ G_FORM_ID=251821, EOAWTHREAD_ID=299912: Pending

BASC Approvals

Pending

Multiple Approvers
TN Ben Admin Service Center

[Go To Worklist](#)
[View This Form](#)
[Return](#)
[Close This Form](#)



**If there are attachments it will always go to a Pending Status.
If no attachments, it will go to a Complete status.**

eForm Rehire and Transfers

Favorites ▾ Main Menu ▾ > HCM ▾ > Benefits ▾ > Hire eForm

TN Tennessee
State Government

Hire eForm



[Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



[View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

Choose Add Hire form

Personnel Search Action Form with Employee ID

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Rehire or Transfer
Enter Employee ID/Edison Number or Social Security Number (SSN)
Click Search

Personnel Search Action Form with Results

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

Search Fields

Employee ID

Or

Social Security #

Clear

Search

Active Job Inactive Job *blank = No NP Job Record

Add New Person

Results				Find	< 1 of 1
Empl ID	Empl Record	Job	Name		
00477934	0	<input checked="" type="checkbox"/>	Joe Benefits		

Click the ID Number

The Green Check means employee is still active in Edison. "You still enter them in system"

The Yellow Check means employee is inactive in Edison.

Rehire or Transfer eForm Step 1

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251826

Personal Information

SSN XXXXX9369

Empl ID 00477934

*First Name

Middle Name

*Last Name

*Date of Birth 

*Gender

*Marital Status

Home Address and Phone

*Address Line 1

Address Line 2

*City *State  *ZIP

*Telephone

*County 

*Email

Click Save & Next



<< Previous

Save & Next >>

<< Search

Close

Rehire or Transfer eForm Step 2

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Joe D Benefits

Empl ID 00477934

eForm ID 251826

Job Data

*Effective Date 10/01/2016

Action REH

*Reason X-Benefits Higher Educ Rehire

X-Benefits Employee Rehire
X-Benefits Higher Educ Rehire

*Position Number 99000015

*Comp Rate 0.000000

Business Unit: HETBR Tennessee Board of Regents

Department: 9000200000 Austin P St Un

Location Code: NP063 Montgomery County

*Empl Class

*Vision Offered Yes No

Submit

Close

Notice

Notice

TN

All TBR, STOLA, and ASD agency are required to enter the employees annual Comp Rate

Rehire or Transfer eForm Step 2 “Complete”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Joe D Benefits

Empl ID 00477934

eForm ID 251826

Job Data			
*Effective Date	10/01/2016		
Action	REH	*Reason	X-Benefits Higher Educ Rehire
*Position Number	99000015	*Comp Rate	27,500.00
Business Unit:	HETBR	Tennessee Board of Regents	
Department:	9000200000	Austin P St Un	
Location Code:	NP063	Montgomery County	
*Empl Class	TBR		
*Vision Offered	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Notice

Click Submit

Submit

Close

Rehire or Transfer eForm Step 2 “Message”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Joe D Benefits Empl ID 00477934 eForm ID 251826

Job Data

*Effective Date	10/01/2016	
Action	REH	*Reason X-Ben
*Position Number	99000015	*Comp Rate
Business Unit:	HETBR	Tennessee Board
Department:	9000200000	Austin P St Un
Location Code:	NP063	Montgomery County
*Empl Class	TBR	
*Vision Offered	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Rehire or Transfer eForm Step 3 “Finalized”

Create a Hire eForm

Step 3 of 3: Form Finalized

Congratulations, you've done it!

Empl ID 00477934 Empl Rcd 0 eForm ID 251826

▼ Form Status

You have just AUTHORIZED this form.

No approvals required

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.

[Go To Worklist](#)
[View This Form](#)
[Close This Form](#)

Benefit Add Lookup Search

Benefits Add Lookup Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: 

Empl Record:

Event Date: 

Search

Clear

Basic Search



Save Search Criteria

Click Search

Benefit eForm Step 1

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Joe Benefits eForm ID 251829

Empl ID 00477934 Empl Record 0

Sue Benefits

Update this Dependent

Relationship Spouse SSN 896757524

Details

[Add Dependent](#)

<< Previous Next >>

<< Search Close

Notice there is no "Verification Needed"

Check inside the block "Update this Dependent" to update information. Click on Add Dependent button if you need to add additional dependents.

Benefit eForm Step 1 “Updating”

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Joe Benefits eForm ID 251829
Empl ID 00477934 Empl Record 0

Sue Benefits

Update this Dependent

*First Sue Middle *Last Benefits

*Relationship Spouse *SSN 896757524

Details

*Date of Birth 04/05/1979 *Gender Female

Same Address as Employee

Address 1 123 Main Street

Address 2

City Clarksville State TN Zip 37042

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

[Add Dependent](#)

<< Previous Next >>
<< Search Close

Click next and complete as you would in a new hire situation.

Update any information that needs to be updated.



Additional Hire eForm Comments

Hire eForm



[Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



[View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

Any changes for a submitted submit Hire eForm will require a Corrections & Clarification Form and or Enrollment Change Application.

To check the status of a Hire eForm click the “ View a Hire form” button.

You will receive emails from Edison updating you on the status of the Hire eForm.

Additional Benefit eForm Comments

Benefit eForm



[Create a Benefit Enrollment eForm](#)

Use this link to start a Benefit Enrollment eForm.



[Evaluate a Benefit Enrollment eForm](#)

Use this link to approve, deny, or recycle a form that has been routed to you for evaluation.



[Update a Benefit Enrollment eForm](#)

Use this link to adjust-and-resubmit or withdraw a form that you initiated before it gets through final approval.



[View a Benefit Enrollment eForm](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

To create a Benefit eForm click the “Create a Benefits Enrollment eForm” button.

If you placed a Benefits eForm on Hold click the “Update a Benefit Enrollment eForm” button.

To check the status of a Benefit eForm click the “View a Benefit Enrollment eForm” button.

You will receive emails from Edison updating you on the status of the Benefits eForm.

Additional Notes

Please only submit one Benefit eForm per employee. Entering multiple forms for the same employee, causes the forms to error.

If a form is entered, but not yet approved, it can be changed under the update option.

Once the Benefit eForm is submitted and approved, any changes will have to be made by an enrollment change application even if they are still within their eligibility period.

If there is a newborn without a SSN yet that needs to be added, you will need to enter it as 999999999. This only applies during the Benefits eForm process.

**Questions
on
Hire eForm
or
Benefits eForm**

Terminating an Employee

This procedure allows you to terminate an employee in Edison for any reason including resignation, involuntary termination, death, and retirement.



This applies to Non Payroll Agencies.

Non-Payroll Job Data (Terminating an Employee)



The screenshot shows the 'Benefits WorkCenter' interface. On the left is a navigation menu with three main sections: 'Benefits Administration', 'Workforce Administration', and 'Benefits Billing'. Under 'Benefits Administration', the link 'Non-Payroll Job Data' is circled in red. A black arrow points from this link to a blue-bordered callout box on the right that contains the text 'Click the "Non-Payroll Job Data" button'. The main content area of the WorkCenter displays a welcome message and instructions about the 'Task Panel' and 'Work Area'.

Benefits WorkCenter

Benefits Workcenter

Welcome to the Benefits WorkCenter!

This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" to left contains links assigned to this WorkCenter page. As you click the various links, the "Work Area" where this message is being displayed will change.

Click the "Non-Payroll Job Data" button

Non-Payroll Job Data (Terminating an Employee)

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- [Employee Profile Page](#)
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Non-Payroll Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Search by: begins with

[Advanced Search](#)

**Enter the employee's Edison ID
And click the "Search" button.**

Non-Payroll Job Data Change

Joe Benefits EMP ID: 00470701 Empl Record: 0

Job Information

*Effective Date: 04/25/2016 

*Action:  *Reason: 

*Position Number: 99001047 

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9202800000

Location Code: NP028

*Empl Class: GA2 

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Personalize | Find | View All |   First  1 of 1  Last

	Effective Date	EFFSEQ	Action	Reason
1	03/01/2016	0	Hire	NonPayEmpl

For Job Information "Effective Date", enter the date of termination or the last day of the month prior to the benefits ending date.

NOTE: Benefits are always terminated at the end of the month.

Non-Payroll Job Data Change

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits

EMP

ID: 00470701

Empl Record: 0

Job Information

*Effective Date: 04/30/2016

*Action: TER

*Position Number: 99001047

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9202800000

Location Code: NP028

*Empl Class: GA2

*Vision Offered: Yes

*Comp Rate: 50000.000000

Job History

Effective Date	EFFSEQ	Action	Reason
1 03/01/2016	0	Hire	NonPayEmpl

Look Up Action

Search by: Action begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-6 of 6 Last

Action
BDC
DTA
REH
RET
TER
XFR

Click on the spy glass to retrieve the code for Termination. Select the correct action for this job data change - "TER"

Non-Payroll Job Data Change

Joe Benefits EMP

Job Information

*Effective Date: 04/30/2016

*Action: TER

*Position Number: 99001047

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9202800000

Location Code: NP028

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History

Effective Date	EFFSEQ	Action
1 03/01/2016	0	Hire

Click on the spy glass to retrieve the "Reason" code for Termination. Select the correct "Reason" code for this job data change "XRS X-Benefits Emp Resignation"

*Reason

Look Up Reason

Search by: Reason Code begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-5 of 5 Last

Reason Code	Description
XDE	X-Benefits Employee Death
XHX	X-Benefits Higher Ed Transfer
XIT	X-Benefits Emp Involunt Term
XMC	X-Benefits Gross Misconduct
XRS	X-Benefits Emp Resignation

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits

- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits EMP ID: 00470701 Empl Record: 0

Job Information

*Effective Date: 04/30/2016

*Action: TER *Reason: XRS

*Position Number: 99001047

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9202800000

Location Code: NP028

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Personalize | Find | View All | First 1 of 1 Last

Effective Date	EFFSEQ	Action	Reason
1 03/01/2016	0	Hire	NonPayEmpl

NOTE: If you key the termination in Edison, you do not need to send in an enrollment change form. The benefits will automatically terminate each night.

When finished, click the "Submit" button.

Submit

Non-Payroll Job Data (Termination)

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Non-Payroll Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Empl ID begins with 00470701

Search Advanced Search

Message

Emplid 00470701 has been updated. (25000,999)

OK

This pop up “Message” screen will appear when the Termination is successful. Click the “OK” button.

NOTE: Ensure your pop up blockers are turned off.

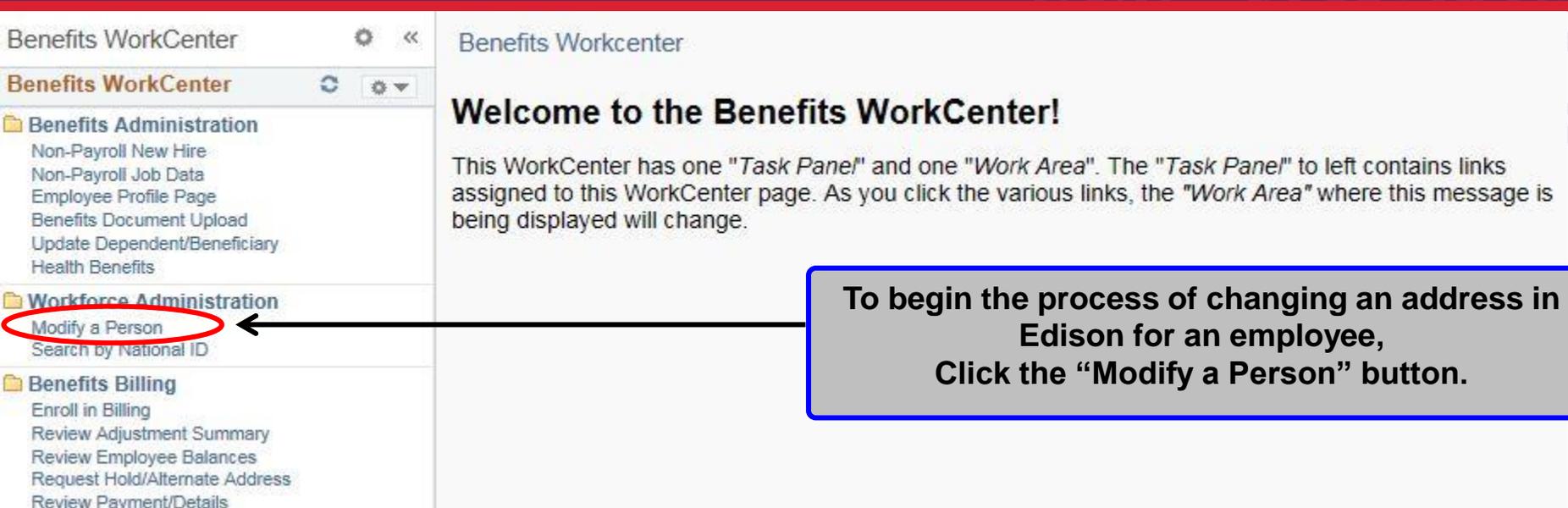
Benefits WorkCenter Work Administration Folder “Modify a Person”

**This procedure shows you how to
update or change an employee’s Name,
Date of Birth, Marital Status, and
National ID.**



This applies to all Non Payroll Agencies.

Benefits WorkCenter Work Administration Folder “Modify a Person”



The screenshot displays the Benefits WorkCenter interface. On the left is a navigation sidebar with three main folders: 'Benefits Administration', 'Workforce Administration', and 'Benefits Billing'. The 'Workforce Administration' folder is expanded, and the 'Modify a Person' link is circled in red. A black arrow points from a text box on the right to this link. The main content area on the right shows a 'Welcome to the Benefits WorkCenter!' message and a paragraph explaining the interface structure.

Benefits WorkCenter << << <<

Benefits WorkCenter << << <<

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person**
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Welcome to the Benefits WorkCenter!

This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" to left contains links assigned to this WorkCenter page. As you click the various links, the "Work Area" where this message is being displayed will change.

To begin the process of changing an address in Edison for an employee, Click the “Modify a Person” button.

Personal Information

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Empl ID: begins with 00470701

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

Middle Name: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the employees "Edison ID." Then click the "Search" button.

Modify a Person “Editing a Name”

**This procedure shows you how to
change an employee’s Name.**

Biographical Details | Contact Information | Regional

Joe Brovo Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 03/01/2016

Format Type: English

Display Name: Joe Brovo View Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 1 Months

Date of Death:

Birth Country:

Birth Location: Waive Data Protection

Biographical History Find | View All

*Effective Date: 03/01/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Married

Language Code: English

Alternate ID: Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	852-96-3741	<input checked="" type="checkbox"/>

Save Return to Search Notify Refresh Add Update/Display Include History

To change the name of an employee, click the + sign at the top right to add a row to the "Name" section.

NOTE: "Adding a row" means you are creating a new record that you can make changes to and save, which then updates the record for that employee but maintains the historical information.

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Brovo Person ID: 00470701

Name Find | View All First 1 of 2 Last

*Effective Date: 04/06/2016 📅 + -

*Format Type: English v

Display Name: Joe Brovo Edit Name

Biographic Information

*Date of Birth: 03/01/1990 📅 26 Years 1 Months

Date of Death: 📅

Birth Country: 🔍

Birth Location: 🔍

Biographical History

*Effective Date: 03/01/2016 📅

*Gender: Male v

*Highest Education Level: A-Not Indicated v

*Marital Status: Married v

Language Code: English v

Alternate ID: 🔍

Full-Time Student

Click the calendar icon next to the "Effective Date"

This will allow you to change the effective date to the day the change took place. In this example, the employees name was edited on 04/06/2016.

▼ **National ID** Personalize | Find | View All | 📄 | 📅 | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA 🔍	Social Security Number v	852-96-3741	<input checked="" type="checkbox"/> + -

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Brovo Person ID: 00470701

Name Find | View All First 1 of 2 Last

*Effective Date: 04/06/2016

*Format Type: English

Display Name: Joe Brovo

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 1 Months

Date of Death:

Birth Country:

Birth Location:

Click the "Edit Name" button.

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 03/01/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Married As of: 03/01/2016

Language Code: English

Alternate ID:

Full-Time Student

National ID Personalize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	852-96-3741	<input checked="" type="checkbox"/>

“Editing a Name”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Edit Name

English Name Format

Prefix:	<input type="text"/>
First Name:	<input type="text" value="Joe"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Brovo"/>
Suffix:	<input type="text"/>
Display Name:	Joe Brovo
Formal Name:	Joe Brovo
Name:	Brovo,Joe

Refresh Name

OK Cancel Refresh

Type the new name into the appropriate fields.

“Editing a Name”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Edit Name

English Name Format

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Display Name: Joe Brovo

Formal Name: Joe Brovo

Name: Brovo, Joe

Type the new name into the appropriate fields. Click the “OK” button.

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details | Contact Information | Regional

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 31 26 Years 1 Months

Date of Death: 31

Birth Country: 🔍

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 03/01/2016 31 + -

*Gender: Male ▼

Education Level: A-Not Indicated ▼

Marital Status: Single ▼ As of: 03/01/2016 31

Language: English ▼

National ID

*Country: USA 🔍 *National ID Type: Social Security Number ▼ 852-96-3741 ☑️ + -

Save
Return to Search
Notify
Refresh
Add
Update/Display
Include History

Biographical Details | Contact Information | Regional

NOTE: Always click "Save" button after completing your changes in Edison. Otherwise all your changes will be lost.

If you are only changing the employee's name, you can click the "Save" button at the bottom left and stop here.





Questions?

Modify a Person “Biographic Information”

**This procedure shows you how to
change an employee’s Date of Birth.**

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 [Calendar Icon] 26 Years 2 Months

Date of Death: [Calendar Icon]

Birth Country: [Search Icon]

Birth Location: [Text Field] Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/06/2016 [Calendar Icon] + -

*Gender: Male

*Highest Education Level: A-Not Indicated

As of: 04/06/2016 [Calendar Icon]

Alternate ID: [Text Field] Full-Time Student

Click the calendar icon next to the "Effective Date"

National ID Personalize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	852-96-3741	<input checked="" type="checkbox"/>

- Save
- Return to Search
- Notify
- Refresh
- Add
- Update/Display
- Include History

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details | Contact Information | Regional

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 2 Months

Date of Death:

Birth Country:

Birth Location:

Biographical History

*Effective Date: 04/06/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Single

Full-Time Stud

Calendar

January 1990

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Current Date

Personalize | Find | View All | First 1 of 1 Last

USA Social Security Number

Save Return to Search Notify Refresh Add Update/Display Include History

Biographical Details | Contact Information | Regional

This will allow you to change the date of birth to the correct date.

Example: Changing Date of Birth from 03/01/1990 to 01/03/1990.

Select the corrected date of the date of birth.

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits

- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details | Contact Information | Regional

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 01/03/1990 31 26 Years 2 Months

Date of Death: 31

Birth Country: 🔍

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/06/2016 31 + -

*Gender: Male ▼

*Highest Education Level: A-Not Indicated ▼

*Marital Status: Single

Language Code: English

Alternate ID: Full Time

National ID Personalize | Find | View All | 📄 | 📅 First 1 of 1 Last

*Country	National ID Type	National ID	Primary ID
USA 🔍	Social Security Number ▼	852-96-3741	<input checked="" type="checkbox"/> + -

Save Return to Search Notify Refresh Add Update/Display Include History

Biographical Details | Contact Information | Regional

If you are only changing the employee's date of birth, click the "Save" button at the bottom left.

NOTE: Always click "Save" button after completing your changes in Edison. Otherwise all your changes will be lost.



Questions?

Modify a Person “Biographical History”

**This procedure shows you how to
change an employee’s Marital Status.**

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 31 26 Years 1 Months

Date of Death: 31

Birth Country: 🔍

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 03/01/2016 31

*Gender: Male v

*Highest Education Level: A-Not Indicated v

*Marital Status: Single v As of: 03/01/2016 31

Language Code: English v

Alternate ID: Full-Time

National ID

*Country	*National ID Type
USA 🔍	Social Security Number

If you are wanting to change the marital status of an employee, Click the + sign on the right to add a row to the "Biographical History" section. Proceed to the next section.

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 31 26 Years 1 Months

Date of Death: 31

Birth Country: 🔍

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 2 Last

*Effective Date: 04/06/2016 31

*Gender: Male v

*Highest Education Level: A-Not Indicated

*Marital Status: Single

Language Code: English v

Alternate ID: Full-Time Student

Calendar

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Current Date

Click the calendar icon next to the "Effective Date"

This allows you to change the effective date to the day the change took place.

Then select the date the change occurred.

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 2 Last

*Effective Date: 04/06/2016 + -

*Format Type: English + -

Display Name: Joe Benefits Edit Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 1 Months + -

Date of Death: + -

Birth Country: + -

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 2 Last

*Effective Date: 04/06/2016 + -

*Gender: Male + -

*Highest Education Level: A-Not Indicated + -

*Marital Status: **Single** As of: 03/01/2016 + -

Language Code: English + -

Alternate ID: Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA + -	Social Security Number + -	852-96-3741	<input checked="" type="checkbox"/> + -

Change the "Marital Status" field to "Married"

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 1 Months

Date of Death:

Birth Country:

Birth Location: Waive Data Protection

Biographical History

*Effective Date: 04/06/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Married

Language Code: English

Alternate ID:

Full-Time Student

As of: 03/01/2016

National ID

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	852-96-3741	<input checked="" type="checkbox"/>

Calendar

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Current Date

Click the calendar icon next to the "As of"
Change the date in the As of field to the same as the effective date

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits

- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 31 26 Years 1 Months

Date of Death: 31

Birth Country: 🔍

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 2 Last

*Effective Date: 04/06/2016 31 + -

*Gender: Male v

Education Level: A-Not Indicated v

Marital Status: Married v As of: 04/06/2016 31

Language: English v

Full-Time Student

National ID Personalize | Find | View All | 📄 📅 First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number v	852-96-3741	<input checked="" type="checkbox"/> + -

NOTE: Always click "Save" button after completing your changes in Edison. Otherwise all your changes will be lost.

Click the "Save" button.



Questions?

Modify a Person “Changing a Address”

**This procedure shows you how to
update an employee’s Address.**

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details **Contact Information** Regional

Joe Benefits Person ID: 00470707

Name Find | View All First 1 of 1 Last

Effective Date: 02/19/2016

Format Type: English

Display Name: Joe Benefits

View Name

Click the "Contact Information" button.

Biographic Information

*Date of Birth: 04/01/1979 37 Year

Date of Death:

Birth Country:

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 02/19/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Married As of: 02/19/2016

Language Code: English

Alternate ID: Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	123-45-6988	<input checked="" type="checkbox"/>

Save Return to Search Notify Refresh Add Update/Display Include History

Joe Benefits Person ID: 00470707

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	02/19/2016	A	312 Rosa Parks Ave Nashville, TN 37243-0001 Davidson	View Address Detail + -

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
Home	615/741-3590		<input checked="" type="checkbox"/>

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred
		<input type="checkbox"/>

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

*Network ID	*IM Protocol	*IM Domain	Preferred
			<input type="checkbox"/>

Save | Return to Search | Notify | Refresh

Add | Update/Display | Include History

Click the "Edit/View Address Detail" button.

NOTE: If you click the + sign on this screen, it will allow you to add an address to the record (such as a temporary mailing address) but will not allow you to edit the current address.

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Address History

Address Type: Home

Address History		Find	First	1 of 1	Last
Effective Date:	02/19/2016	Address:	312 Rosa Parks Ave Nashville, TN 37243-0001 Davidson		
Country:	USA				
Status:	A				

OK Cancel Refresh

Click the + sign to edit the current address

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Address History

Address Type: Home

Address History Find First 1-2 of 2 Last

*Effective Date:	04/27/2016	Address:	312 Rosa Parks Ave
Country:	USA		Nashville, TN 37243-0001
*Status:	A		Davidson
Add Address			
Effective Date:	02/19/2016	Address:	312 Rosa Parks Ave
Country:	USA		Nashville, TN 37243-0001
Status:	A		Davidson

OK Cancel Refresh

Click the calendar icon next to the “Effective Date” field

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

Address History

Address Type: Home

Address History Find First 1-2 of 2 Last

*Effective Date: 04/27/2016 Address: 312 Rosa Parks Ave

Country: USA

*Status: A

Add Address

Effective Date: 02/19/2016

Country: USA

Status: A

Calendar

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OK Cancel Refresh

Current Date

This will allow you to change the effective date to the day the change took place.

Example: Changing from 04/27/2016 to 04/30/2016.

Select the date the change occurred.

“Changing a Address”

The screenshot displays the 'Benefits WorkCenter' interface. On the left is a navigation menu with categories: 'Benefits Administration' (including Non-Payroll New Hire, Non-Payroll Job Data, Employee Profile Page, Benefits Document Upload, Update Dependent/Beneficiary, Health Benefits), 'Workforce Administration' (including Modify a Person, Search by National ID), and 'Benefits Billing' (including Enroll in Billing, Review Adjustment Summary, Review Employee Balances, Request Hold/Alternate Address, Review Payment/Details). The main content area is titled 'Address History' and shows 'Address Type: Home'. Below this is a table of address history entries. The first entry is selected, showing fields for *Effective Date (04/30/2016), Country (USA), *Status (A), and Address (312 Rosa Parks Ave, Nashville, TN 37243-0001, Davidson). An 'Add Address' button is circled in red, and an arrow points to it from a callout box. At the bottom of the table are 'OK', 'Cancel', and 'Refresh' buttons.

Address History		Find	First	1-2 of 2	Last
*Effective Date:	04/30/2016	Address:	312 Rosa Parks Ave Nashville, TN 37243-0001 Davidson		
Country:	USA				
*Status:	A				
Add Address					
Effective Date:	02/19/2016	Address:	312 Rosa Parks Ave Nashville, TN 37243-0001 Davidson		
Country:	USA				
Status:	A				

Click the “Add Address” button.

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Edit Address

Country: United States

Address 1: 312 Rosa Parks Ave

Address 2:

Address 3:

City: Nashville State: TN Tennessee

Postal: 37243-0001

County: Davidson

OK Cancel

Type the new address into the appropriate fields over the old address.

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Edit Address

Country: United States

Address 1: 400 Deadrick St

Address 2:

Address 3:

City: Nashville State: TN Tennessee

Postal: 37243-0001

County: Davidson

OK Cancel

Type the new address into the appropriate fields.

Once you have finished entering the new address.
Click the “OK” button.

“Changing a Address”

NOTE: When you click OK and a Message comes up. Verify the address you entered is correct and if so Click “OK” button on the message.

If you are unsure of the address, there is a Web Link listed in the message to the postal service for you to verify the accuracy of the address.

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Edit Address

Country: United States

Address 1: 400 Deadrick St

Address 2:

Address 3:

City: Nashville State: TN Tennessee

Postal: 37243-0001

County: Davidson

OK Cancel

Message

The address entered could not be validated. (26000,2)

Please check the following website to ensure the accuracy of your address: <http://zip4.usps.com/zip4/welcome.jsp> or contact your Human Resources Office. If the address is accurate, then click "OK", otherwise click "Cancel" to go back and change your address.

OK Cancel

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Address History

Address Type: Home

Address History Find First 1-2 of 2 Last

*Effective Date:	04/30/2016	Address:	400 Deadrick St
Country:	USA		Nashville, TN 37243-0001
*Status:	A		Davidson
Update/View Address			
Effective Date:	02/19/2016	Address:	312 Rosa Parks Ave
Country:	USA		Nashville, TN 37243-0001
Status:	A		Davidson

OK Cancel

Click the “OK” button.

Check to make sure the system automatically added the additional four digits to the zip code. If the system does not recognize the address, it should give you an error, you can go back, and update the address.

“Changing a Address”

Benefits WorkCenter

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration
 - Modify a Person
 - Search by National ID
- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details | **Contact Information** | Regional

Joe Benefits Person ID: 00470707

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	04/27/2016	A	400 Deadrick St Nashville, TN 37243 Davidson	Edit/View Address Detail + -

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred	
Home	615/741-3590		<input checked="" type="checkbox"/>	+ -

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

*Network ID	*IM Protocol	*IM Domain	Preferred	
			<input type="checkbox"/>	+ -

Save Return to Search Notify Refresh Add Update/Display Include History

Click the “Save” button at the bottom left

NOTE: Always click the “Save” button after completing your changes in Edison. Otherwise all your changes will be lost.



Questions?

Modify a Person “Changing National ID”

**This procedure shows you how to
change an employee’s National ID/
Social Security Number.**

- Benefits WorkCenter**
- Benefits Administration**
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits
- Workforce Administration**
 - Modify a Person
 - Search by National ID
- Benefits Billing**
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details | Contact Information | Regional

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 2 Months + -

Date of Death: + -

Birth Country: + -

Birth Location: Waive Data Protection

Find | View All First 1 of 1 Last

04/06/2016 + -

Male + -

A Not Indicated + -

Single + -

English + -

As of: 04/06/2016 + -

Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID	
USA	Social Security Number	852-96-3741	<input checked="" type="checkbox"/>	+ -

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Change a National ID / Social Security Number of an employee, click the + sign on the right to add a row to the "National ID" section.

Proceed to the next section

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits

- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Biographical Details | Contact Information | Regional

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 31 26 Years 2 Months

Date of Death: 31

Birth Country: 🔍

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/06/2016 31 + -

*Gender: Male v

*Highest Education Level: A-Not Indicated v

*Marital Status: Single

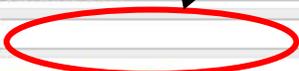
Language Code: English v

Alternate ID: Full-Time Student

National ID Personalize | Find | View All | 📄 | 📅 First 1-2 of 2 Last

*Country	*National ID Type	National ID	Primary ID	
USA 🔍	Social Security Number v	852-96-3741	<input checked="" type="checkbox"/>	+ -
USA 🔍	Social Security Number v	<input type="text"/>	<input type="checkbox"/>	+ -

Enter the correct National ID / Social Security Number in the empty block.



- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits

- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 2 Months

Date of Death:

Birth Country:

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/06/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Single

Language Code: English

Alternate ID: Full-Time Student

Change the Primary ID block to the new National ID / Social Security Number.

National ID Personalize | Find | View All First 1-2 of 2 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	852-96-3741	<input type="checkbox"/>
USA	Social Security Number	852-69-1473	<input checked="" type="checkbox"/>

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

- Benefits Administration
 - Non-Payroll New Hire
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - Update Dependent/Beneficiary
 - Health Benefits

- Workforce Administration
 - Modify a Person
 - Search by National ID

- Benefits Billing
 - Enroll in Billing
 - Review Adjustment Summary
 - Review Employee Balances
 - Request Hold/Alternate Address
 - Review Payment/Details

Joe Benefits Person ID: 00470701

Name Find | View All First 1 of 1 Last

Effective Date: 04/06/2016 + -

Format Type: English

Display Name: Joe Benefits View Name

Biographic Information

*Date of Birth: 03/01/1990 26 Years 2 Months

Date of Death: + -

Birth Country: + -

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 04/06/2016 + -

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Single

Language Code: English

Alternate ID: Full-Time Student

National ID Personalize | Find | View All | 1-2 of 2 Last

*Country	*National ID Type	National ID	Primary ID
USA	Former SSN		<input type="checkbox"/>
USA	Social Security Number	852-69-1473	<input checked="" type="checkbox"/>

Click the "Save" button.

Change the "National ID Type" to former SSN.

NOTE: Always click "Save" button after completing your changes in Edison. Otherwise all your changes will be lost.



Questions?

Thank you for participating in Session 2 of the Benefits Administration Training webinar. We hope this information was informative and helpful.

If you have questions regarding a specific employee or issue, please contact our service center at 1-800-253-9981. If you know what your option is and get tired of listening to the long BA greetings, you can make your choice as soon as the greeting comes up:

- ❖ State: push option 6 then option 4
- ❖ Local Ed; push option 6 then option 2
- ❖ Local Gov: push option 6 then 3
- ❖ UT/TBR: push option 6 then option 1

This will put you in line immediately and save you time every time you call.