

Benefits Administration

Agency Benefits Coordinator Training

Data Entry

Step by Step Instructions on
Data Entry

Welcome to Edison “Employee Portal Login”

TN Tue, Sep 18, 2018 04:03 PM  

 **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**
No articles currently available

1st Time Login/Password Reset
First-Time Login/How To Retrieve Access ID
If you have never logged into Edison or you have forgotten your Access ID click [HERE](#). You will need your **8-digit Employee ID** found on your Caremark

 **Edison Maintenance Calendar**
Sunday Sep 16, 2018 - Saturday Sep 22, 2018
Sunday, Sep 23
☀ Scheduled Edison Maintenance

 **FAQ**
Edison Basics
What is Edison?

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:
<https://www.tn.gov/partnersforhealth.html>



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 Ivy

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”

Modules
Containing
Centers

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

Tue, Sep 18, 2018 03:49 PM

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

Edison News Alerts

Fiscal Year PO Rollover Complete

The PO Rollover process has completed successfully. All purchase orders that qualified to roll are now in FY19. If your agency submitted a contact to be notified of completion, they will receive an email with the post rollover spreadsheets to analyze. The purchase orders that did not roll into FY19 will need to be closed by September 1st or they will be closed by Edison staff.

Edison Maintenance Calendar

Sunday Sep 16, 2018 - Saturday Sep 22, 2018

Sunday, Sep 23

Scheduled Edison Maintenance

Location: Edison

Full Page View

FAQ

My Reports

Edison Service Desk

FOR HEALTH

Select the "Benefits" button.

Benefits WorkCenter

The screenshot shows the Edison WorkCenter interface. At the top left is the 'TN' logo. The date and time are 'Tue, Sep 18, 2018 03:49 PM'. The top right contains navigation icons: a home icon, a menu icon, a play icon, and the 'edison' logo. The left sidebar is a navigation menu with the following items: 'Self Service', 'General Information', 'Payroll', 'Human Resources', 'Time and Labor', 'Benefits' (highlighted with an orange arrow), 'Benefits News', 'Benefits Support Info', 'Benefits Workcenter' (circled in red), 'ELM', 'FSCM', and 'Training'. A black arrow points from the 'Benefits Workcenter' button to a callout box at the bottom. The main content area features a large image of a fountain in front of a classical building. Below the image are three panels: 'Edison News Alerts' with a 'Fiscal Year PO Rollover Complete' alert, 'Edison Maintenance Calendar' showing 'Sunday, Sep 23' with 'Scheduled Edison Maintenance' at the 'Edison' location, and 'My Reports'.

Select the “Benefits WorkCenter” button.

FOR HEALTH

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!

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Benefits Billing

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- Review Adjustment Summary
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- 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

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

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

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

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

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

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

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



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).

Personalize | Find |  |  First   Last

	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.

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.

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)

Benefits WorkCenter

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
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 - Request Hold/Alternate Address
 - Review Payment/Details

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
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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			
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 No

*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"

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
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 - 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

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- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

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- 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.

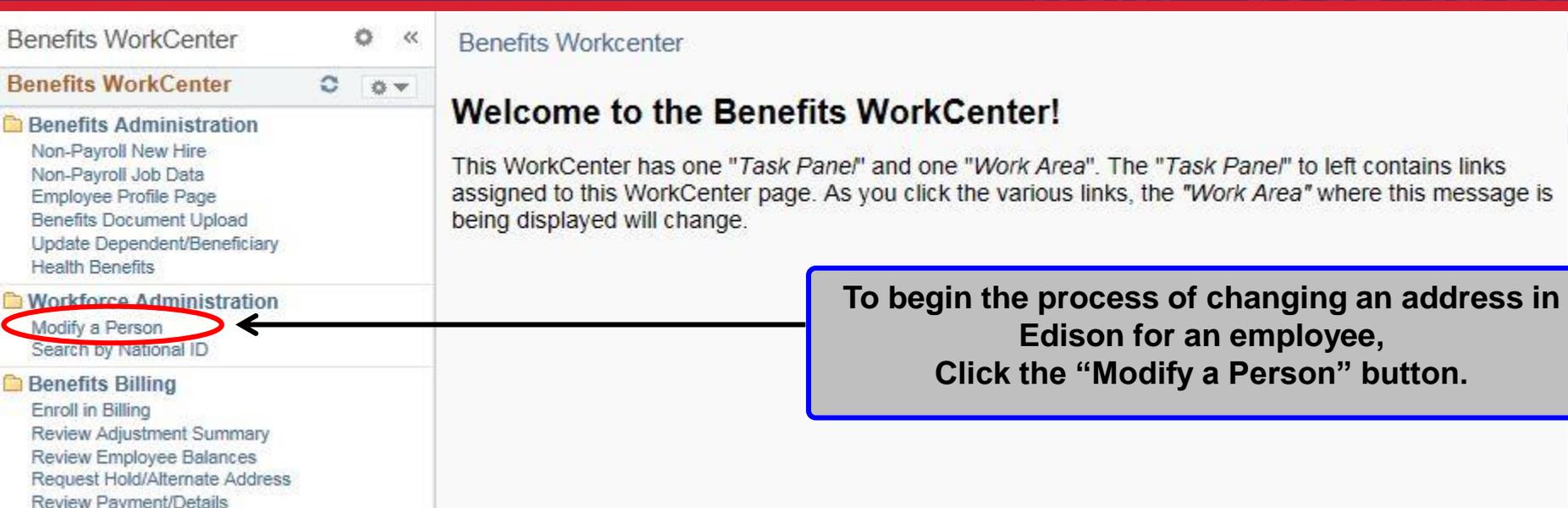
Benefits WorkCenter Work Administration Folder “Modify a Person”

**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 shows the Benefits WorkCenter interface. On the left is a navigation pane with three main folders: Benefits Administration, Workforce Administration, and Benefits Billing. The 'Modify a Person' link under Workforce Administration is circled in red, and a black arrow points from a text box to it. The main content area displays a welcome message and instructions.

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.

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
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 - Health Benefits
- Workforce Administration
 - Modify a Person
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- Benefits Billing
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 - 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:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

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.**

- 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
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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"/>

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

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Benefits Billing

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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
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 - 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

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 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 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 ▼

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.

▼ National ID

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

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

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: [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: [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

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:

Birth Country:

Birth Location:

Biographical History

*Effective Date: 04/06/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Single

Calendar

January 1990

S	M	T	W	T	F	S
			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

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.

USA Social Security Number

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: 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.

Modify a Person “Biographical History”

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

- 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

Find | View All First 1 of 1 Last

*Effective Date: 03/01/2016

*Gender: Male

*Highest Education Level: A-Not Indicated

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

Language Code: English

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 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 ▼

*Highest Education Level: A-Not Indicated ▼

*Marital Status: Married ▼

Language Code: English ▼

Alternate ID:

Full-Time Student

National ID Personalize | Find | View All | 📄 📅

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

As of: 03/01/2016 31

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

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

Click the "Save" button.

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"/>

Modify a Person “Changing an 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

Language Code: English

Alternate ID:

Full-Time Student

As of: 02/19/2016

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 <input type="button" value="+"/> <input type="button" value="-"/>

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 an 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 an 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 an 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

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 an 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 has an effective date of 04/30/2016, country USA, status A, and address 312 Rosa Parks Ave, Nashville, TN 37243-0001, Davidson. The second entry has an effective date of 02/19/2016, country USA, status A, and the same address. An 'Add Address' button is circled in red in the first entry's row. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons. A callout box with a blue border and white background contains the text 'Click the “Add Address” button.' with an arrow pointing to the circled 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

Address History

Address Type: Home

Address History Find First 1-2 of 2 Last

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

OK Cancel Refresh

Click the “Add Address” button.

“Changing an 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 an 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 an 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

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.

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 an Address”

Benefits WorkCenter

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 an 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.

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

04/06/2016 + -

Male + -

A Not Indicated + -

Single + -

English + -

As of: 04/06/2016 + -

Full-Time Student

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

National ID Personalize | Find | View All | 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

- 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
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 - Health Benefits

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 - 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"/>

- 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 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 | 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.

Data Entry

**For Questions Contact:
Benefits Administration**



**800.253.9981 or 615.741.3590
Monday – Friday, 8a - 4:30p CT
or create a Zendesk Ticket**