

# **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?



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:

3/20/2016 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  
Training  
Centers

The screenshot shows the Edison Welcome Page interface. At the top, there is a navigation bar with the TN logo, a home icon, a menu icon, a play icon, and the Edison logo. Below the navigation bar, the date and time are displayed: Tue, Sep 18, 2018 03:49 PM. The main content area is divided into several sections. On the left, there is a sidebar with a list of modules: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. A red bracket on the left side of the sidebar groups these modules under the heading "Modules Training Centers". In the center, there is a large image of the Tennessee State Capitol building. Below the image, there are two main sections: "Edison News Alerts" and "Edison Maintenance Calendar". The "Edison News Alerts" section contains a news item titled "Fiscal Year PO Rollover Complete" with a brief description. The "Edison Maintenance Calendar" section shows a calendar for Sunday, Sep 23, with a scheduled maintenance event. Below these sections, there are links for "News and Events", "FAQ", "Full Page View", and "My Reports". A blue box on the right side of the page, labeled "Alerts and", has arrows pointing to the "Edison News Alerts" and "Edison Maintenance Calendar" sections. A red box at the bottom right of the page contains the text "FOR HEALTH".

TN

Tue, Sep 18, 2018 03:49 PM

Self Service

General Information

Payroll

Human Resources

Time and Labor

Benefits

ELM

FSCM

Training

Edison News Alerts

Edison Maintenance Calendar

Alerts and

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.

News and Events

FAQ

Full Page View

My Reports

Edison Service Desk

FOR HEALTH

# 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

TN

Tue, Sep 18, 2018 03:49 PM

Self Service

General Information

Payroll

Human Resources

Time and Labor

**Benefits**

ELM

FSCM

Training

Edison Service Desk

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.

News and Events

FAQ

Edison Maintenance Calendar

Sunday Sep 16, 2018 - Saturday Sep 22, 2018

**Sunday, Sep 23**

Scheduled Edison Maintenance

Location: Edison

Full Page View

My Reports

Select the "Benefits" button.

FOR HEALTH



# Benefits WorkCenter

TN

Tue, Sep 18, 2018 03:49 PM

Self Service

General Information

Payroll

Human Resources

Time and Labor

Benefits

Benefits News

Benefits Support Info

**Benefits Workcenter**

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

My Reports

Select the “Benefits WorkCenter” button.

**FOR HEALTH**



# Introduction to “Benefits WorkCenter”

The screenshot shows the Benefits WorkCenter interface. On the left is a 'Task Panel' with three main folders: 'Benefits Administration', 'Workforce Administration', and 'Benefits Billing'. Each folder is circled in red. Arrows point from these folders to a text box on the right. The main 'Work Area' on the right displays a welcome message and a list of three items.

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.

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**

**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

**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

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**Benefits Administration**

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- Non-Payroll Job Data
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- Review Adjustment Summary
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- 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

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Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

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

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".



Bio & Job Data **Health Benefits** Links Notes Scanned Documents

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

Personalize Find View All First 1 of 1 Last

**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

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

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.

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

## 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

Personalize   Find   View All								
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 ☐ Other ☐ Need Additional Documentation


NHR

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.





 Return to Search

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

File Name	DateCreated	View document	c3
Benefits-Insurance Admin	04/11/2014	<a href="#">Open</a>	<a href="#">Download</a>
Benefits-Insurance Admin	03/07/2010	<a href="#">Open</a>	<a href="#">Download</a>

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)



The screenshot shows the 'Benefits WorkCenter' interface. On the left is a 'Task Panel' with a sidebar menu. The menu is organized into three sections: 'Benefits Administration', 'Workforce Administration', and 'Benefits Billing'. The 'Non-Payroll Job Data' link is highlighted with a red circle and an arrow pointing to it. The main 'Work Area' on the right displays a welcome message and instructions.

**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.

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

**Search** Advanced Search

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

## 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.



Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
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- 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 Change

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

**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
<b>TER</b>
XFR

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

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

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

## 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 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

Personalize | Find

	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
  - Non-Payroll Job Data
  - Employee Profile Page
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  - Update Dependent/Beneficiary
  - Health Benefits

- Workforce Administration
  - Modify a Person
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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

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)

The screenshot displays the 'Benefits WorkCenter' interface. On the left is a navigation menu with categories: 'Benefits WorkCenter', 'Benefits Administration' (containing 'Non-Payroll New Hire', 'Non-Payroll Job Data', 'Employee Profile Page', 'Benefits Document Upload', 'Update Dependent/Beneficiary', and 'Health Benefits'), 'Workforce Administration' (containing 'Modify a Person' and 'Search by National ID'), and 'Benefits Billing' (containing 'Enroll in Billing', 'Review Adjustment Summary', 'Review Employee Balances', 'Request Hold/Alternate Address', and 'Review Payment/Details'). The main content area is titled 'Non-Payroll Job Data' and includes the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria is set to 'Search by: Empl ID' with a dropdown arrow, followed by 'begins with' and the text '00470701'. At the bottom of the search section are 'Search' and 'Advanced Search' buttons. A 'Message' pop-up window is overlaid on the right side of the main content area, containing the text 'Emplid 00470701 has been updated. (25000,999)' and an 'OK' button. An arrow points from a text box to the 'OK' button.

Benefits WorkCenter

Benefits WorkCenter

Benefits Administration

- Non-Payroll New Hire
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Workforce Administration

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Benefits Billing

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- 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”**

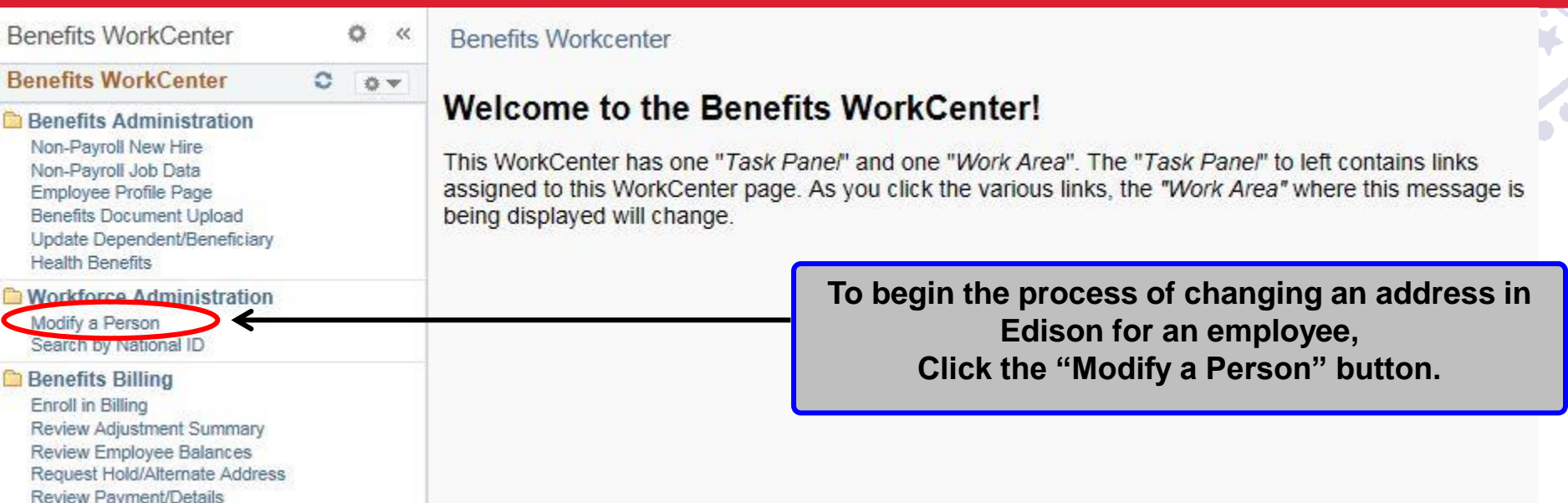
**This procedure shows you how to  
update or change an employee’s Name,  
Date of Birth, Marital Status, and  
National ID.**



**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 pane 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 message and a brief explanation of the interface.

**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.**

- 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

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:

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  
Review Employee Balances  
Request Hold/Alternate Address  
Review Payment/Details

## 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

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

## 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

☒

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

**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

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

\*Highest Education Level:

A-Not Indicated

\*Marital Status:

Married

Language Code:

English

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



852-96-3741

☒

☐

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 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



Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

# “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:	Joe
Middle Name:	<input type="text"/>
Last Name:	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”

The screenshot shows 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, 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 area is titled 'Edit Name' and contains a form for 'English Name Format'. The form fields are: 'Prefix' (dropdown), 'First Name' (text box with 'Joe'), 'Middle Name' (text box), 'Last Name' (text box with 'Benefits', which is circled in red), and 'Suffix' (dropdown). Below these are 'Display Name' (Joe Brovo), 'Formal Name' (Joe Brovo), and 'Name' (Brovo, Joe). A 'Refresh Name' button is located below the 'Name' field. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons. A blue-bordered callout box on the right contains the text: 'Type the new name into the appropriate fields. Click the “OK” button.' Two arrows point from this box to the 'First Name' and 'Last Name' fields. Another arrow points from the box to 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

### 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

## 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 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

Education Level: A-Not Indicated

Status:

Single

Language:

English

As of:

03/01/2016

**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 Ty

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 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

## Biographical History

Find | View All

First

1 of 1

Last

\*Effective Date: 04/06/2016

\*Gender: Male

\*Highest Education Level: A-Not Indicated

As of:

04/06/2016

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

☒

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 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
			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

Select the corrected date of the date of birth.

USA Social Security Number

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

Biographical Details | Contact Information | Regional

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 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

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

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

## 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 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

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

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

## 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 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

Language Code: English

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.

Notify

Refresh

Add

Update/Display

Include History

n | Regional

Biographical Details | Contact Information | Regional

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"/>

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

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](#)

## 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 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: Married

Language Code: English

Alternate ID:

☐ Full-Time Student

As of:

03/01/2016

## National ID

Personalize | Find | View All

First

\*Country

\*National ID Type

National ID

Primary ID

USA

Social Security Number

852-96-3741

Update/Display

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

## 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



## 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 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

Education Level: A-Not Indicated

Marital Status: Married

Language: English

As of:

04/06/2016

☐ Full-Time Student

Click the "Save" button.

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

## 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

☒

Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

# Modify a Person “Changing an Address”

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



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

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

Click the "Contact Information" 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

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	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		
<div>Address Detail” button.</div>		<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## Instant Message IDs

Personalize | Find | View All |

First 1 of 1 Last

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

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 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		

OK Cancel Refresh

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



# “Changing an Address”

The screenshot shows the 'Benefits WorkCenter' interface. On the left is a navigation menu with categories: '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), and 'Benefits Billing' (Enroll in Billing, Review Adjustment Summary, Review Employee Balances, Request Hold/Alternate Address, Review Payment/Details). The main area is titled 'Address History' and shows details for a 'Home' address type. The current entry has an effective date of 04/27/2016, country USA, and status A. A calendar pop-up is open over the date field, showing April 2016. The date 30 is circled in red. An arrow points from a text box to the date field, and another arrow points from a text box to the circled date 30.

Benefits WorkCenter

Address History

Address Type: Home

Address History

\*Effective Date: 04/27/2016

Country: USA

\*Status: A

Address: 312 Rosa Parks Ave

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

Effective Date: 02/19/2016

Country: USA

Status: A

OK Cancel Refresh

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”

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

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

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

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

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

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

**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

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

National ID				Personalize	Find	View All	1-2 of 2	First	Last
*Country	*National ID Type	National ID	Primary ID						
USA	Social Security Number	852-96-3741	<input checked="" type="checkbox"/>						
USA	Social Security Number		<input 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

\*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"/>

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

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**