

Completing a New Hire Enrollment Overview

This Job Aid provides step-by-step instructions for an Agency Benefits Administrator (BA) to complete a new hire enrollment on behalf of the employee. This process is performed on the **On-Demand Event Maintenance** page after the employee submits their Benefits Enrollment form to the BA with all the information necessary to complete the process.

Hire (HIR and HR2) Benefit Events are triggered after the HR new hire transactions are completed by an Agency HR Administrator.

The HR2 Benefit Event will automatically enroll the eligible employee in the Imputed Life Insurance Income Plan after the Benefits Administration process runs and then the HR2 Benefit Event will automatically close. The Benefits Administration process runs periodically on a schedule. This must be completed prior to completing the employee's other enrollments via the HIR Benefit Event. If the Agency BA needs to process the HIR Benefit Event before the Benefits Administration process has run, the HR2 Benefit Event can be manually closed. This Job Aid contains the steps used to manually close the HR2 Benefit Event.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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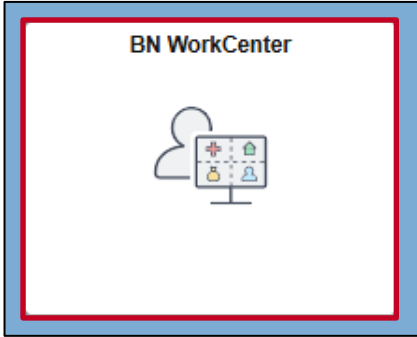
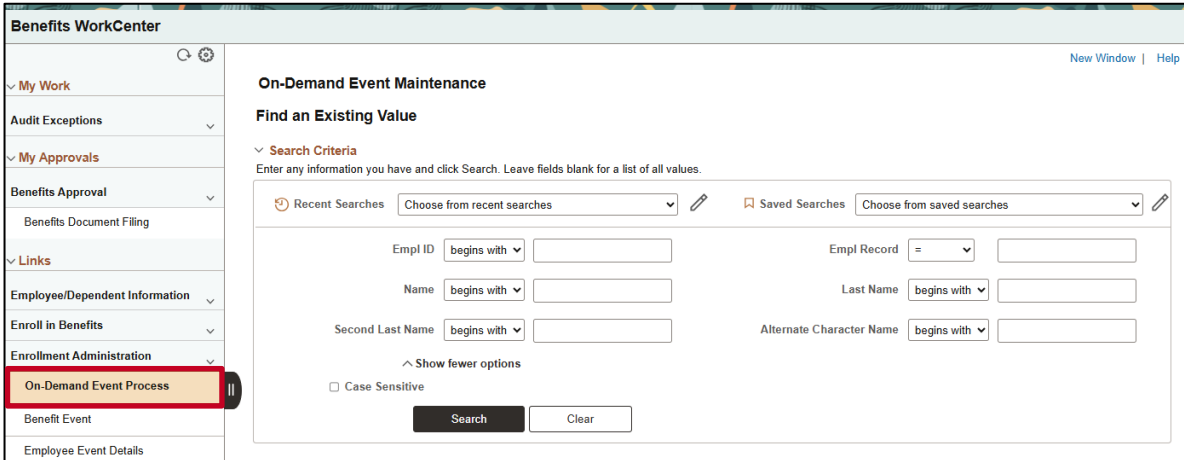
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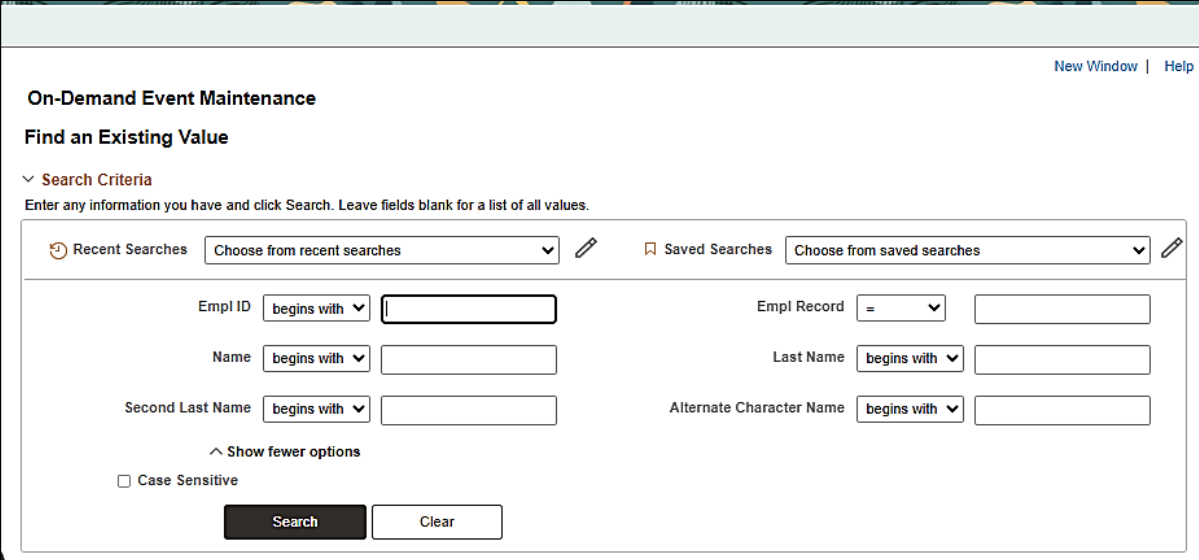
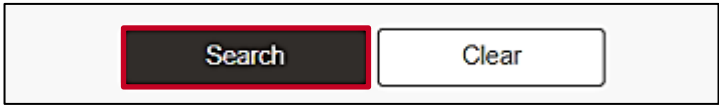


Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

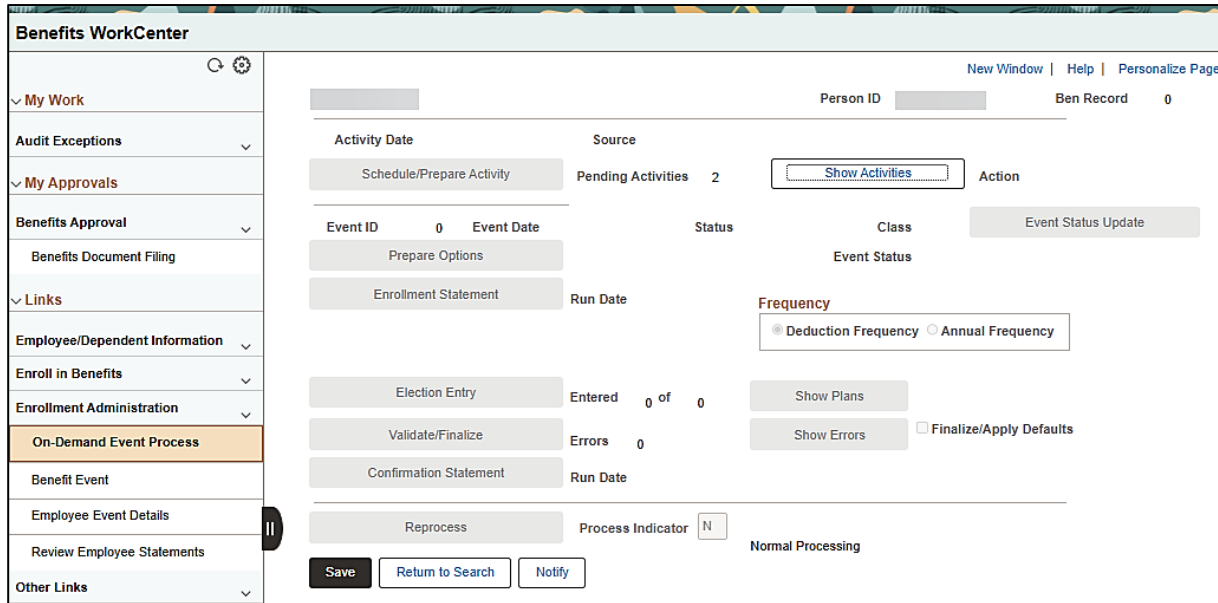
Completing a New Hire Benefit Enrollment

Step	Action
1.	Navigate to the On-Demand Event Process page by clicking the BN WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Enrollment Administration > On-Demand Event Process Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	The On-Demand Event Maintenance Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages located on the Cardinal website in Job Aids under Learning.
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
4.	Click the Search button. 

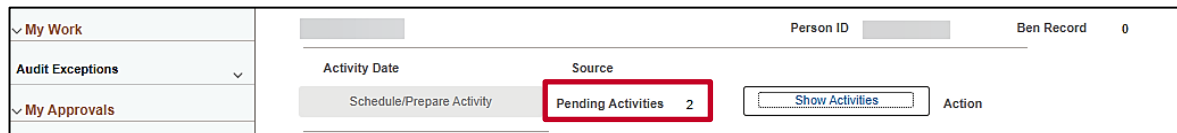
Step	Action
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The **On-Demand Event Maintenance** page displays for the applicable employee.

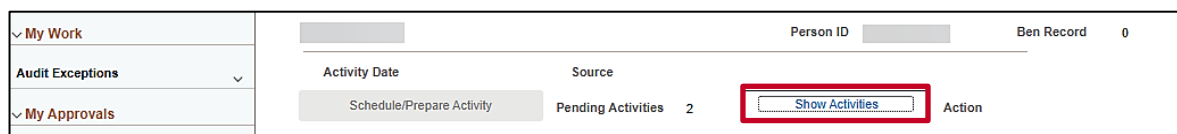


5. Review the **Pending Activities** field and proceed based on the following:

- If the **Pending Activities** field displays a “2”, the Benefits Administration process has not run and the HR2 Benefit Event has not been automatically processed and closed. Proceed with **Step 6**.
- If the **Pending Activities** field displays a “1”, the Benefits Administration process has run and the HR2 Benefit Event has been automatically processed and closed but the “HIR” Benefit Event has not been prepared. Proceed with **Step 11**.
- If the **Pending Activities** field displays a “0”, the Benefits Administration process has run and the HR2 Benefit Event has been automatically processed and closed. Additionally, the “HIR” Benefit Event has been prepared. Proceed to **Step 13**.



6. Click the **Show Activities** button.





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Step	Action
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The **BAS Activity** page displays in a pop-up window.

Mountain Dew Person ID Ben Record 0

BAS Activity

1-2 of 2

Select	Empl Record	Action Source	Event Date	Event Effseq	BAS Action	COBRA Action		
☐	0	Manual Event	07/31/2026	0	HR2		+	-
☐	0	Job Data Change	07/31/2026	0	HIR		+	-

OK Cancel

7. Click the **Select** checkbox option for the HR2 Benefit Event.

Select	Empl Record	Action Source	Event Date	Event Effseq	BAS Action	COBRA Action		
☒	0	Manual Event	07/31/2026	0	HR2		+	-

8. Click the **OK** button.

OK Cancel

The **On-Demand Event Maintenance** page redisplay.

New Window | Help | Personalize Page

Person ID Ben Record 0

Activity Date 07/31/2026 Source Manual Event

Schedule/Prepare Activity Pending Activities 2 Show Activities Action HR2

Event ID 0 Event Date Status Class Event Status Update

Prepare Options

Enrollment Statement Run Date

Frequency
☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 0 Show Plans

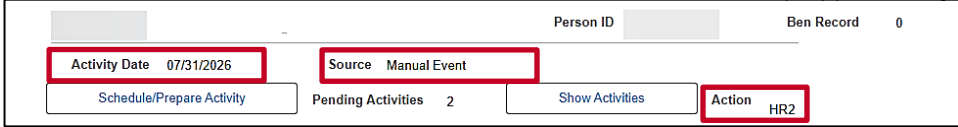
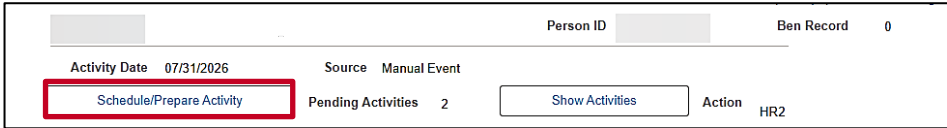
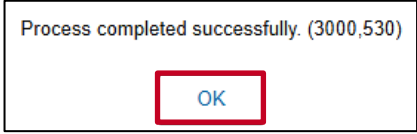
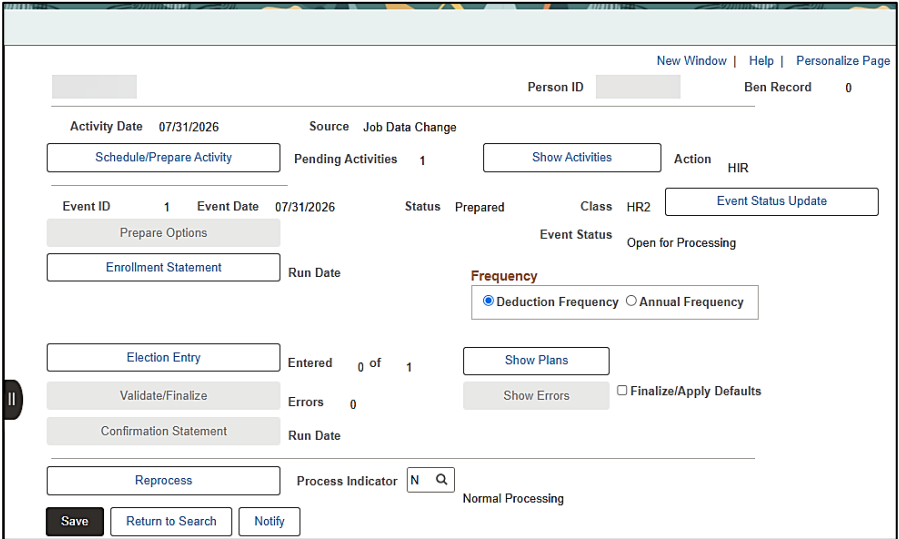
Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults

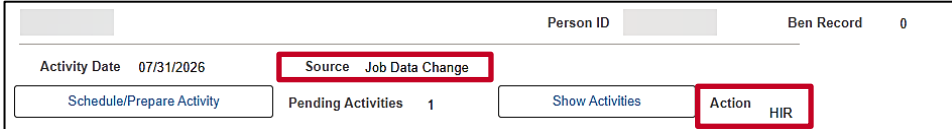
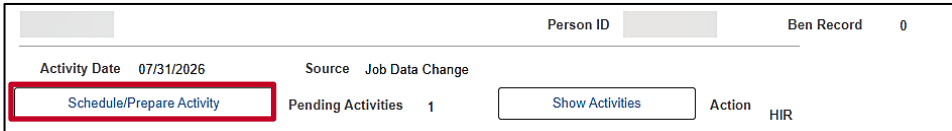
Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save Return to Search Notify



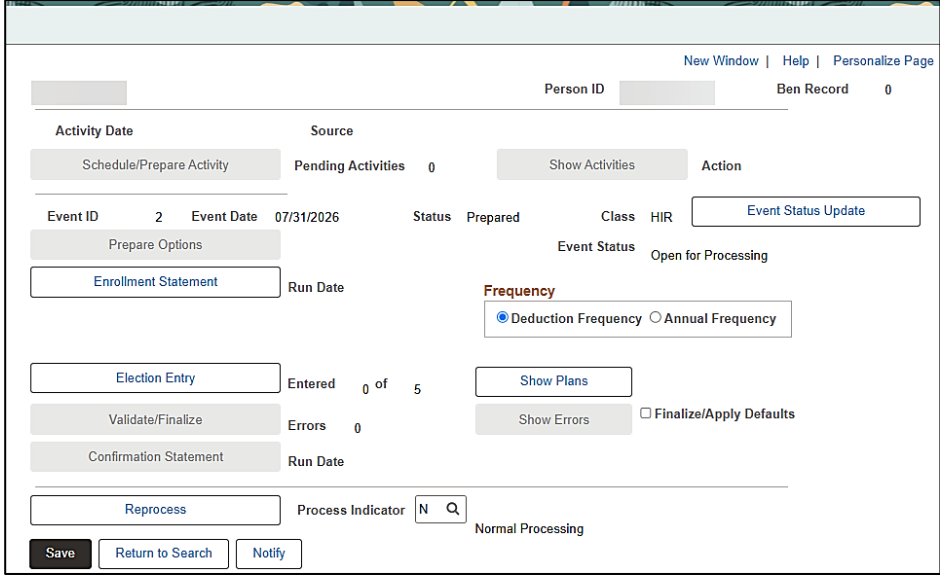
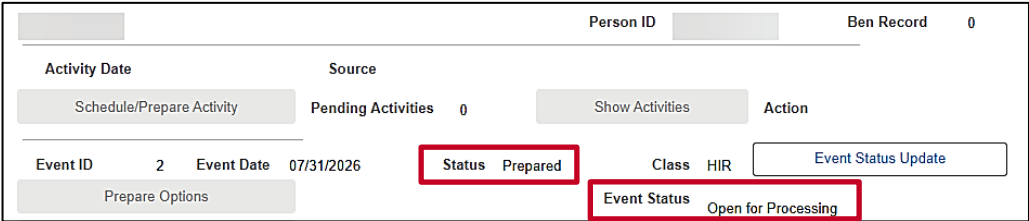
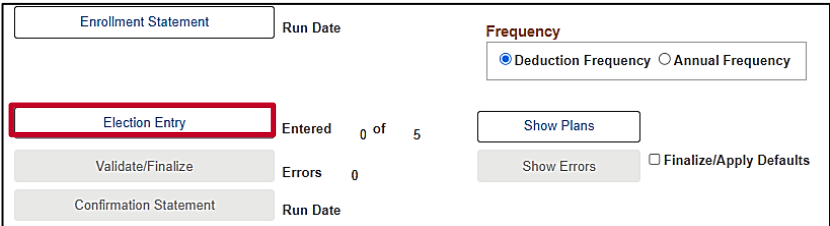
Step	Action
	Review the Activity Date field. This is the date of the employee's New Hire transaction completed by HR. This date will impact the Benefits enrollment begin date. Therefore, if this date is not accurate, work with Agency HR to correct prior to processing the new hire benefits enrollment. For HR2 Benefit Events, the Source field will be "Manual Event" and the Action field will be "HR2". 
9.	Click the Schedule/Prepare Activity button to manually run the Benefits Administration process for this Benefit Event. This will process and close the HR2 Benefit Event. 
10.	A Confirmation message displays in a pop-up window once the automated program completes. Click the OK button to close the message. 
The On-Demand Event Maintenance page redisplay. 	

Step	Action
	Review the Activity Date field. This is the date of the employee's New Hire transaction completed by HR. This date will impact the Benefits enrollment begin date. Therefore, if this date is not accurate, work with Agency HR to correct prior to processing the new hire benefits enrollment. For HIR Benefit Events, the Source field will be "Job Data Change" and the Action field will be "HIR". 
11.	Click the Schedule/Prepare Activity button. Clicking the Schedule/Prepare Activity button will launch an automated program that schedules and prepares the activity. This button will be disabled if the Benefits Administration process has already run. 
12.	A Confirmation message displays in a pop-up window once the automated program completes. Click the OK button to close the message. 

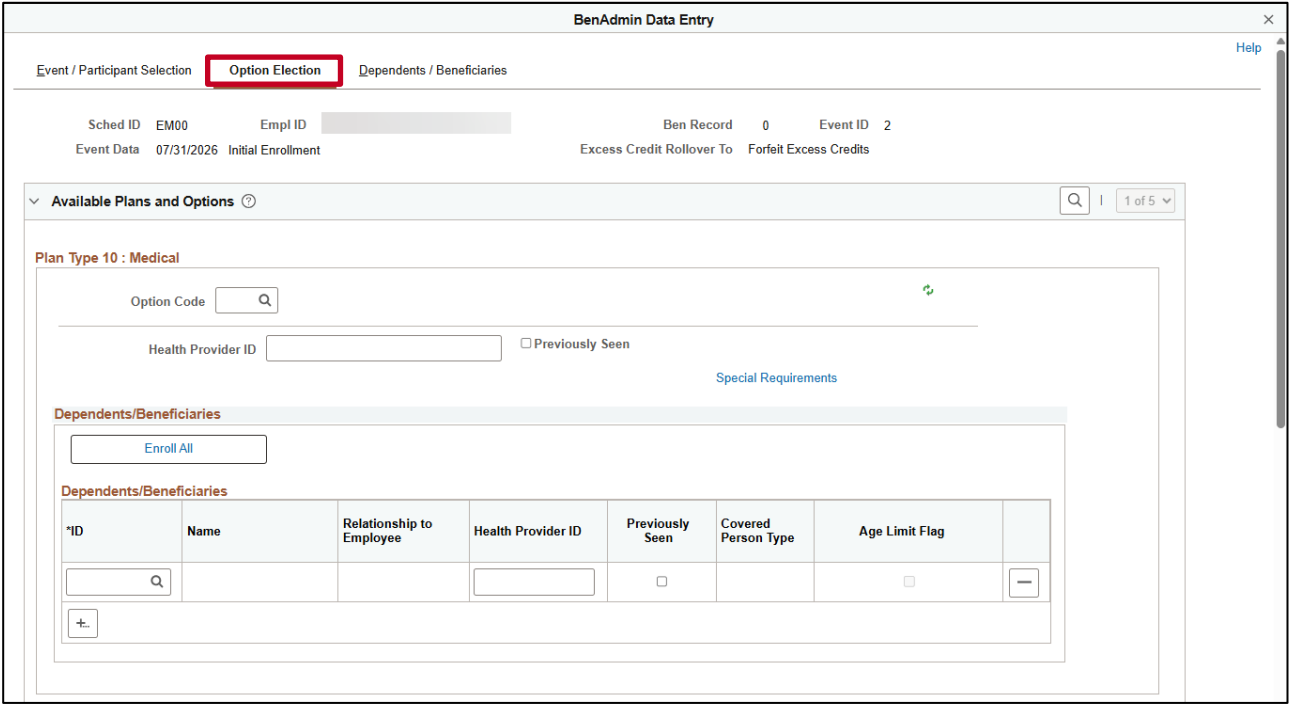
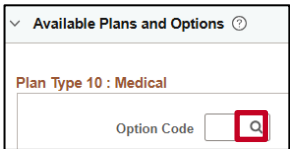


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Step	Action
	The On-Demand Event Maintenance page redisplay. 
	Confirm that the Status field displays as “Prepared” and the Event Status field displays as “Open for Processing”. 
13.	Click the Election Entry button. 



Step	Action
	The BenAdmin Data Entry page displays in a pop-up window with the Option Election tab displayed by default. 
14.	First, select the applicable Medical Plan based on the employee's Benefits Enrollment form. Click the Option Code Look Up icon (magnifying glass) within the Plan Type 10: Medical section. 



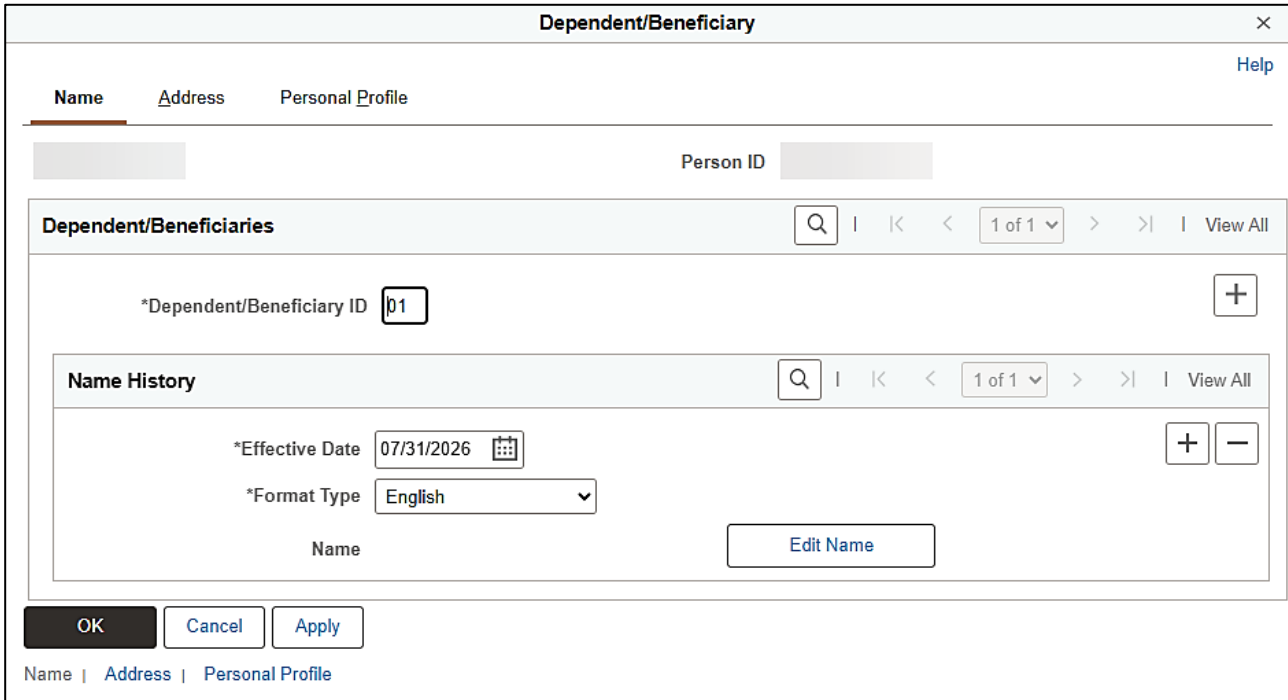
Step	Action
	The Look Up Option Code page displays in a pop-up window.
15.	Select the applicable Benefit Plan and Coverage Code (based on the employee's Benefits Enrollment form) by clicking the corresponding link in the Option Code column (Benefit Plan "ACC0" with Coverage Code "4" will be selected in this example). The Coverage Codes are as follows: 1 – Single, 2 – Employee + Spouse, 3 – Employee + Child (except for Tricare), and 4 – Employee + 2 or More Dependents (Family except for Tricare), 8 – Employee + Child(ren) (Tricare only), and 9 – Family (EE + SP +Child(ren) for Tricare only).



Step	Action														
	The Option Election tab redisplay with the updated Option Code. BenAdmin Data Entry Event / Participant Selection Option Election Dependents / Beneficiaries Sched ID EM00 Empl ID Ben Record 0 Event ID 2 Event Data 07/31/2026 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits Available Plans and Options ⓘ Plan Type 10 : Medical Option Code 128 COVA Care + Prev Dental (ACC0) (Family) Health Provider ID ☐ Previously Seen Special Requirements Dependents/Beneficiaries Enroll All <table border="1"><thead><tr><th>ID</th><th>Name</th><th>Relationship to Employee</th><th>Health Provider ID</th><th>Previously Seen</th><th>Covered Person Type</th><th>Age Limit Flag</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td>☐</td><td></td><td>☐</td></tr></tbody></table>	ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag					☐		☐
ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag									
				☐		☐									
	If the employee is single and elected a Benefit Plan with a Coverage Code of "1", skip to Step 39. If the employee selected a Benefit Plan with any other Coverage Code, the employee's dependent(s) must be added. Proceed to Step 16.														
16.	Click the Dependents / Beneficiaries tab. BenAdmin Data Entry Event / Participant Selection Option Election Dependents / Beneficiaries Sched ID EM00 Empl ID Ben Record 0 Event ID 2 Event Data 07/31/2026 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits														

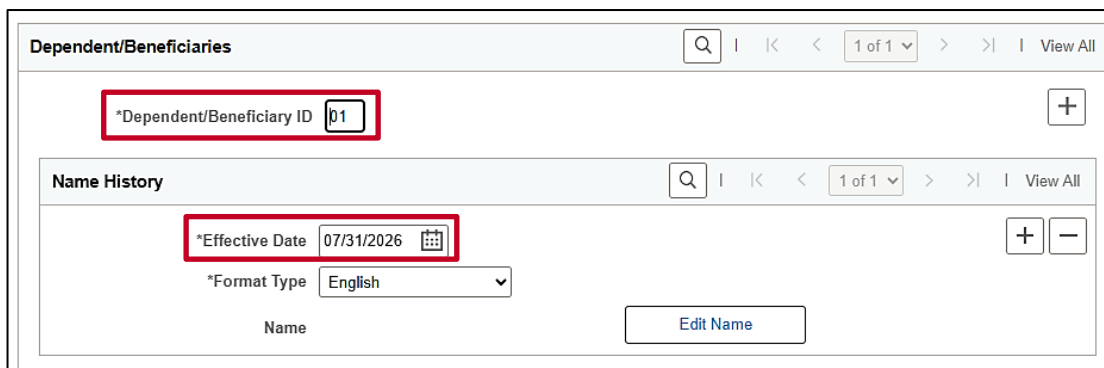


Step	Action											
	The Dependent / Beneficiaries page displays. BenAdmin Data Entry Event / Participant Selection Option Election Dependents / Beneficiaries Schedule ID EM00 Employee ID Event ID 2 Event Data 07/31/2026 Benefit Record 0 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits Dependent/Beneficiaries Currently on Record <table border="1"><thead><tr><th>Name</th><th>Relationship to Employee</th><th>Dependent Beneficiary Type</th><th>Date of Birth</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table> Change/Add Dependent Data Elections Requiring Supplemental Information <table border="1"><tbody><tr><td>10</td><td>Medical</td><td>Enroll Dependents</td></tr></tbody></table> OK Cancel Apply Refresh Event / Participant Selection Option Election Dependents / Beneficiaries	Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth					10	Medical	Enroll Dependents
Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth									
10	Medical	Enroll Dependents										

Step	Action
	The Dependent/Beneficiary page displays in a pop-up window with the Name tab displayed by default. 



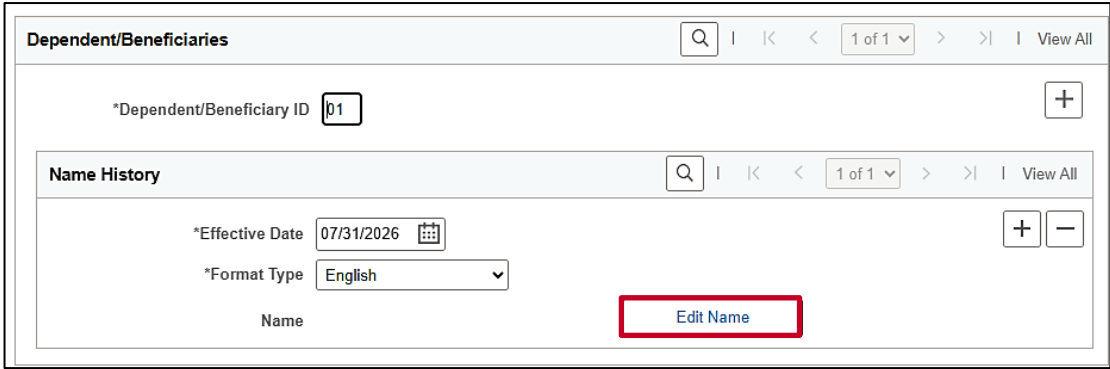
The **Effective Date** field defaults to the Event Date (employee's hire date for new hire enrollments). This date must be on or before the new hire event date and should not be updated. The **Dependent/Beneficiary ID** field will default to "01" for the first dependent and increment by 1 for each additional dependent subsequently added.



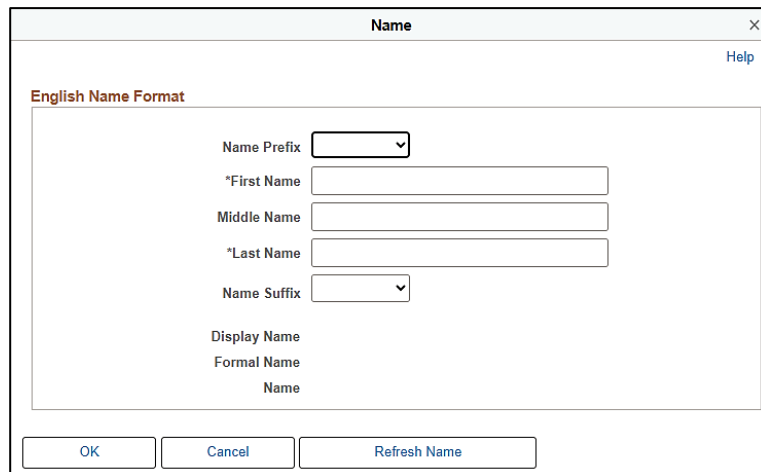


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Step	Action
18.	Click the Edit Name button. 

The **Name** page displays in a pop-up window.



Name

English Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

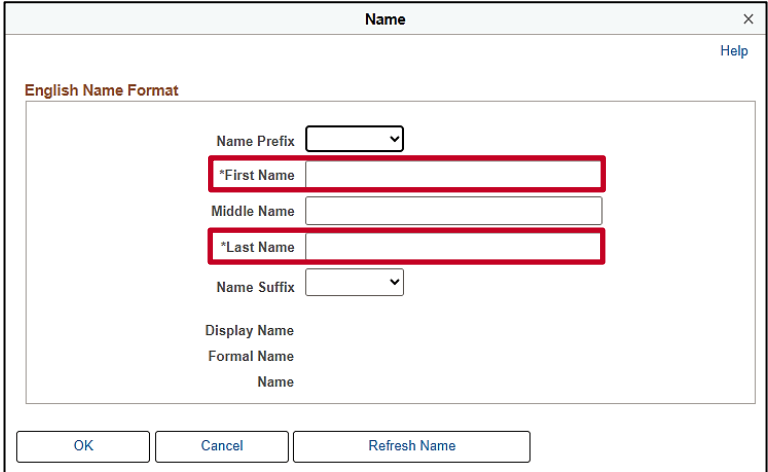
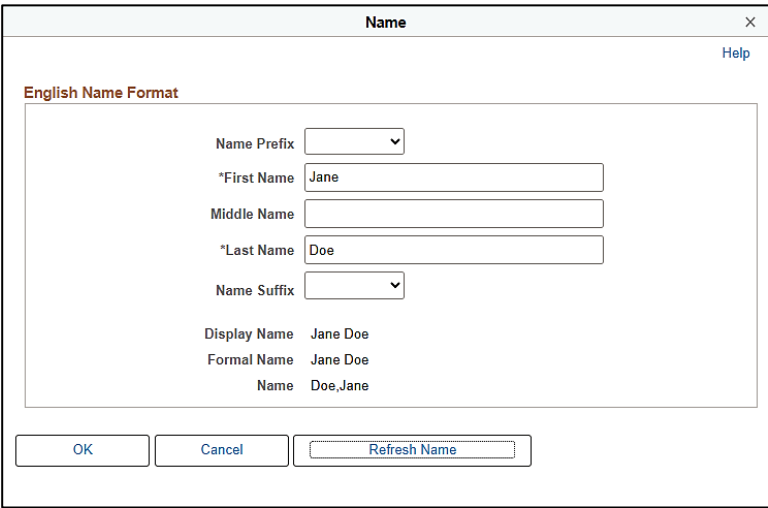
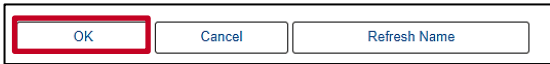
Display Name

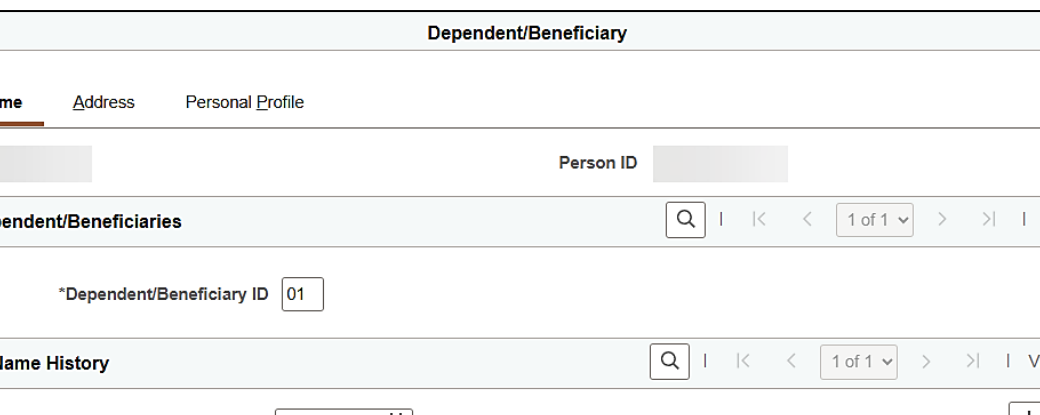
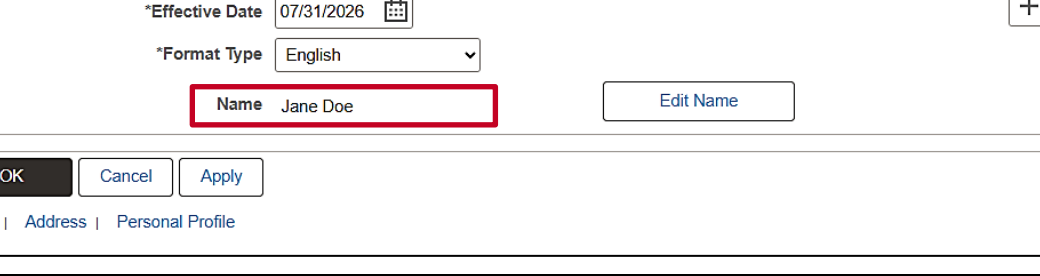
Formal Name

Name

OK Cancel Refresh Name



Step	Action
19.	At a minimum, enter the dependent's First and Last Name in the corresponding fields. The Name Prefix, Middle Name, and Name Suffix fields are optional but should be entered as applicable. Note: Do not use punctuation when entering a Name Suffix (e.g. Jr, Sr). 
20.	Click the Refresh Name button. 
The Name page refreshes with the updated information. 	
21.	Click the OK button. 

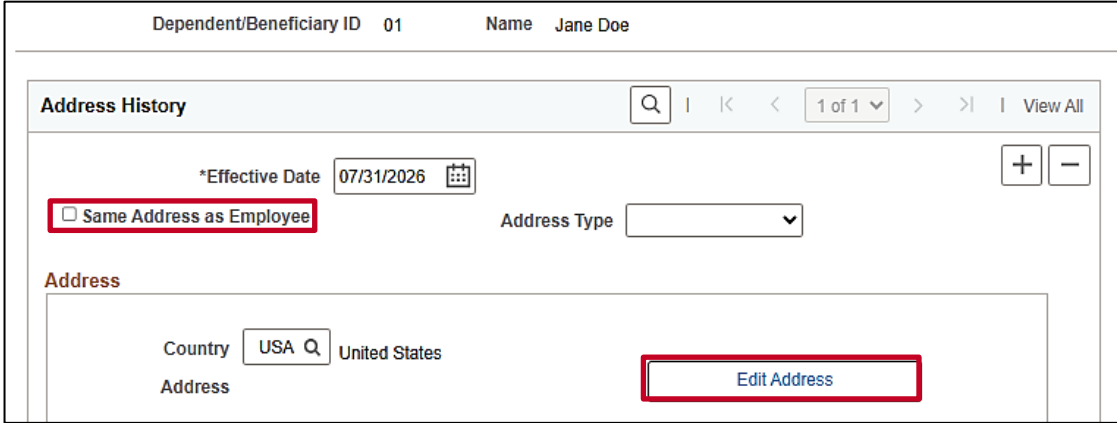
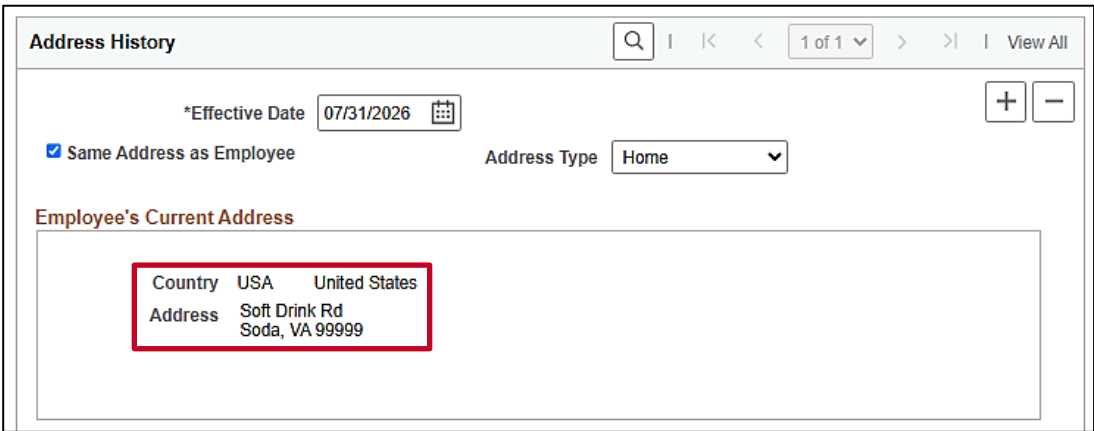
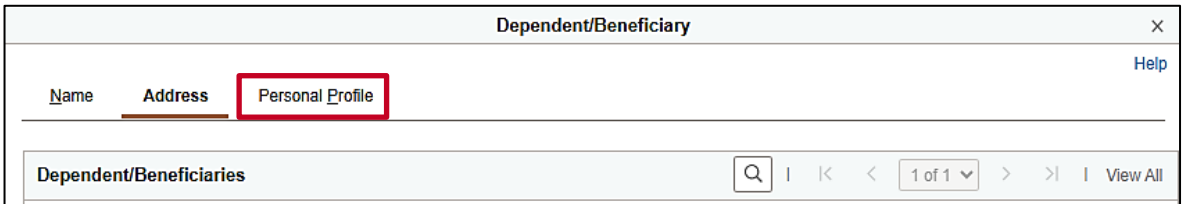
Step	Action
	The Name tab redisplay with the updated information. 
22.	Click the Address tab at the top of the page. 



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Step	Action														
	The Address tab displays. Dependent/Beneficiary Name Address Personal Profile Dependent/Beneficiaries Person ID Dependent/Beneficiary ID 01 Name Jane Doe Address History *Effective Date 07/31/2026 ☐ Same Address as Employee Address Type Address Country USA United States Address Edit Address Phone Information <table><thead><tr><th>Same As Employee</th><th>Phone Type</th><th>Telephone</th><th>Extension</th><th>Preferred</th></tr></thead><tbody><tr><td>☐</td><td></td><td></td><td></td><td>☐</td></tr></tbody></table> Email <table><thead><tr><th>Email Type</th><th>Email Address</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table> OK Cancel Apply Name Address Personal Profile	Same As Employee	Phone Type	Telephone	Extension	Preferred	☐				☐	Email Type	Email Address		
Same As Employee	Phone Type	Telephone	Extension	Preferred											
☐				☐											
Email Type	Email Address														

Step	Action
23.	Complete the address information as applicable for the dependent by either: - Clicking the Same Address as Employee checkbox option (applicable for this example) or - Selecting the applicable Address Type using the dropdown button provided and then clicking the Edit Address button (the Edit Address page will display in a pop-up window and the applicable address information can be entered) 
	The Address tab refreshes with the updated information in the Address History section. 
24.	Click the Personal Profile tab at the top of the page. 



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Step	Action										
	The Personal Profile tab displays. Dependent/Beneficiary Name Address Personal Profile Person ID Personal Profile Dependent/Beneficiary ID 01 Jane Doe *Date of Birth Birth Country Date of Death Medicare Entitled Date Birth Location Birth State ☐ Riders/Orders exist Riders/Orders Personal History *Effective Date *Relationship to Employee *Dependent Beneficiary Type *Gender *Marital Status ☐ Student ☐ Disabled ☐ Smoker As of As of As of As of Occupation USA National ID <table><thead><tr><th>*Country</th><th>*National ID Type</th><th>Description</th><th>National ID</th><th>Primary ID</th></tr></thead><tbody><tr><td>USA</td><td>PR</td><td>Social Security Number</td><td></td><td>☒</td></tr></tbody></table> OK Cancel Apply Name Address Personal Profile	*Country	*National ID Type	Description	National ID	Primary ID	USA	PR	Social Security Number		☒
*Country	*National ID Type	Description	National ID	Primary ID							
USA	PR	Social Security Number		☒							

i

The following steps provide instructions for completing the required dependent information. If any of the other optional information is provided by the employee, it can be entered in the corresponding fields. The **Student** and **Smoker** checkbox options are not required in Cardinal and this information is not transmitted to the Plan Provider (Vendor).

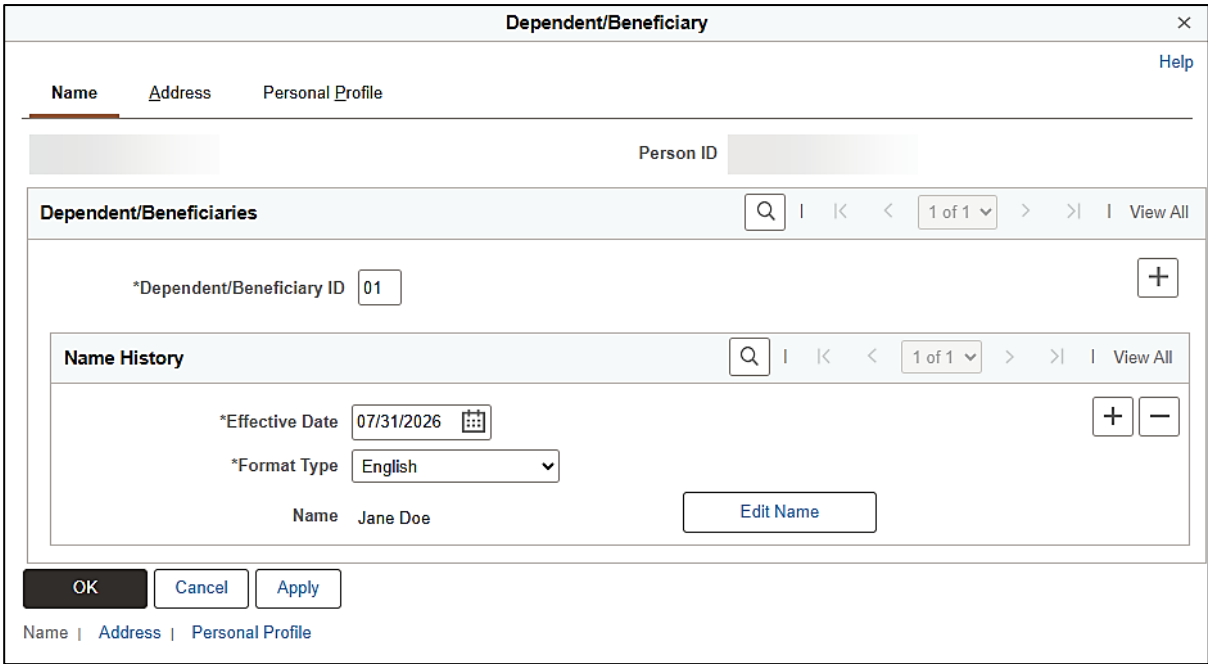


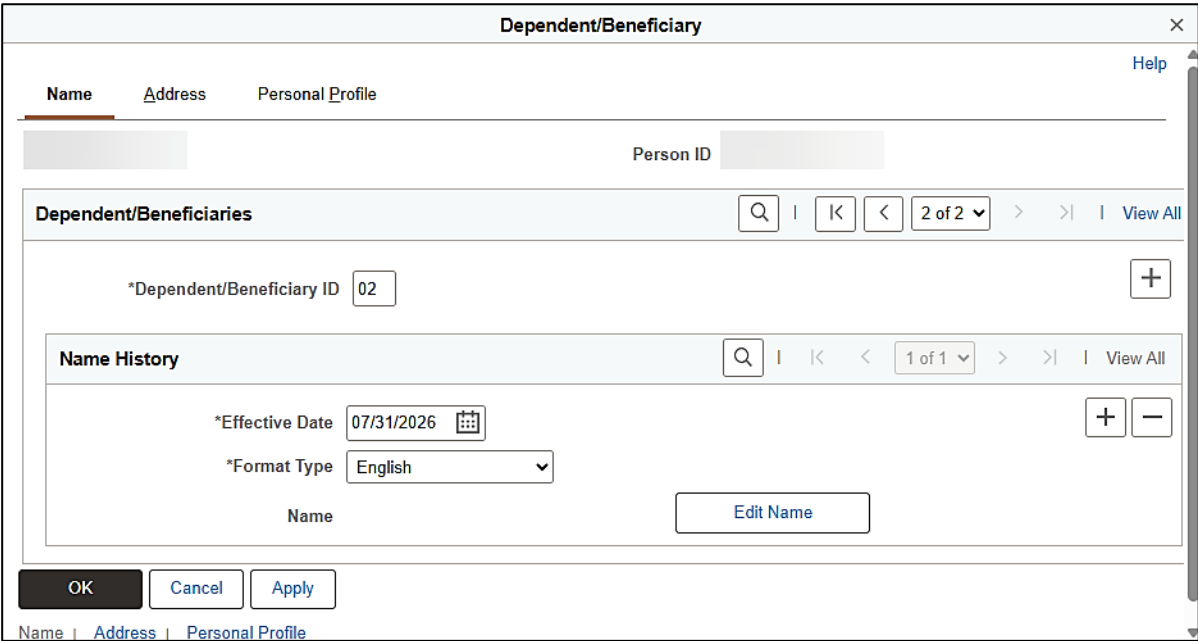
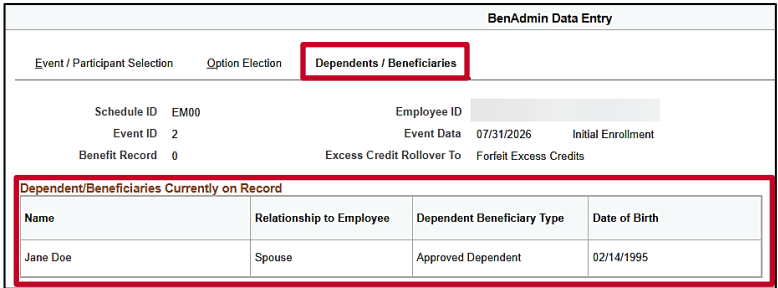
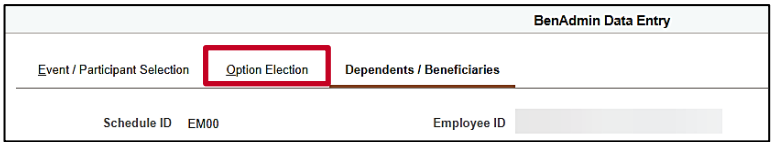
Step	Action
25.	Complete all required fields in the Personal Profile section (denoted by the *). Personal Profile Dependent/Beneficiary ID 01 Jane Doe *Date of Birth Birth Location Birth Country Birth State Date of Death Medicare Entitled Date Riders/Orders exist Riders/Orders
26.	Complete all required fields in the Personal History section (denoted by the *). Note: If any status other than “Single” is selected, the Marital Status As of field will default to the date of hire and can be updated as applicable using the Marital Status As of Calendar icon. Personal History *Effective Date 07/31/2026 *Relationship to Employee *Dependent Beneficiary Type *Gender Unknown *Marital Status Single As of As of As of As of Student Disabled Smoker Occupation

Step	Action
i	Personal Profile Dependent/Beneficiary ID 01 Jane Doe *Date of Birth 02/14/1995 Birth Country Date of Death Medicare Entitled Date Birth Location Birth State Riders/Orders exist Riders/Orders Dependent Proof Qualified Dependent Personal History *Effective Date 07/31/2026 *Relationship to Employee Spouse *Dependent Beneficiary Type Approved Dependent *Gender Female *Marital Status Married As of 07/31/2026 + - View All 27. Enter the dependent’s Social Security Number (SSN) in the National ID field. Note: If the employee did not provide the dependent’s SSN, this field can be left blank for now. Agency BAs can use the Base Benefits Consistency Audit report to monitor dependents with a missing SSN. National ID <



Step	Action								
	The Dependents / Beneficiaries tab redisplay with the updated information. If additional dependents need to be added, continue to Step 29. If no additional dependents need to be added, skip to Step 39. BenAdmin Data Entry Event / Participant Selection Option Election Dependents / Beneficiaries Schedule ID EM00 Employee ID Event ID 2 Event Data 07/31/2026 Initial Enrollment Benefit Record 0 Excess Credit Rollover To Forfeit Excess Credits Dependent/Beneficiaries Currently on Record <table><thead><tr><th>Name</th><th>Relationship to Employee</th><th>Dependent Beneficiary Type</th><th>Date of Birth</th></tr></thead><tbody><tr><td>Jane Doe</td><td>Spouse</td><td>Approved Dependent</td><td>02/14/1995</td></tr></tbody></table> Change/Add Dependent Data OK Cancel Apply Refresh Event / Participant Selection Option Election Dependents / Beneficiaries	Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth	Jane Doe	Spouse	Approved Dependent	02/14/1995
Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth						
Jane Doe	Spouse	Approved Dependent	02/14/1995						

Step	Action
	The Name tab redisplay. 
30.	Click the Add a New Row icon (+) within the Dependent/Beneficiaries section. 

Step	Action
	The Name tab refreshes with a new row. The Dependent/Beneficiary ID field increments by 1 ("02" in this example as this is the second dependent being added). Return to Step 17 to complete the data entry for the next dependent and then repeat as needed until all dependents have been added. 
	All dependents that have been added display in the Dependent/Beneficiaries Currently on Record section in the Dependents / Beneficiaries tab on the BenAdmin Data Entry page. 
31.	Click the Option Election tab at the top of the page. 



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Step	Action
	The Option Election tab redisplay.

BenAdmin Data Entry

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Bohd ID EM00 Empl ID Ben Record 0 Event ID 2
Event Date 07/31/2026 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 5

Plan Type 10 : Medical

Option Code 88 COVA Care + Prev Dental (ACCD) (Family)
Health Provider ID ☐ Previously Seen
[Special Requirements](#)

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
				☐		☐

+

Plan Type 23 : Imputed Life

Option Code [Special Requirements](#)
Flat Amount

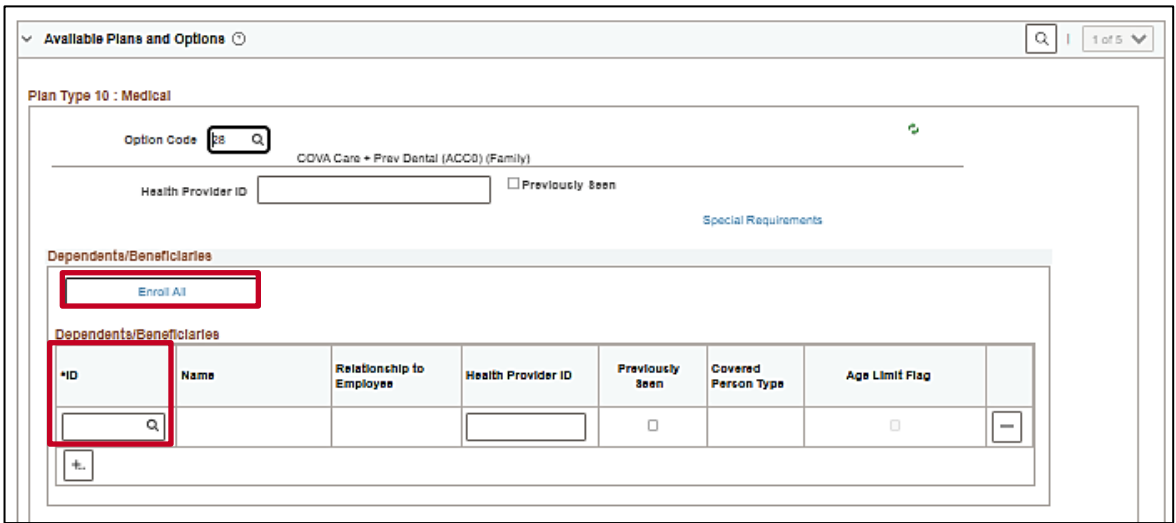
Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Percentage	Flat Amount	Contingent	Excess
					☐	☐

+



Step	Action
32.	Next, enroll the dependents in the previously selected Medical Plan by either: - Clicking the Enroll All button if all dependents will be enrolled (applicable for this example) - Or - Adding the applicable dependents individually using the ID Look Up icon within the Dependents/Beneficiaries section. Additional rows can be added in this section by clicking the Add Multiple Rows icon (+...) 



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Step	Action
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The **Option Election** tab refreshes with the updated information.

BenAdmin Data Entry

Event / Participant Selection **Option Election** Dependents / Beneficiaries

Sched ID EM00 Empl ID Ben Record 0 Event ID 2
Event Data 07/31/2026 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 5

Plan Type 10 : Medical

Option Code 28 COVA Care + Prev Dental (ACC0) (Family)

Health Provider ID ☐ Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

[Enroll All](#)

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Jane Doe	Spouse		☐	Spouse	☐	—
02	Joe Doe	Child		☐	Child	☒	—
+							

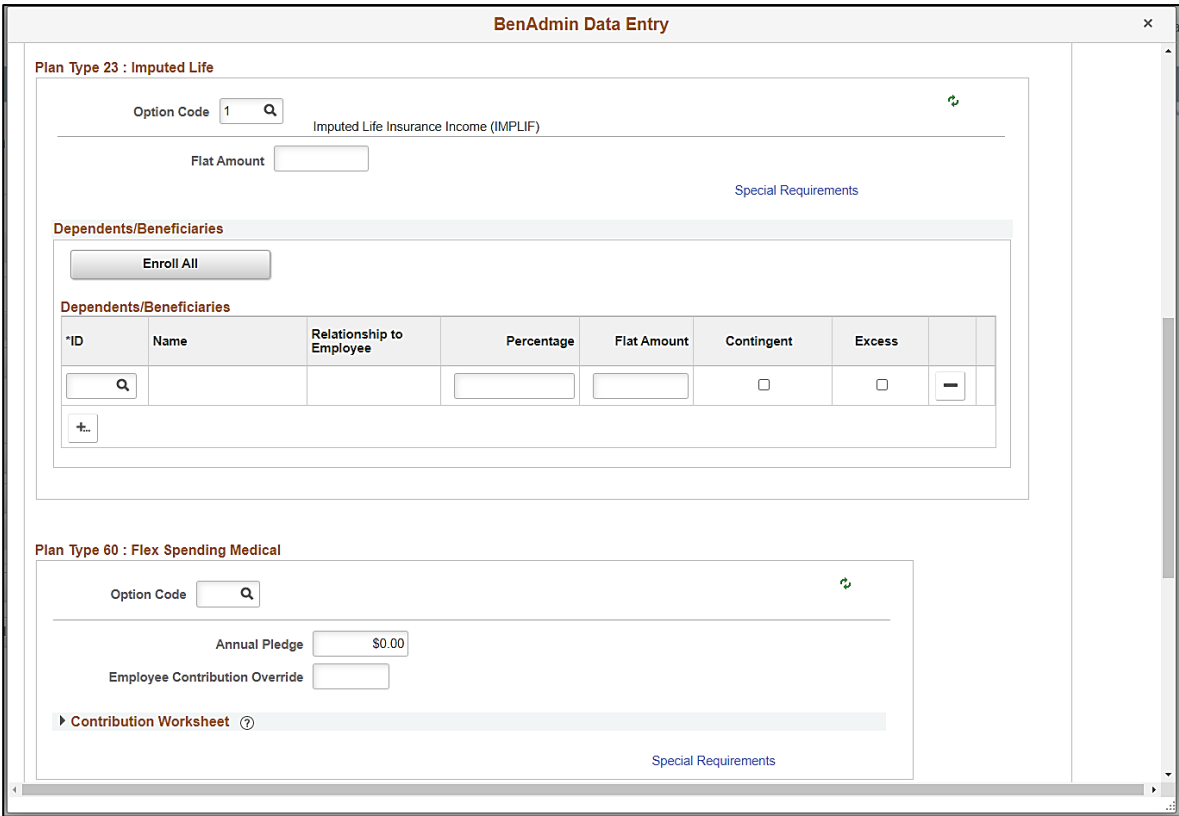
33. The dependents enrolled display in the **Dependents/Beneficiaries** section. Validate for accuracy and ensure that all applicable dependents are listed.

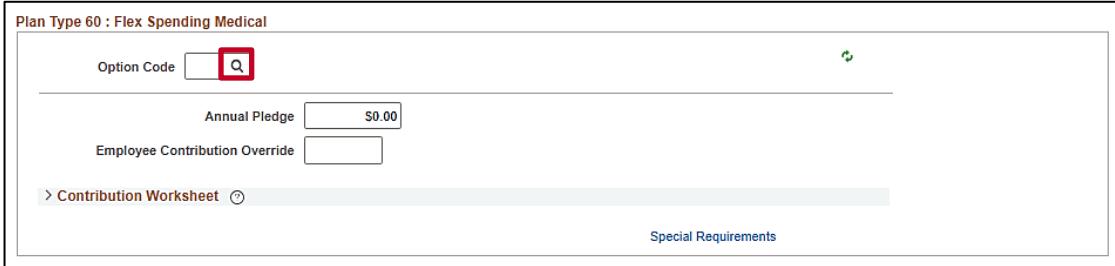
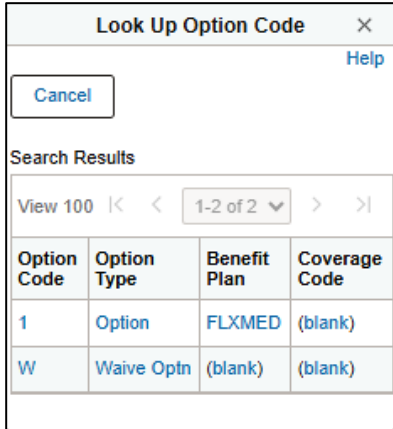
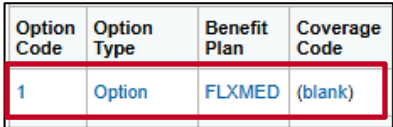
Dependents/Beneficiaries

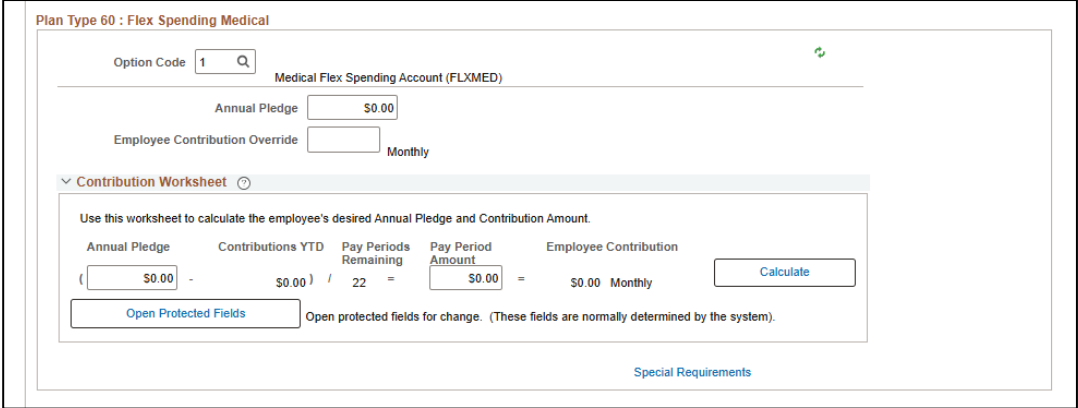
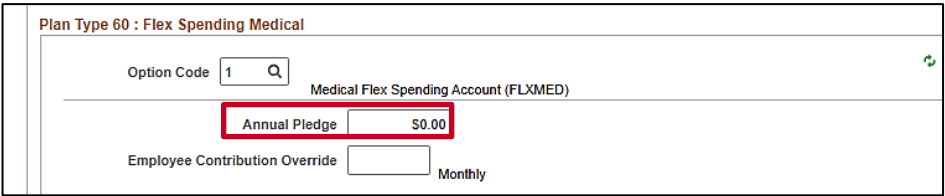
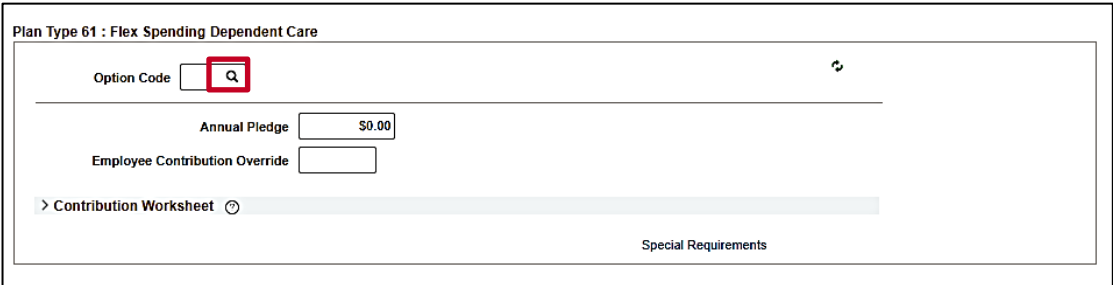
[Enroll All](#)

Dependents/Beneficiaries

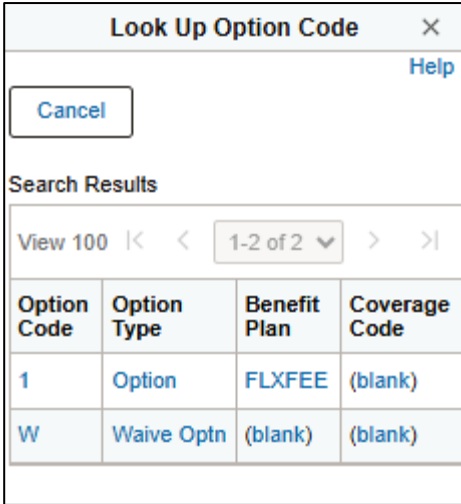
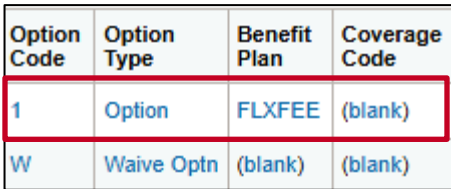
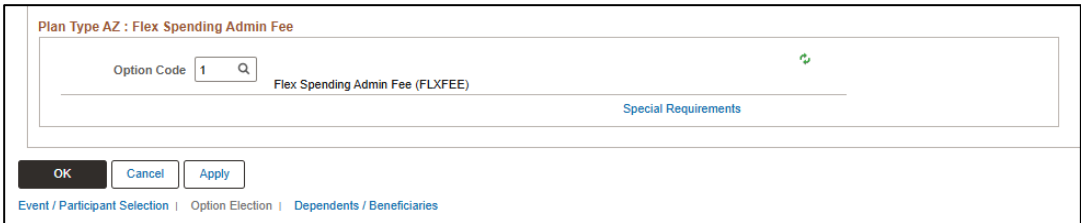
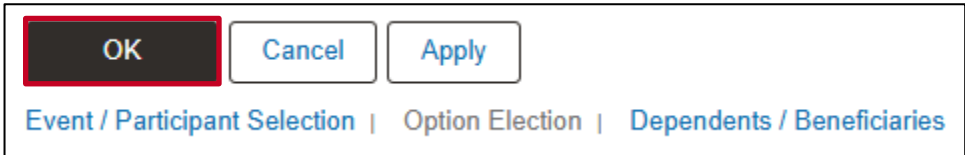
ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Jane Doe	Spouse		☐	Spouse	☐	—
02	Joe Doe	Child		☐	Child	☒	—
+							

Step	Action
	The Plan Type 23: Imputed Life section displays. 
	Skip the Imputed Life section. The eligible employee was automatically enrolled in the Imputed Life Insurance Income Plan when the HR2 Benefit Event was processed. The remaining sections available for the employee on the Option Election tab are based on the employee's benefits eligibility. Cardinal has embedded configurations based on the Commonwealth's Program rules. The specific elections made are based on the employee's Benefit Enrollment form. This Job Aid provides the steps used to elect a Flex Spending Medical Plan, waive the Flex Spending Dependent Care plan, and elect the Flex Spending Admin Fee. If the employee is not electing any additional plans, skip to Step 41.

Step	Action
34.	Next, complete the Plan Type 60: Flex Spending Medical section. Click the Flex Spending Medical Option Code Look Up icon. 
	If Steps 34 – 36 are not completed, the system will automatically waive the Flex Spending Medical plan for the employee as this is not a required plan.
The Look Up Option Code page displays in a pop-up window. 	
35.	Click the Option Code 1 link. 

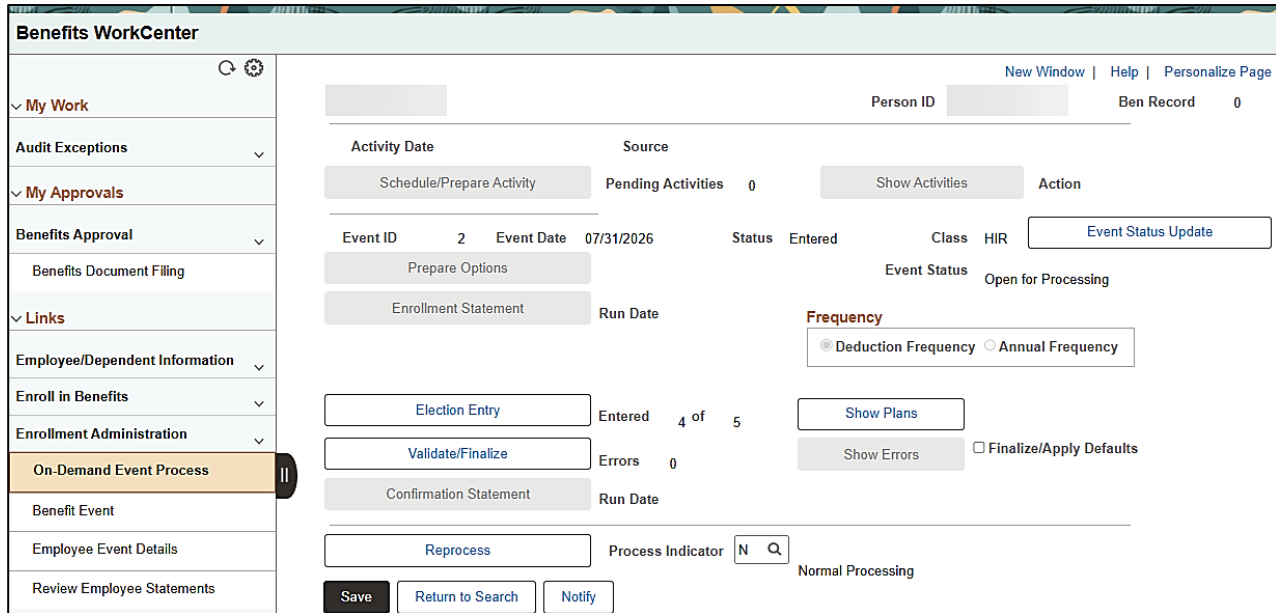
Step	Action
	The Option Election tab redisplay with the Plan Type 60 Option Code field updated. 
36.	Enter the employee's annual pledge amount in the Annual Pledge field. 
	If the employee provided a Pay Period amount versus an annual pledge amount, use the Contribution Worksheet section to calculate the annual pledge amount and then enter this calculated amount in the Annual Pledge field. To perform this, enter the Pay Period amount provided by the employee in the Pay Period Amount field and then click the Calculate button. The calculated amount will display in the Annual Pledge field (within the Contribution Worksheet section). Enter this amount in the Annual Pledge field.
37.	Next, complete the Plan Type 61: Flex Spending Dependent Care section. Click the Flex Spending Dependent Care Option Code Look Up icon. 
	If Steps 37 – 38 are not completed, the system will automatically waive the Flex Spending Dependent Care plan for the employee as this is not a required plan.

Step	Action												
	The Look Up Option Code page displays in a pop-up window. Look Up Option Code Cancel Search Results View 100 1-2 of 2 <table><thead><tr><th>Option Code</th><th>Option Type</th><th>Benefit Plan</th><th>Coverage Code</th></tr></thead><tbody><tr><td>1</td><td>Option</td><td>FLXDCR</td><td>(blank)</td></tr><tr><td>W</td><td>Waive Optn</td><td>(blank)</td><td>(blank)</td></tr></tbody></table>	Option Code	Option Type	Benefit Plan	Coverage Code	1	Option	FLXDCR	(blank)	W	Waive Optn	(blank)	(blank)
Option Code	Option Type	Benefit Plan	Coverage Code										
1	Option	FLXDCR	(blank)										
W	Waive Optn	(blank)	(blank)										
38.	Click the Option Code W (Waive Optn) link. <table><thead><tr><th>Option Code</th><th>Option Type</th><th>Benefit Plan</th><th>Coverage Code</th></tr></thead><tbody><tr><td>1</td><td>Option</td><td>FLXDCR</td><td>(blank)</td></tr><tr><td>W</td><td>Waive Optn</td><td>(blank)</td><td>(blank)</td></tr></tbody></table>	Option Code	Option Type	Benefit Plan	Coverage Code	1	Option	FLXDCR	(blank)	W	Waive Optn	(blank)	(blank)
Option Code	Option Type	Benefit Plan	Coverage Code										
1	Option	FLXDCR	(blank)										
W	Waive Optn	(blank)	(blank)										
	The Option Election tab redisplay with the Plan Type 61 Option Code field updated. Plan Type 61 : Flex Spending Dependent Care Option Code W Waive Coverage Annual Pledge \$0.00 Employee Contribution Override Contribution Worksheet Special Requirements												
i	If either a Flex Spending Medical plan or a Flex Spending Dependent Care plan was elected for the employee, the Flex Spending Admin Fee must be elected. Cardinal will provide an error if this is not completed. If neither of these plans was elected for the employee, the system will automatically waive the Flex Spending Admin Fee.												
39.	Click the Flex Spending Admin Fee Option Code Look Up icon. Plan Type AZ : Flex Spending Admin Fee Option Code Special Requirements												

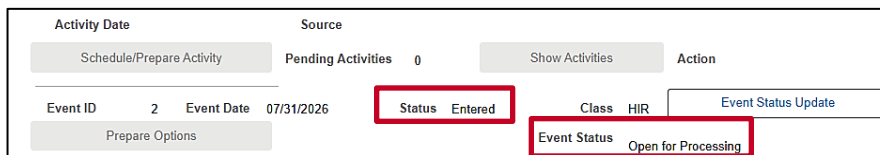
Step	Action
	The Look Up Option Code page displays in a pop-up window. 
40.	Click the Option Code 1 (Option) link. 
	The Option Election tab redisplay with the Plan Type AZ Option Code field updated. 
41.	Once all elections have been made, click the OK button. 

Step	Action
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The **On-Demand Event Process** page redisplay.



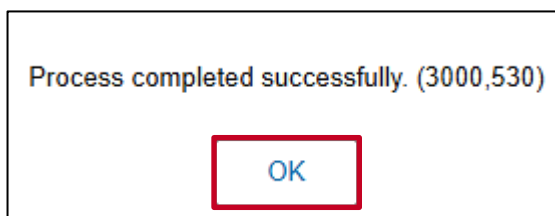

The **Status** field will now display as “Entered”. The **Event Status** field will still display as “Open for Processing”.

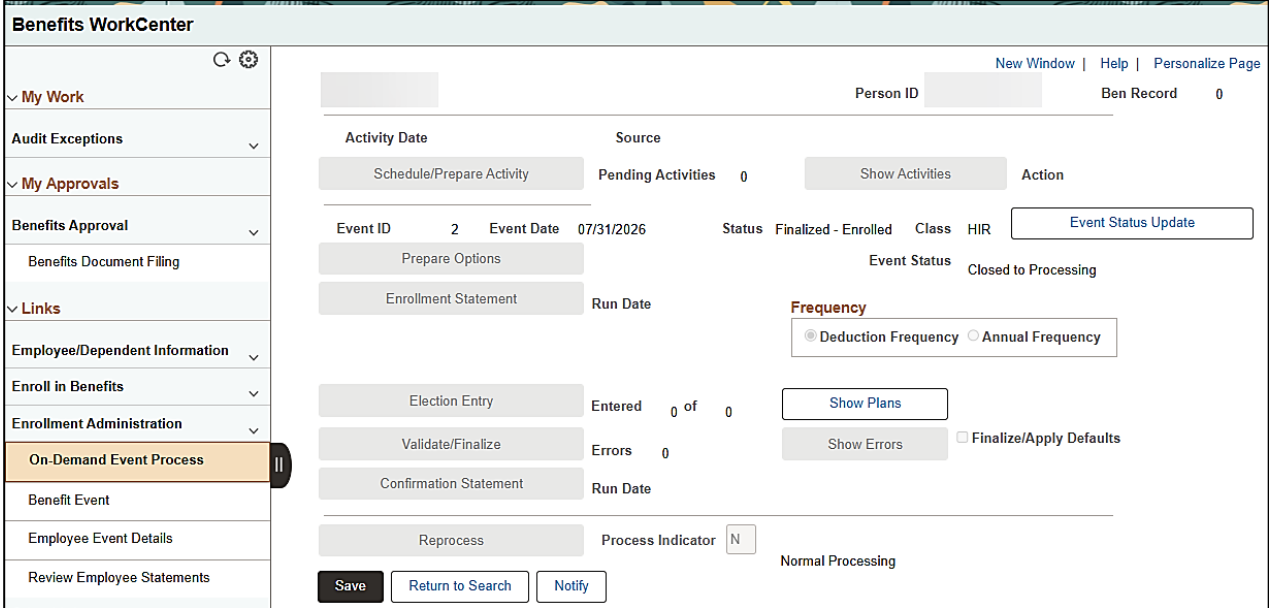
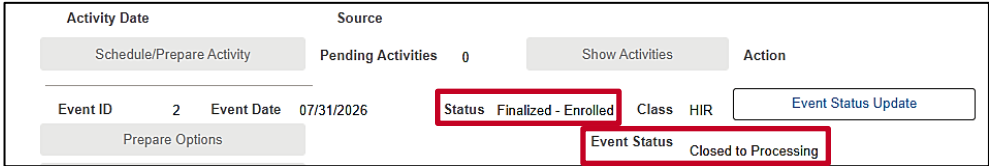


42. Click the **Validate/Finalize** button. This will validate all of the elections, close the Benefit Event, and update the Base Benefits Tables.



43. A **Confirmation** message displays in a pop-up window. Click the **OK** button to close the message.



Step	Action
	The On-Demand Event Maintenance page redisplay. 
	The Status field will now display as “Finalized-Enrolled”. The Event Status field will now display as “Closed to Processing”. 
44.	Click the Save button. 