Employee Event Detail Page Overview

This Job Aid provides guidance on how to review details related to the nature and status of a Benefit Event on the **Employee Event Details** page. This page is also helpful when troubleshooting Benefit Event errors.

This page includes the following:

- Event, Eligibility, and Processing Information
- Information related to Plan Types
- Option and Cost information associated with elected plans and coverage codes

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes 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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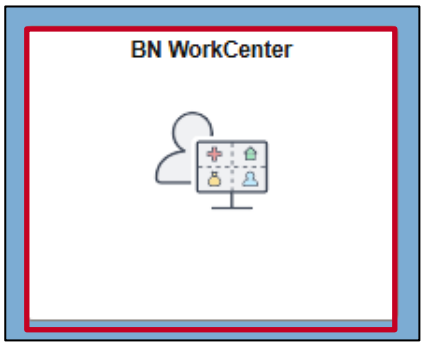
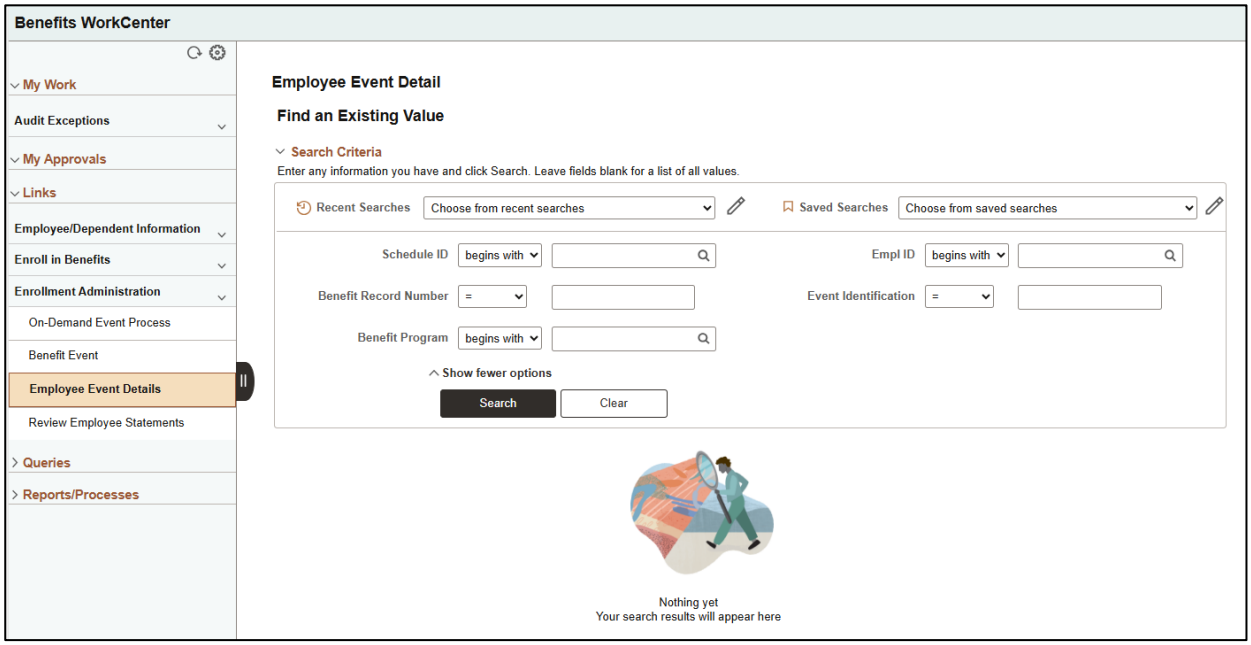
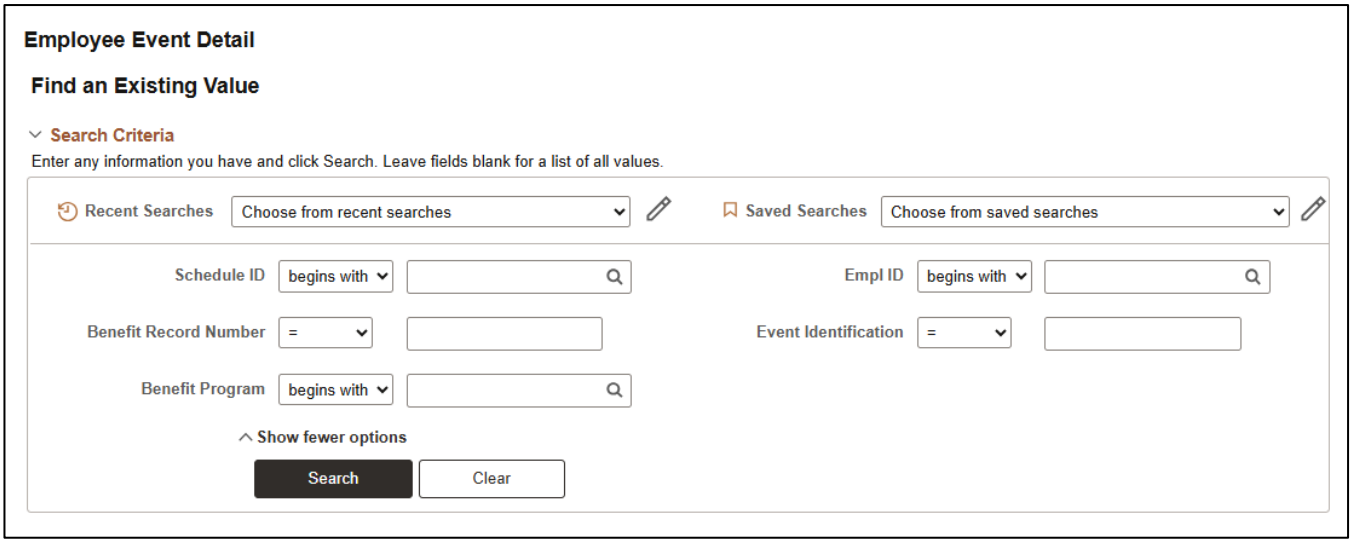
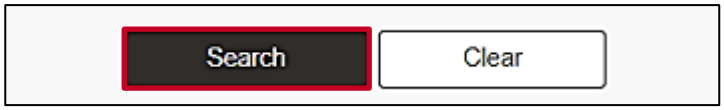
Revision History

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.

Employee Event Detail Page

To view relevant details related to the nature and status of a Benefit Event, the Agency Benefit Administrator would access the **Employee Event Detail** page.

Step	Action
1.	Navigate to the **Employee Event Details** page by clicking the **BN WorkCenter** tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled **Overview of 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 > Employee Event Details** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
The **Employee Event Detail 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** on the Cardinal website in **Job Aids** under **Learning**.
3.	Enter or select the appropriate Schedule ID using the **Schedule ID Look up** icon.
	To see all Benefit Events for an employee, leave the **Schedule ID** field blank. In most cases the value will be “EM00”, with the exception of Open Enrollment Benefit Events.
4.	Enter or select the applicable Employee ID using the **Empl ID Look up** icon.
5.	Click the **Search** button. 

Step	Action

Benefit Events are displayed in the **Search Results** section.

Search Results

10 results - Empl ID "[redacted]"

1-10 of 10 | View All

Schedule ID	Empl ID	Benefit Record Number	Event Identification	Benefit Program	Event Classification	Event Status	Process Status	Event Date	
257COV	[redacted]	1	0	SAL	OE	Closed	Enrolled	07/01/2025	>
EM00	[redacted]	0	1	WGE	HR2	Closed	Prep None	07/18/2024	>
EM00	[redacted]	0	2	WGE	HIR	Closed	Prep None	07/18/2024	>
EM00	[redacted]	0	3	WGE	TER	Closed	Prep None	12/21/2024	>
EM00	[redacted]	0	4	WGE	HR2	Closed	Prep None	02/21/2025	>

6. Click the **Drill in** icon (**>**) on the right side of the row for the applicable Benefit Event.

HIR	Closed	Prep None	07/18/2024	>

The **Employee Event Details** page displays with the **Participant** tab displayed by default.

Participant | Plan Type | Option and Cost

Sched ID EM00 Event Maintenance

Empl ID [redacted]

Benefit Record 0

Event Information

ID 2
Status Closed to Processing
Class HIR Initial Enrollment
Source Job Data Change
☐ Multi-Activity Indicator

Empl Record 0
Date 07/18/2024
Effseq 0
Priority 100

Eligibility Information

Empl Record 0
COBRA Action
Addr Effdt 07/18/2024
Job EffDt 07/18/2024
Effseq 0

Processing Information

Benefit Program WGEWage Employee No Benefits
Process Status Finalized - Prepared None
Status Date 07/25/2024
Process Indicator Normal Processing
Election Source None Entered
Excess Credit Forfeit Excess Credits
Option Notify
Confirm Notify
Suppress Forms Print Both Forms

Election Rcvd
Confirm Rcvd

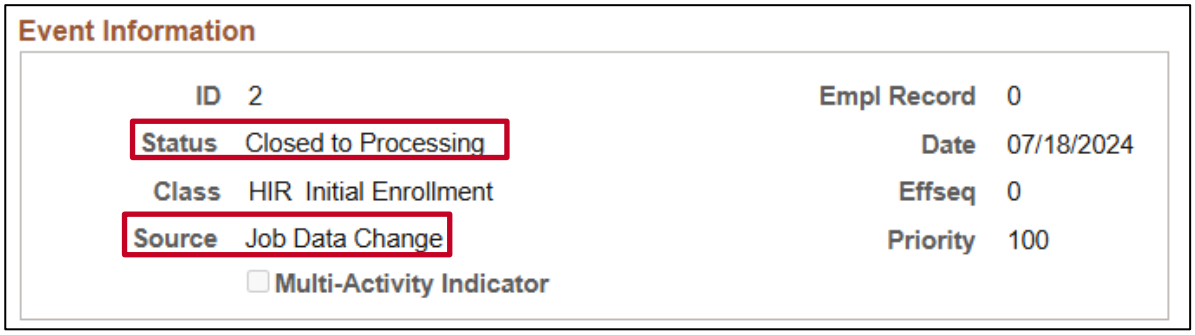
☐ Address Eligibility Changed
☐ MultiJob Indicator Changed
☐ Job Eligibility Changed
☐ Event Out of Sequence
☐ Event Disconnected
☑ Available through Self Service
☐ Finalize/Apply Defaults

Enrl/Print Days 0

Step	Action
	Numerous Benefit Events can occur simultaneously, all at varying points in the process with different statuses. The following sub-sections within this Job Aid provide an overview of the information available for review using the tabs on the **Employee Event Details** page .

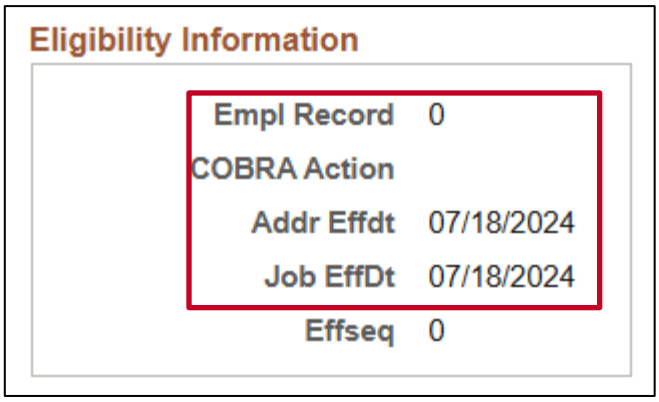
Participant

The **Participant** page reflects various information related to a Benefit Event. There are several important items on the **Participant** page for the Agency Benefits Administrator to understand:

Step	Action
	The **Event Information** section: a. **Event Status**: Identifies the current status for the Benefit Event (“Open”, “Closed”, “Disconnected”, or “Voided”). b. **Event Source**: Displays the trigger for the Benefit Event such as a changed employee address, job data change, Medicare update, or the creation of a manual Benefit Event. Note that this field does not distinguish between a manual Benefit Event such as Birth entered by the employee in ESS or a BIR Benefit Event created by a Benefits Administrator using the **Benefit Event Entry** page. In both cases, it will simply state “Manual Event”**.** 

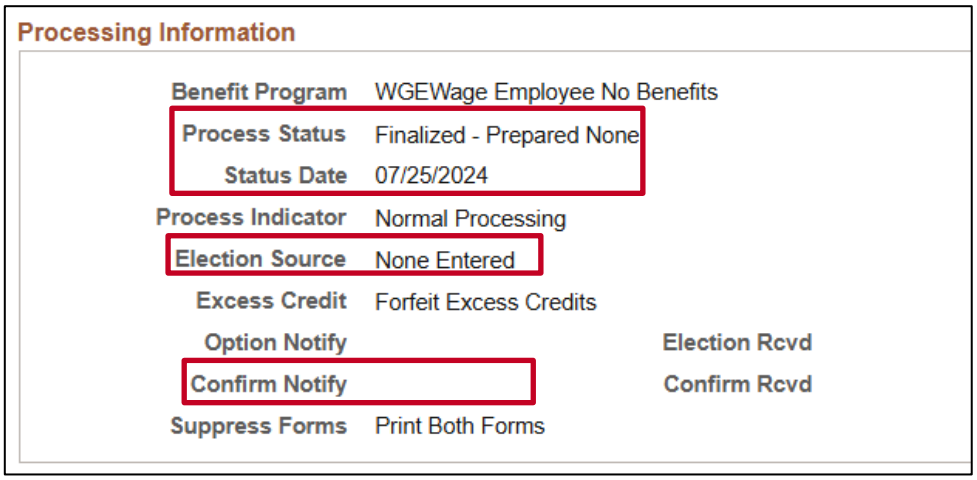
The **Eligibility Information** section:

a. **Emp Record**: Displays the Employee Record of the job used to determine eligibility
b. **COBRA Action**: If the Benefit Event is associated with an action that may make the employee eligible for COBRA coverage, the system displays that action code (e.g., DIV, TER)
c. **Address Effdt**: Displays the effective date of the address (state or postal code) used to evaluate eligibility
d. **Job Effdt**: Displays the effective date of the job data used to evaluate eligibility



The **Processing Information** section:

a. **Processing Status**: Indicates which step the Benefit Event is at in the Ben Admin process. This status changes as the Benefit Event moves through the process (“Prepared”, “Notified”, “Entered”, “Finalized - Enrolled”, “Finalized - Prepared None”).
b. **Status Date**: Displays the date that the Benefit Event moved to the process status indicated.
c. **Election Source**: This field identifies how the election was made. “Online” indicates that a Benefit Administrator made the election on behalf of the employee. “Web” indicates that the employee made the election through Employee Self-Service (ESS). “None” indicates that the Benefit Event was finalized with no elections entered.
d. **Confirm Notify**: Displays the date that the system sent an email notifying the employee that a Confirmation Statement is available to view online.

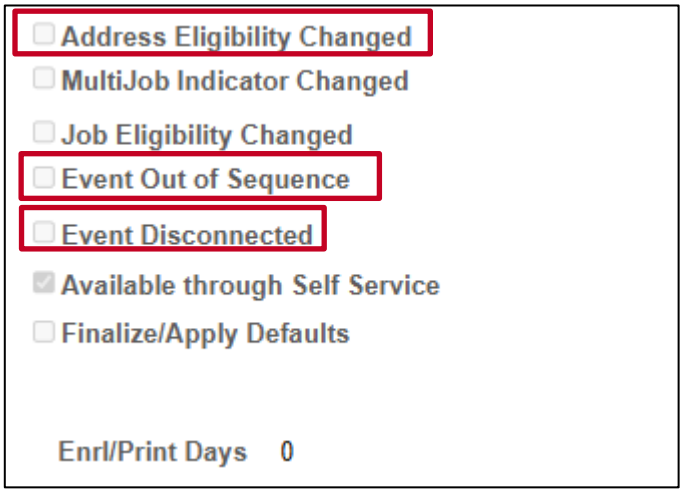


In this section, there are also checkboxes or “flags” that reflect the type of changes made to an employee’s data that may impact benefits eligibility. A Benefits Administrator can review the information shown under this section and interpret what each possible “flag” means:

a. **Job or Address Eligibility Changed**: The system flags these events when the HR data used for processing event eligibility is changed, a new row affecting eligibility is inserted, or the row used for eligibility is deleted.

b. **Event Out of Sequence**: The **Event Out of Sequence** flag refers to Benefit Events that have been processed out of order according to their effective date or priority. An out of sequence Benefit Event might need to be reprocessed because an earlier, opened Benefit Event might have changed the defaults, eligibility, or event rule processing results for the later, closed Benefit Event.

c. **Event Disconnected**: The **Event Disconnected** flag generally refers to open or closed Benefit Events based on job rows that have been deleted. It can also refer to an open Benefit Event where the BAS Group ID has been changed.

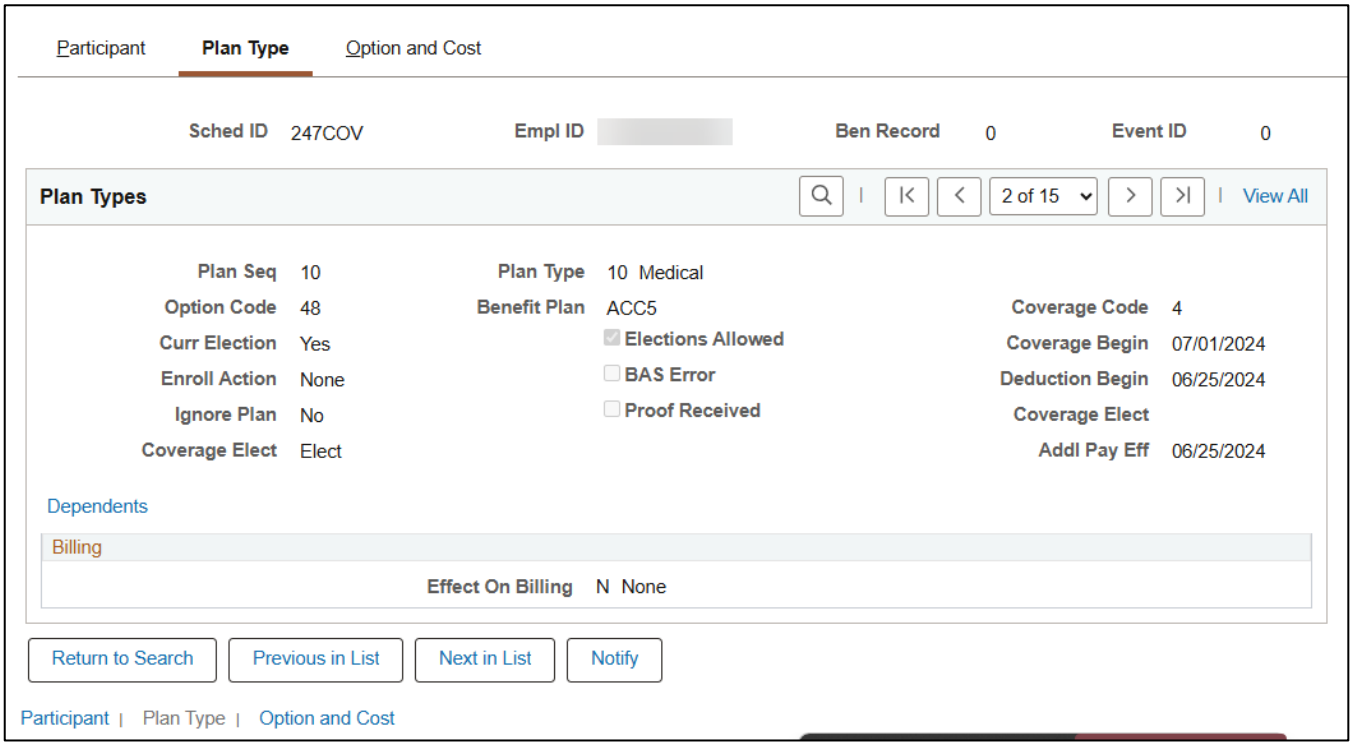


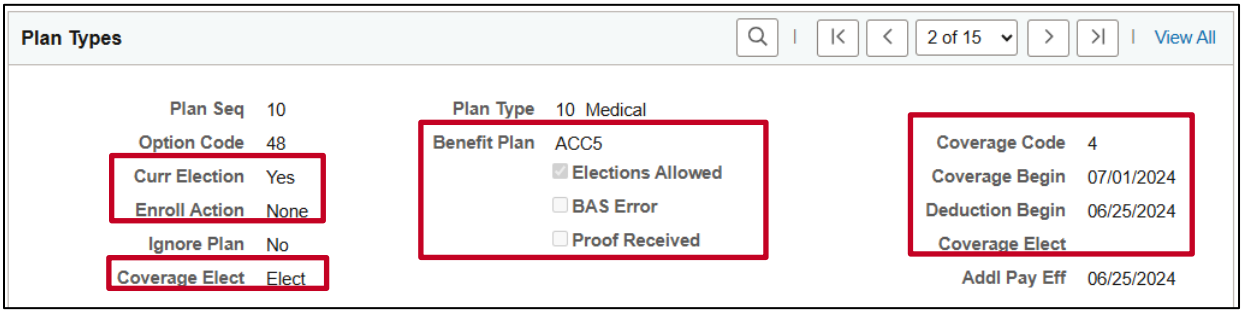
Plan Type

The **Plan Type** page is used to view information for each Plan Type. Use the Arrow icons (**<**, **>**, **|<**, **>|**) to toggle between the different plan types for the employee. In addition, users can click the **Dependents** link to view the names of the dependents that the employee is covering.

Step	Action
1.	Click the **Plan Type** tab. Participant | **Plan Type** | Option and Cost

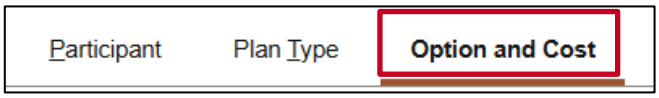
The **Plan Type** page displays.



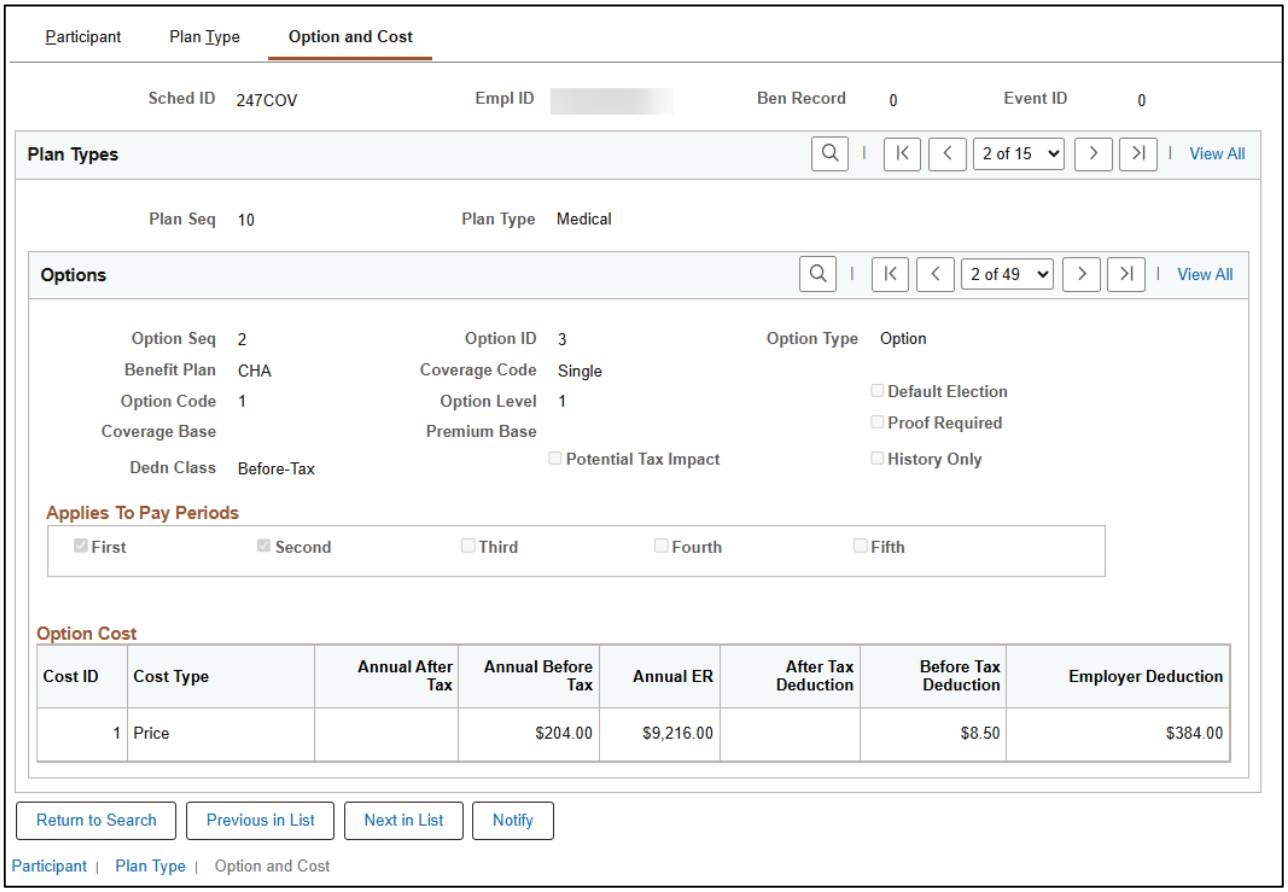
Step	Action
	Review the following information on this page for each Plan Type: a. **Curr Election**: Indicates that an employee kept their current election. b. **Enroll Action**: The action taken by the Benefit Event for the plan type. “Enroll” indicates there was an election made. “None” indicates that no election was made. “Terminate” indicates that the prior election was terminated. c. **Coverage Elect**: Indicates if the employee made an election, waived, or terminated the benefit. d. **Benefit Plan**: Displays the Benefit Plan in which the employee enrolled. e. **Coverage Code**: Displays the coverage level that the employee selected. f. **Coverage Begin**: Displays the effective date of the coverage. g. **Deduction Begin**: Displays the date payroll deductions begin. h. **Coverage Elect**: Displays the date that the Benefit Event was finalized. This date matches the election date on the base benefit pages. 

Option and Cost

Use the **Option and Cost** page to review the cost of the plans elected by the employee. This page shows the cost associated with the plan and the coverage code that was elected.

Step	Action
1.	Click on the **Option and Cost** tab. 

The **Option and Cost** page displays.



Use the Arrow icons (**<**, **>**, **|<**, **>|**) to toggle between the different Plan Types.

Also use the Arrow icons (**<**, **>**, **|<**, **>|**) to review the Options for each Plan Type, including cost information for the employee.