

TLC and HBO Completing a Rehire and Benefit Enrollment Overview**TLC and HBO Completing a Rehire and Benefit Enrollment Overview**

This business process is applicable to both Health Benefits Only (HBO) Agencies and Localities in The Local Choice (TLC) Benefit Program.

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to Employee Record "0". All new Employee Records are incremented by one ("1").

The **Organizational Relationship** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. When this is the case, only the employee's name and employee ID display. A review of the information on this page is necessary to determine how to process the rehire.

The **Create Job Action** process is used if the employee is being rehired back into the same HBO Agency or Locality **and** back into the same employee type (e.g., Wage to Wage or Salary to Salary). This will hire the employee back into the same employee record they had previously. Use this Job Aid to complete this process.

The **Add Employee Relationship** process is used if the employee is being rehired into a different HBO Agency or Locality **or** is being hired back as a different employee type (e.g., Wage to Salary or Salary to Wage). This creates a new Employee Record into which the employee is hired. Refer to the Job Aid titled **TLC and HBO Completing a New Hire and Benefit Enrollment** to complete this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning** or on the [Locality Users](#) page.

Note: Personal Data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed. Once fully rehired, go to the **Modify Person** page to make updates, if applicable.

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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HR and Benefits Job Aid

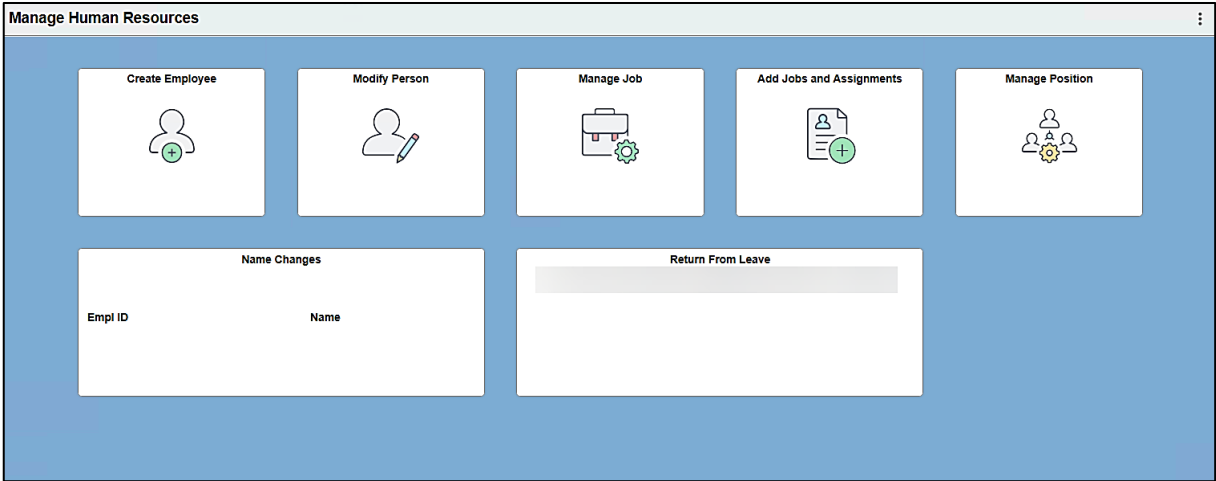
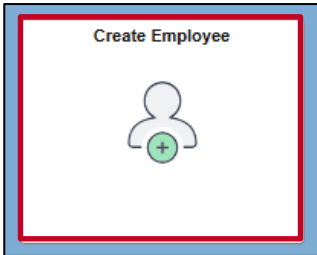
TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
4/14/2026	Baseline.

Rehiring an Employee

To begin the rehire process, review the **Organizational Relationship** page to get information about the employee's previous employment at the Commonwealth of Virginia. The link to the **Organizational Relationship** page is located on the **Create Employee** page if the National ID is found.

Step	Action
1.	Navigate to the Create Employee page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Create Employee tile. 



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Step	Action
	The Create Employee Search page displays. Create Employee Personal Details *National ID Date of Birth First Name Middle Name Last Name Search



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Step	Action
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The **Organizational Relationship** page displays.

Note: This page provides a summary of the employment an employee currently holds or has previously held with the Commonwealth of Virginia. This information should be used in conjunction with official personnel records, as some historical job data may not have been converted into Cardinal during data migration. Reviewing this information can help determine the appropriate processing actions for the employee within the system.

Organizational Relationship

JOHN DOE

Add Employee Relationship

Relationship - Employee

Instance Nbr 0

HR Status Inactive

Payroll Status Terminated

Last Hire Date 07/01/2016

Termination Date 06/30/2024

Assignments

Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date
0	Home	07/01/2024	LOCAL	048201000	Inactive	07/01/2016
Primary Job			The Local Choice Participants	Wise County Schools - Schools	Terminated	06/30/2024

Manage Job



If there is no Job Data in Cardinal to manage, the **Add Employee Relationship** option is used and the **Action** field defaults to "Hire".

Organizational Relationship

Banana Split

noemail@virginia.gov

Add Employee Relationship

Organizational Relationship

Banana Split is currently saved with default Person of Interest Type of 'Unknown'

Empl ID

*Effective Date 07/28/2026

Action Hire

Action Reason



HR and Benefits Job Aid

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Step	Action																					
6.	Scenario 1: Click the Add Employee Relationship link if the employee is being rehired into a different Agency or Locality or back into the same Agency or Locality but into a different employee type (e.g., Wage to Salary). Organizational Relationship JONATHAN DOE Add Employee Relationship Relationship - Employee Instance Nbr 0 HR Status Inactive Payroll Status Terminated Last Hire Date 06/25/2022 Termination Date 08/22/2025 Assignments <table><tr><th>Employment Record / Job Indicator</th><th>Home/Host</th><th>Effective Date</th><th>Business Unit</th><th>Department</th><th>HR Status / Payroll Status</th><th>Start Date / Termination Date</th></tr><tr><td>0</td><td></td><td></td><td>18100</td><td>18100</td><td>Inactive</td><td>06/25/2022</td></tr><tr><td>Primary Job</td><td>Home</td><td>08/23/2025</td><td>Dept of Labor and Industry</td><td>DEPT OF LABOR AND INDUSTRY</td><td>Terminated</td><td>08/22/2025</td></tr></table> Manage Job The Add Employee Relationship page displays in a pop-up window. Use the Add Employee Relationship link to create a new employee record (EMPL_RCD) to hire the employee into the Agency or Locality. Cancel Add Employee Relationship Continue Empl ID *Effective Date07/28/2026 Action Hire Action Reason Refer to Page 22 of the Job Aid titled TLC and HBO Completing a New Hire and Benefit Enrollment to complete this rehire. This Job Aid can be found on the Cardinal website in Job Aids under Learning or on the Locality Users page.	Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date	0			18100	18100	Inactive	06/25/2022	Primary Job	Home	08/23/2025	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	08/22/2025
Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date																
0			18100	18100	Inactive	06/25/2022																
Primary Job	Home	08/23/2025	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	Terminated	08/22/2025																



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

7.

Scenario 2:

Click the **Manage Job** link if the employee is being rehired back into the same Agency or Locality **and** back into the same employee type (e.g., Salary to Salary). This hires the employee back into the same employee record they previously held within the Agency or Locality.

Organizational Relationship

JOHN DOE

Add Employee Relationship

Relationship - Employee

Instance Nbr 0

HR Status Inactive

Payroll Status Terminated

Last Hire Date 07/01/2016

Termination Date 06/30/2024

Assignments

Employment Record / Job Indicator	Home/Host	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date	
0	Home	07/01/2024	LOCAL	048201000	Inactive	07/01/2016	Manage Job
Primary Job			The Local Choice Participants	Wise County Schools - Schools	Terminated	06/30/2024	

The **Job Actions Summary** page displays with the current effective dated row and job record for the employee (with the **Action** of “Termination” and the **Reason** “Resignation” in this scenario). To see historical rows, click the **Include History** button in the top right corner of the page.

Job Actions Summary

JOHN DOE

| 0 | TLC 048201000 Full Time Pos

LOCAL | Wise County Schools - Schools | Terminated

Create Job Action

Update/Display

Include History

Job Actions Summary

To view all rows, access this page in Include History mode and to correct the current or history data, access this page in Correct History mode.

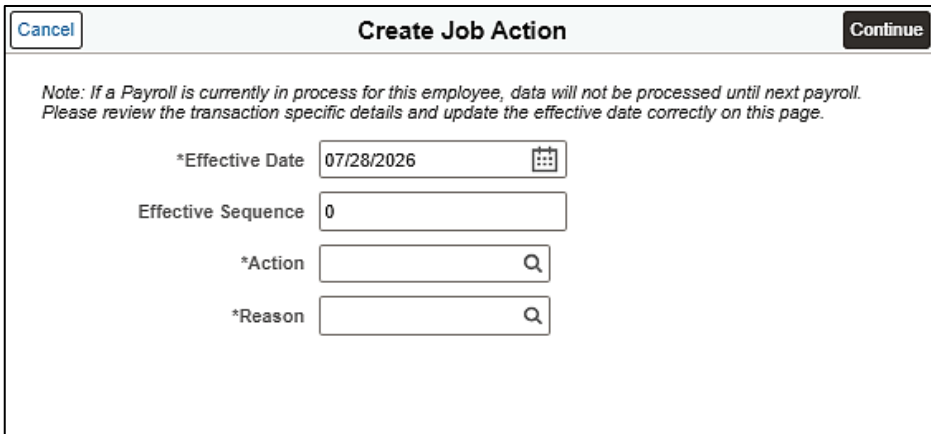
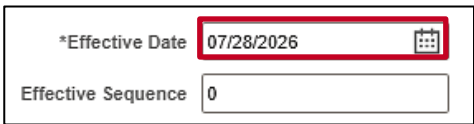
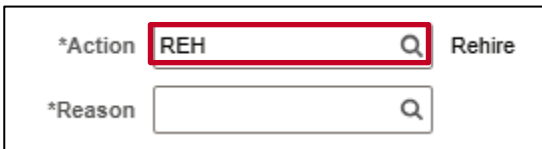
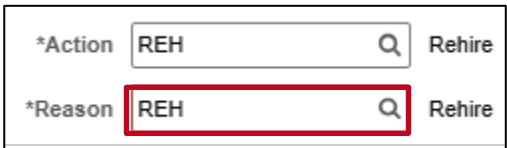
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Tax Location Code	Employee Classification	Employee Type	Stu	Ho
07/01/2024	Inactive	Termination	JOHN DOE	Completed	COVHBO	E490000F	USA	LOCAL	048201000		LOCAL	E49	MNP	760	LOC	S		
0	Terminated	Resignation	06/11/2024		Health Benefits Only	TLC 048201000 Full Time Pos	United States	The Local Choice Participants	Wise County Schools - Schools	Localities		Wise County Schools - Schools	Non-Payroll	Richmond (City)	TLC Employee	Salaried		
	Primary Job																	

8.

Click the **Create Job Action** button to continue the process of hiring the employee back to the same Agency or Locality, and as the same employee type.

Create Job Action

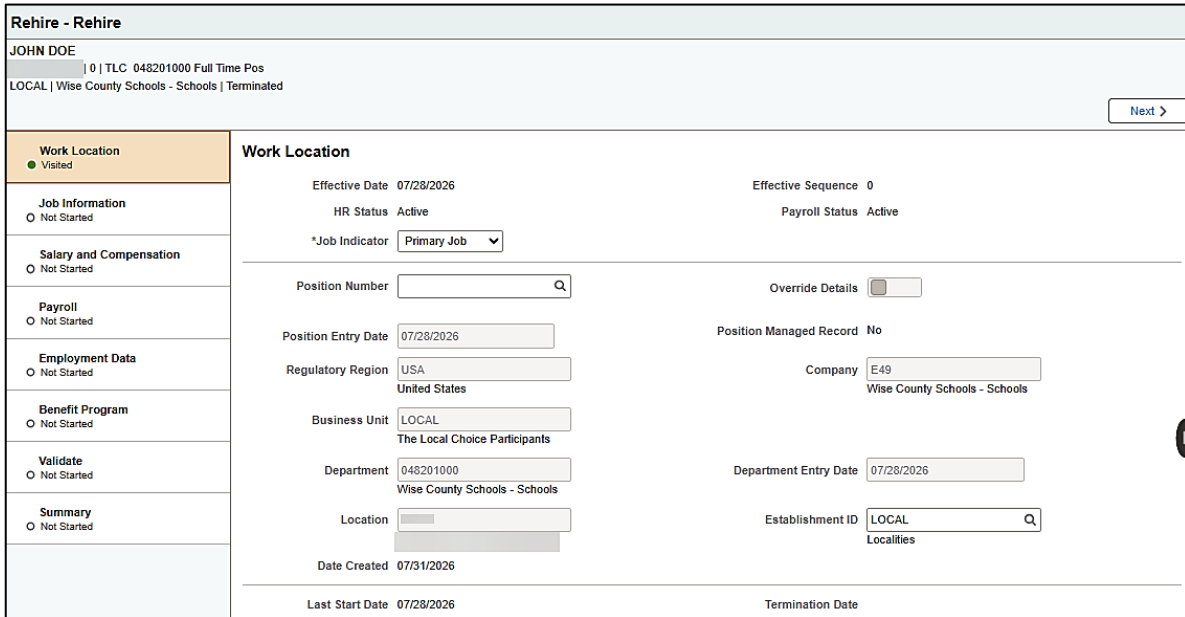
Job Actions Summary
JOHN DOE
LOCAL | TLC: 048201000 Full Time Pos
LOCAL | Wise County Schools - Schools | Terminated
[Create Job Action](#)
[Update/Display](#) [Include History](#)**Job Actions Summary**
To view all rows, access this page in Include History mode and to correct the current or history data, access this page in Correct History mode.

Step	Action
	The Create Job Action page displays in a pop-up window. 
9.	The Effective Date field defaults to the current system date. Update to the date of the rehire as needed using the Effective Date Calendar icon. Note: The Effective Sequence field will auto-populate. 
10.	Click the Action dropdown button and select “REH” (“Rehire”). 
	The action of “Rehire” is only available if the employee has an historical Job Record (Employee Record) within the same Agency or Locality in Cardinal. When Cardinal was established, all employee Personal Data from the legacy system was converted into Cardinal, but not all inactive employment history (Job Data) was converted. Therefore, the action of “Hire” and reason of “New Hire” must be used if no Cardinal employment history (job record) exists for the current Agency or Locality. The Employment Data page is used to address prior service using the applicable fields.
11.	Click the Reason dropdown button and select the applicable reason for the rehire (“REH” in this example). 



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Step	Action
	For further information pertaining to valid Action and Reason code combinations, see the Job Aid titled TLC HBO Action Reason Codes . This Job Aid can be found on the Cardinal website in Job Aids under Learning or on the Locality Users page.
12.	Click the Continue button. 
The Work Location page displays. 	
13.	Enter the Position Number in the Position Number field. 
	The remaining Position Data populates based upon the Position Number that was entered. Review the information.



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Step	Action
14.	Click the Job Information tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started The Job Information page displays. Rehire - Rehire JOHN DOE 0 TLC 048201000 Full Time Pos LOCAL Wise County Schools - Schools Terminated < Previous Next > Work Location ● Visited Job Information ● Visited Salary and Compensation ○ Not Started Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started Job Information SOC CD Effective Date 07/28/2026 Job Code COVHBO Health Benefits Only Supervisor Level E Employee Reports To View Current Incumbents Regular/Temporary Regular Employee Class TLC EE Regular Shift Not Applicable Classified Ind Classified Standard Hours Standard Hours 40.00 Supervisor Name Supervisor Posn Effective Sequence 0 Job Entry Date 07/28/2026 Reports To Manager Full/Part Full-Time *Officer Code None Shift Rate Shift Factor Work Period Weekly 15. Click the Empl Class dropdown button and select the applicable Employee Class. This is a required field. - If the employee is assigned to a TLC position, select the “TLC EE” value - If the employee is assigned to an HBO position, select the value that describes the employee filling the job (e.g., ONC, OTO, etc.) Regular/Temporary Regular Empl Class



HR and Benefits Job Aid

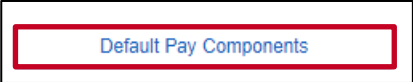
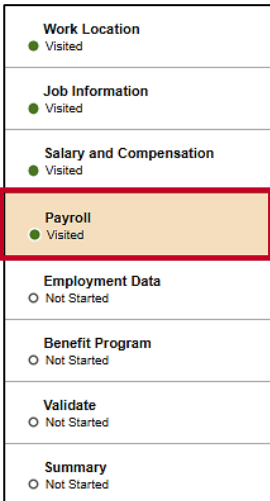
TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The Officer Code field defaults to “None”. Do not change. *Officer Code None
16.	Click the Salary and Compensation tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started
The Salary and Compensation page displays. Rehire - Rehire JOHN DOE LOCAL TLC 048201000 Full Time Pos LOCAL Wise County Schools - Schools Terminated Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ○ Not Started Employment Data ○ Not Started Benefit Program ○ Not Started Validate ○ Not Started Summary ○ Not Started Salary and Compensation Effective Date 07/28/2026 Effective Sequence 0 Salary Plan Salary Admin Plan Grade Step Includes Wage Progression Rule Grade Entry Date Step Entry Date Compensation Compensation Rate 2,083.333333 *Frequency Monthly > Comparative Information > Pay Rates Default Pay Components	
17.	Click the Frequency Look up button In the Compensation Details section and select “Monthly”. *Frequency Monthly



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Step	Action
18.	Click the Default Pay Components button. 
	The Compensation Rate updates to “0.000000”. 
19.	Click the Calculate Compensation button. 
20.	Click the Payroll tab. 



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Step	Action
	The Payroll page displays. Payroll Effective Date 07/28/2026Effective Sequence 0 *Payroll System Payroll for North America ▼Absence System Other ▼ Payroll for North America Pay Group MNP Non-Payroll Employee Type S SalariedHoliday Schedule NOHOL LOCALITY Tax Location Code 760 Richmond (City) GL Pay Type FICA Status Subject Edit ChartFieldsCombination Code
	The Payroll System defaults to “Payroll for North America”. Do not change. *Payroll System Payroll for North America ▼ The Absence System field defaults to “Other”. Do not change. Absence System Other ▼
21.	Click the Pay Group Look up icon within Payroll for North America section and select “MNP” – Non-Payroll. Pay Group MNP Non-Payroll
	The Employee Type field defaults to “S” (Salaried). Do not change. The Holiday Schedule field defaults to “NOHOL”. Do not change. Employee Type S SalariedHoliday Schedule NOHOL LOCALITY
22.	Click the Tax Location Code Look up icon and select the applicable code based on the location of the employee’s office. Tax Location Code



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Step	Action
23.	Click the Benefit Program tab. Work Location Visited Job Information Visited Salary and Compensation Visited Payroll Visited Employment Data Not Started Benefit Program Visited Validate Not Started Summary Not Started

The **Benefit Program** page displays.

Benefit Program

Benefit Record Number

0

Effective Date

07/28/2026

Effective Sequence

0

*Benefits System

Benefits Administration

Benefits Employee Status

Active

Annual Benefits Base Rate

USD

Enter or update the ACA Eligibility details from the related actions in Job Actions Summary.

Benefits Administration Eligibility

BAS Group ID

Q

Eligible Field 1

Eligible Field 2

048201000

Q

Eligible Field 3

N

Q

Eligible Field 4

Q

Eligible Field 5

Q

Eligible Field 6

Eligible Field 7

Q

Eligible Field 8

12-12

Q

Eligible Field 9

TF-GB

Q

Benefit Program Participation Details

1 row

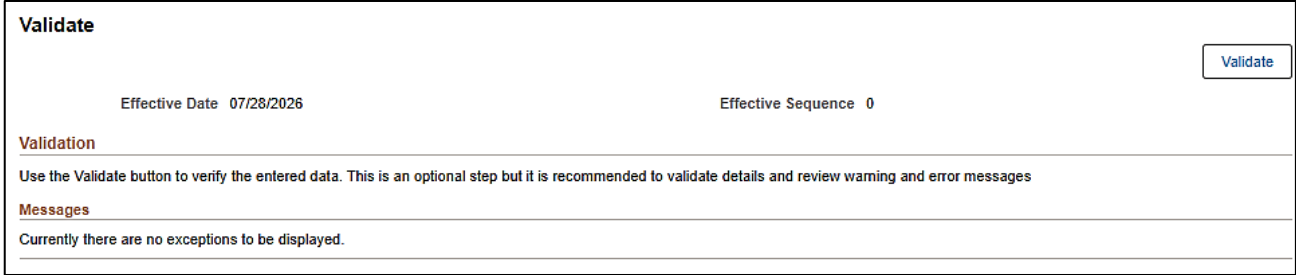
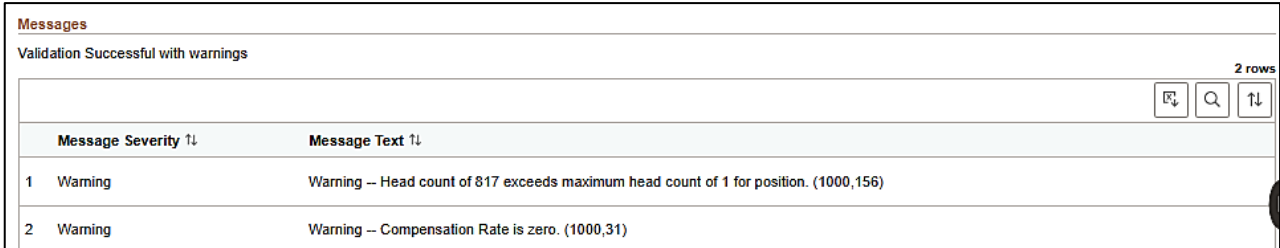
Effective Date 1↓	Benefit Program 1↓	Currency Code 1↓	Description 1↓
07/01/2016	170	USD	TLC 048201000 Ben Program

Step	Action				
24.	Complete the Elig Fld 2, Elig Fld 3, Elig Fld 8, and Elig Fld 9 fields: - Click the Elig Fld 2 Look up icon and select the applicable value - Click the Elig Fld 3 Look up icon and select “N” (No) - Click the Elig Fld 8 Look up icon and select “12-12” (12 months, 12 pays) - Click the Elig Fld 9 Look up icon and select the applicable benefits payment breakdown Benefits Administration Eligibility BAS Group ID Q Eligible Field 1 Eligible Field 3 N Q Eligible Field 5 Q Eligible Field 7 Q Eligible Field 9 Q Eligible Field 2 Q Eligible Field 4 Q Eligible Field 6 Eligible Field 8 12-12 Q <tr><td> i </td><td> For further information on eligibility configuration valid values, see the Job Aid titled BN361 Overview of the Eligibility Configuration Fields. This Job Aid can be found on the Cardinal website in Job Aids under Learning. </td></tr> <tr><td>25.</td><td> Click the Validate tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ● Visited Employment Data ○ Not Started Benefit Program ● Visited Validate ● Visited Summary ○ Not Started </td></tr>	i	For further information on eligibility configuration valid values, see the Job Aid titled BN361 Overview of the Eligibility Configuration Fields. This Job Aid can be found on the Cardinal website in Job Aids under Learning.	25.	Click the Validate tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ● Visited Employment Data ○ Not Started Benefit Program ● Visited Validate ● Visited Summary ○ Not Started
i	For further information on eligibility configuration valid values, see the Job Aid titled BN361 Overview of the Eligibility Configuration Fields. This Job Aid can be found on the Cardinal website in Job Aids under Learning.				
25.	Click the Validate tab. Work Location ● Visited Job Information ● Visited Salary and Compensation ● Visited Payroll ● Visited Employment Data ○ Not Started Benefit Program ● Visited Validate ● Visited Summary ○ Not Started				



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Step	Action
	The Validate page displays. 
26.	Click the Validate button. 
	The Validation page refreshes with a Messages section. 
27.	Review the Messages section. Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting (the Messages section will display an Error message and the validation will fail). Select the Proceed with warning checkbox option if applicable.



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Step	Action																
28.	Click the Summary tab. <table><tr><td>Work Location</td><td>● Visited</td></tr><tr><td>Job Information</td><td>● Visited</td></tr><tr><td>Salary and Compensation</td><td>● Visited</td></tr><tr><td>Payroll</td><td>● Visited</td></tr><tr><td>Employment Data</td><td>○ Not Started</td></tr><tr><td>Benefit Program</td><td>● Visited</td></tr><tr><td>Validate</td><td>● Visited</td></tr><tr><td>Summary</td><td>● Visited</td></tr></table>	Work Location	● Visited	Job Information	● Visited	Salary and Compensation	● Visited	Payroll	● Visited	Employment Data	○ Not Started	Benefit Program	● Visited	Validate	● Visited	Summary	● Visited
Work Location	● Visited																
Job Information	● Visited																
Salary and Compensation	● Visited																
Payroll	● Visited																
Employment Data	○ Not Started																
Benefit Program	● Visited																
Validate	● Visited																
Summary	● Visited																

The **Summary** page displays.

PreviousSubmit

Summary

Effective Date 07/28/2026Effective Sequence 0

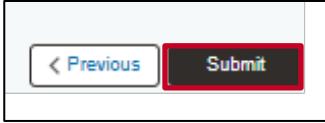
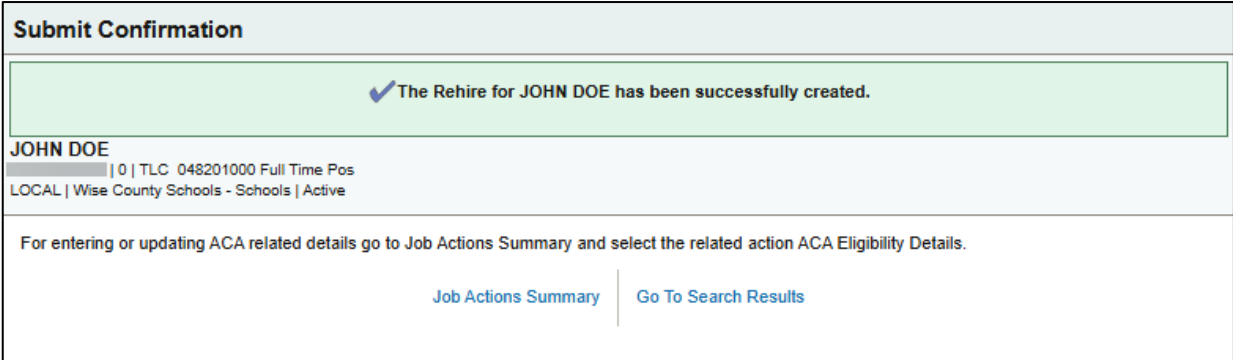
Summary of Changes

Field Label	Proposed Information	Current Information
Position Number	E490000F	E490000F
HR Status ●	Active	Inactive
Payroll Status ●	Active	Terminated
Compensation Rate ●	0.000000	2,083.333333
Last Start Date ●	07/28/2026	07/01/2016
Termination Date ●	Not Available	06/30/2024
Last Date Worked ●	Not Available	06/30/2024
Changes Made ●		



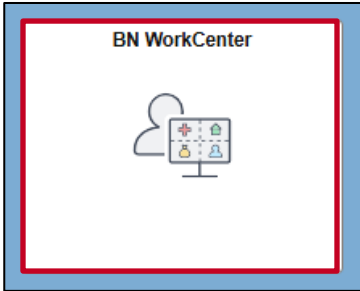
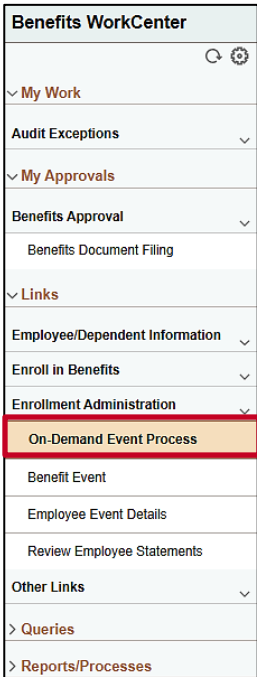
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Step	Action
29.	Review the Summary of Changes section, and then click the Submit button. 
The Submit Confirmation page displays. 	
30.	Navigate to the Modify Person page to update the employee's personal information which includes name, address, phone and email address. For further information on updating personal information, refer to the Job Aid titled HR351 Viewing and Modifying Personal Data located on the Cardinal website in Job Aids under Learning.

Rehire Benefit Enrollment

Now that Rehire process is complete, the Benefits Administrator will be able to complete the benefit enrollment elections for the employee. This process is performed on the **On-Demand Event Process** page after the employee submits their Benefits Enrollment form to the BA with all the information necessary to complete the process.

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
	Users can also navigate to the On-Demand Event Process page using the following path: NavBar > Menu > Benefits > Manage Automated Enrollment > Events > On-Demand Event Process
The On-Demand Event Maintenance Find an Existing Value Search page displays. On-Demand Event Maintenance Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▼ Saved Searches Choose from saved searches ▼ Empl ID begins with ▼ Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ Second Last Name begins with ▼ Alternate Character Name begins with ▼ ^ Show fewer options ☐ Case Sensitive Search Clear	
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. Empl ID begins with ▼
4.	Click the Search button. Search Clear



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Step	Action
	The On-Demand Event Process page displays for the selected employee. JOHN DOE Person ID Ben Record 0 Activity Date Source Pending Activities 2 Show Activities Action Event ID 0 Event Date Status Class Event Status 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



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

JOHN DOE

Person ID

Ben Record 0

Help

BAS Activity

<

<

1-2 of 2

>

>

Select	Empl Record	Action Source	Event Date	Event Effseq	BAS Action	COBRA Action		
☐	0	Manual Event	07/28/2026	0	HR2		+	-
☐	0	Job Data Change	07/28/2026	0	REH		+	-

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	07/28/2026	0	HR2		+	-
☐	0	Job Data Change	07/28/2026	0	REH		+	-

OK

Cancel

8. Click the **OK** button.

OK

Cancel



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Step	Action
	The On-Demand Event Process page refreshes. JOHN DOE Person ID Ben Record 0 Activity Date 07/28/2026 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 Event Status 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
9.	Review the Activity Date field. This is the date of the employee's New Hire transaction completed by HR Administrator. This date will impact the Benefits enrollment begin date. Therefore, if this date is not accurate, work with the HR Administrator to correct prior to processing the rehire benefits enrollment. For HR2 Benefit Events, the Source field will be "Manual Event", and the Action field will be "HR2". Activity Date 07/28/2026 Source Manual Event Schedule/Prepare Activity Pending Activities 2 Show Activities Action HR2
10.	Click the Schedule/Prepare Activity button to manually run the Benefits Administration process for this Benefit Event. Note: This will process and close the HR2 Benefit Event. Activity Date 07/28/2026 Source Manual Event Schedule/Prepare Activity Pending Activities 2 Show Activities Action HR2



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	A Confirmation message displays in a pop-up window once the automated program completes. Process completed successfully. (3000,530) OK
11.	Click the OK button to close the message. OK
12.	Click the Schedule/Prepare Activity button to manually run the Benefits Administration process for this Benefit Event. Note: This will process and close the REH Benefit Event. Schedule/Prepare Activity Pending Activities 1 Show Activities Action REH Event ID 0 Event Date Status Class Event Status Update
	A Confirmation message displays in a pop-up window once the automated program completes. Process completed successfully. (3000,530) OK
13.	Click the OK button to close the message. OK



HR and Benefits Job Aid

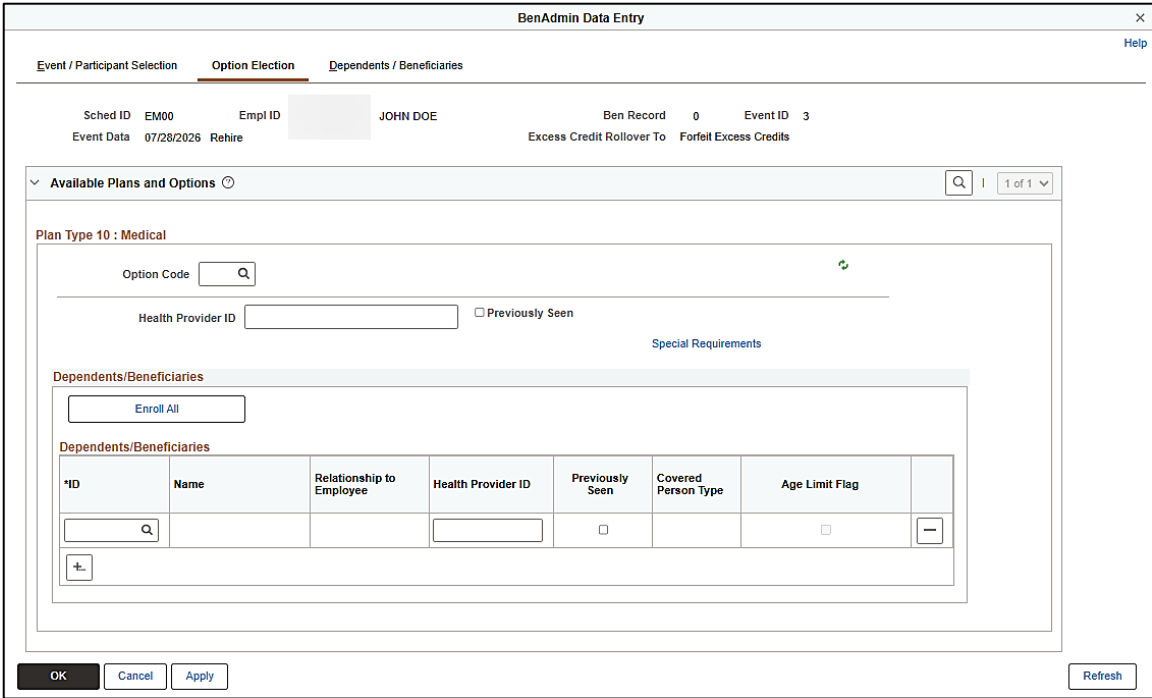
TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The On-Demand Event Process page refreshes. JOHN DOE Person ID Ben Record 0 Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 3 Event Date 07/28/2026 Status Prepared Class REH Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency ☒ Deduction Frequency ☐ Annual Frequency Election Entry Entered 0 of 1 Show Plans Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults Confirmation Statement Run Date Reprocess Process Indicator N Q Normal Processing Save Return to Search Notify
14.	Confirm that the Status field displays as “Prepared” and the Event Status field displays as “Open for Processing”. Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 3 Event Date 07/28/2026 Status Prepared Class REH Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency ☒ Deduction Frequency ☐ Annual Frequency
15.	Click the Election Entry button. Enrollment Statement Run Date Frequency ☒ Deduction Frequency ☐ Annual Frequency Election Entry Entered 0 of 1 Show Plans Validate/Finalize Errors 0 Show Errors ☐ Finalize/Apply Defaults Confirmation Statement Run Date



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The BenAdmin Data Entry page displays in a pop-up window with the Option Election tab displayed by default. 
16.	Click the Option Code Look up icon within the Plan Type 10: Medical section. 



TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
------	--------

The **Look Up Option Code** page displays in a pop-up window.

Look Up Option Code

Help

Cancel

Search Results

View 100 < < 1-25 of 25 > >

Option Code	Option Type	Benefit Plan	Coverage Code
17	Option	170F05	1
18	Option	170F05	2
19	Option	170F05	3
20	Option	170F05	4
21	Option	170F06	1
22	Option	170F06	2
23	Option	170F06	3
24	Option	170F06	4
25	Option	170F07	1
26	Option	170F07	2

17. Select the applicable Medical Plan based on the employee's Benefits Enrollment form by clicking the corresponding link in the **Option Code** column (In this example, Option Code "20", Benefit Plan "170F051" with Coverage Code "4", will be selected).

Note: The Coverage Codes are as follows: 1 – Single, 2 – Employee + Spouse, 3 – Employee + Child, and 4 – Employee + 2 or More Dependents (Family).

Option Code	Option Type	Benefit Plan	Coverage Code
17	Option	170F05	1
18	Option	170F05	2
19	Option	170F05	3
20	Option	170F05	4
21	Option	170F06	1



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action																					
	The BenAdmin Data Entry page redisplay with the Option Election tab refreshed. BenAdmin Data Entry Event / Participant Selection Option Election Dependents / Beneficiaries Sched ID EM00 Empl ID JOHN DOE Ben Record 0 Event ID 3 Event Data 07/28/2026 Rehire Excess Credit Rollover To Forfeit Excess Credits Available Plans and Options 1 of 1 Plan Type 10 : Medical Option Code 20 Key Adv 500 Comprehensive Dent (170F05) (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><tr><td colspan="7"> + </td></tr></tbody></table> OK Cancel Apply Refresh	*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 38. If the employee selected a Benefit Plan with any other Coverage Code, the employee's dependent(s) must be added. Proceed to the next step.																					
18.	Click the Dependents / Beneficiaries tab. Event / Participant Selection Option Election Dependents / Beneficiaries																					



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action														
	The Dependents / Beneficiaries page displays. BenAdmin Data Entry Help Event / Participant Selection Option Election Dependents / Beneficiaries Schedule ID EM00 Employee ID [REDACTED] JOHN DOE Event ID 3 Event Data 07/28/2026 Rehire Benefit Record 0 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><tr><td> </td><td> </td><td> </td></tr></tbody></table> OK Cancel Apply Refresh	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													



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
------	--------

The **Dependent/Beneficiary** page displays in a pop-up window.



The **Dependent/Beneficiary ID** field will default to “01” for the first dependent and increment by 1 for each additional dependent subsequently added.

The **Effective Date** field defaults to the Event Date (employee’s rehire date for new enrollments) and should not be updated.



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
20.	Click the Edit Name button. Dependent/Beneficiaries *Dependent/Beneficiary ID 01 Name History *Effective Date 02/19/2026 *Format Type English Display Name Edit Name

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

Name

Help

English Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name

Formal Name

Name

OK

Cancel

Refresh Name



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
21.	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. Name × Help English Name Format Name Prefix ▼ *First Name Middle Name *Last Name Name Suffix ▼
22.	Click the OK button. OK Cancel Apply

The **Name** page refreshes with the dependent's name displayed in the **Display Name** field.

Dependent/Beneficiary

×

Help

Name

Address

Personal Profile

JOHN DOE

Person ID

Dependent/Beneficiaries

Q

|

◀

<

1 of 1

▼

>

◻

|

View All

*Dependent/Beneficiary ID

01

+

Name History

Q

|

◀

<

1 of 1

▼

>

◻

|

View All

*Effective Date

07/28/2026

*Format Type

English

▼

Name

Janice Doe

Edit Name

OK

Cancel

Apply

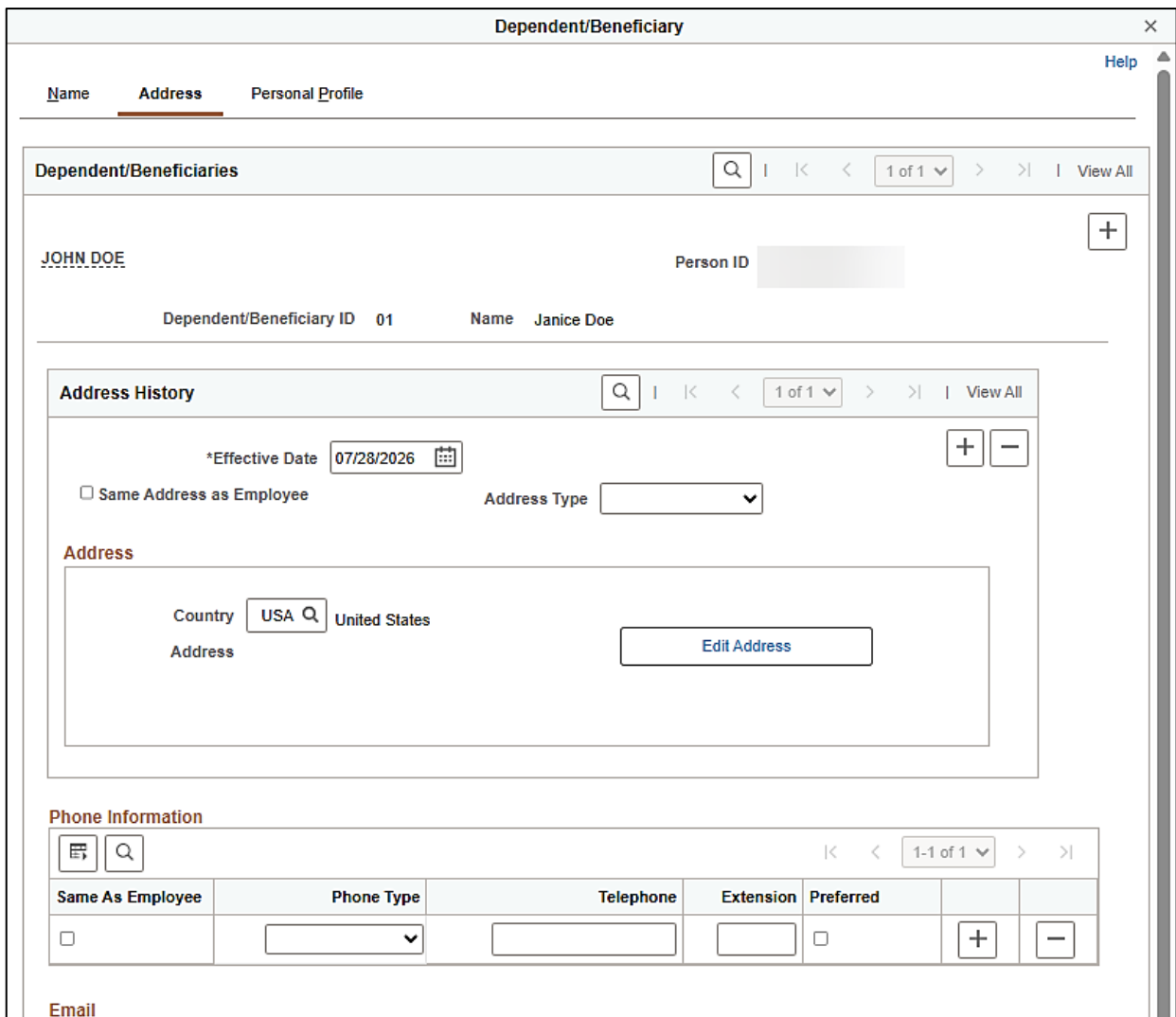


HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
23.	Click the Address tab. 

The **Address** page displays.



Dependent/Beneficiary

[Name](#) **[Address](#)** [Personal Profile](#)

Dependent/Beneficiaries [Search] [1 of 1] [View All]

JOHN DOE Person ID []

Dependent/Beneficiary ID 01 Name Janice Doe

Address History [Search] [1 of 1] [View All]

*Effective Date 07/28/2026 []

☐ Same Address as Employee Address Type []

Address

Country USA [] United States

Address [] [Edit Address](#)

Phone Information [Search] [1-1 of 1] [View All]

Same As Employee	Phone Type	Telephone	Extension	Preferred		
☐	[]	[]	[]	☐	[+]	[-]

Email



HR and Benefits Job Aid

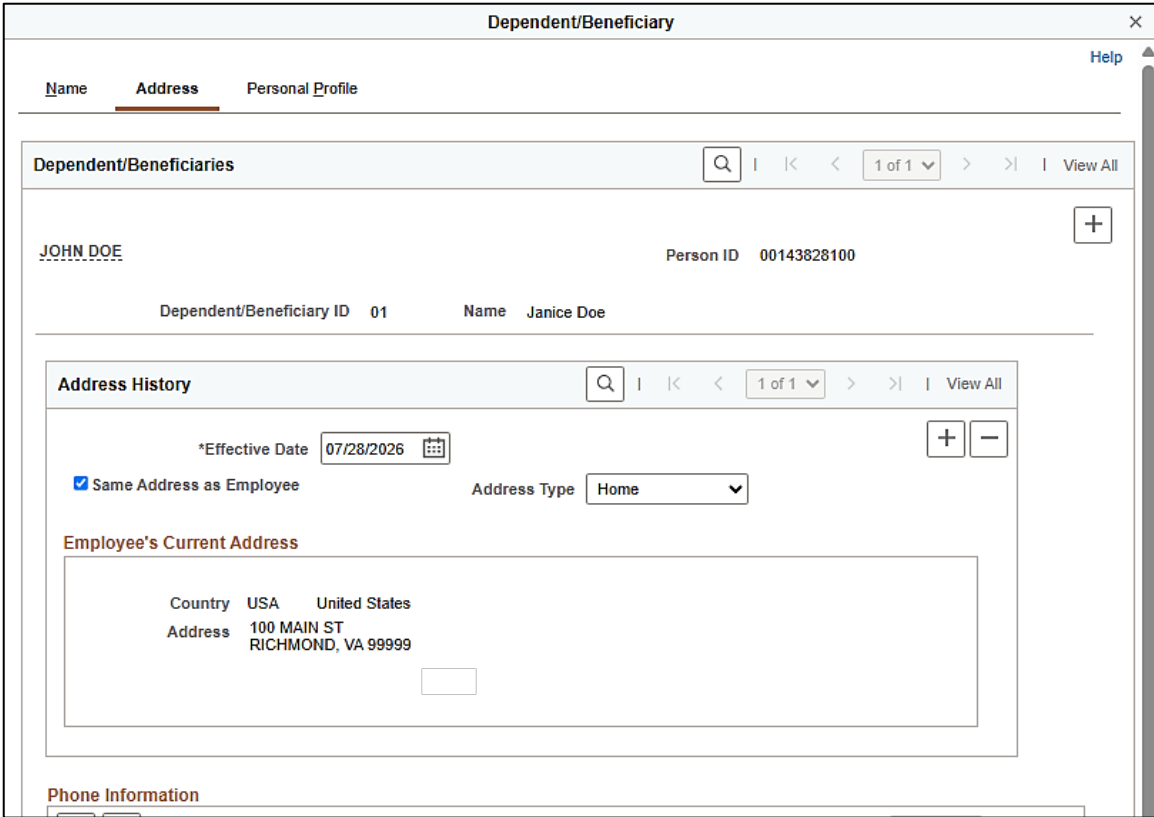
TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
24.	Complete the address information as applicable for the dependent by either: Clicking the Same Address as Employee checkbox option (applicable for this example) Address History Effective Date07/28/2026 ☒ Same Address as Employee Address TypeHome or: Clicking the Address Type dropdown button provided, selecting the applicable Address Type, 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) Address History Effective Date07/28/2026 ☐ Same Address as Employee Address Type Address CountryUSAUnited States Address Edit Address



HR and Benefits Job Aid

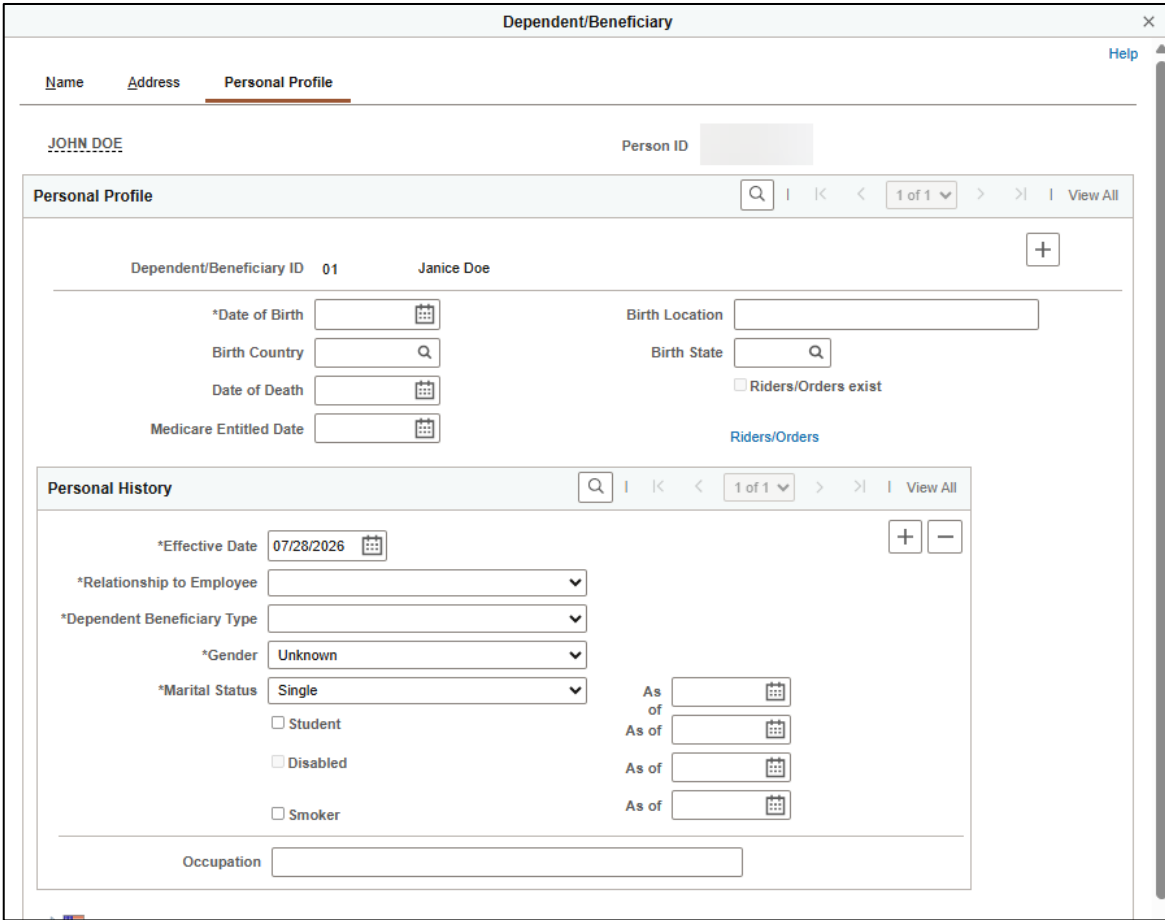
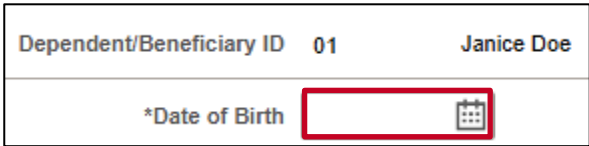
TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The Address page refreshes with the dependent's address information displayed in the Address History section. 
25.	Click the Personal Profile tab. 



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The Personal Profile page displays. 
	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).
26.	Click the Date of Birth Calendar icon and select the dependent's date of birth. 
	The Effective Date in the Personal History section defaults to the date of rehire. Do not change.



HR and Benefits Job Aid

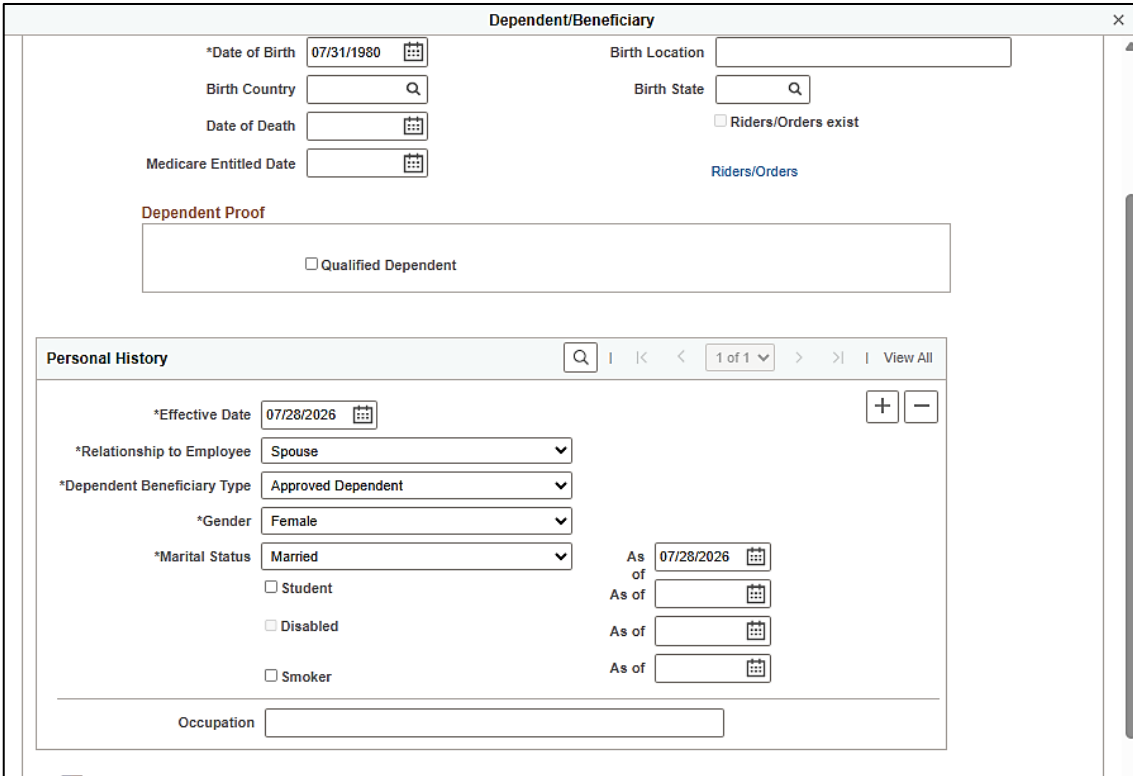
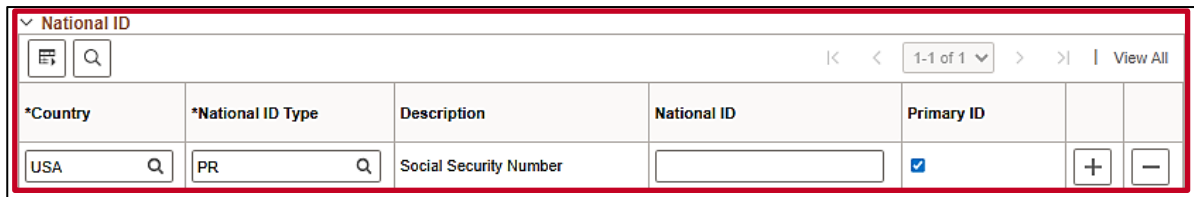
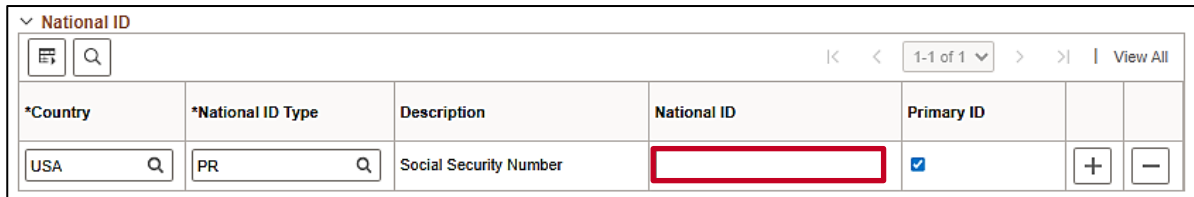
TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
27.	Click the Relationship to Employee dropdown button and select the dependent's relationship to the employee. *Relationship to Employee
28.	Click the Dependent Beneficiary Type dropdown button and select "Approved Dependent". *Dependent Beneficiary Type Approved Dependent
29.	Click the Gender dropdown button and select the dependent's gender ("Male" or "Female"). *Gender Unknown
30.	The Marital Status field defaults to "Single". Update as needed for the dependent. *Marital Status Single
31.	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 using the Marital Status As of Calendar icon. Note: Leaving this date as the hire date does not impact benefits. *Marital Status Married As of 07/28/2026



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The updated Dependent/Beneficiary page displays. 
32.	Scroll down to the National ID section. 
33.	Enter the dependent's Social Security Number (SSN) in the National ID field. If the employee did not provide the dependent's SSN, this field can be left blank for now. However, make sure the SSN is obtained and entered as soon as possible. Dependent SSNs are necessary for accurate ACA reporting. Benefits Administrators can use the Base Benefits Consistency Audit report to monitor dependents with a missing SSN. 



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step

Action

34.

Click the **OK** button.

OK

Cancel

Apply

The **Dependents / Beneficiaries** page redispays.

BenAdmin Data Entry

Event / Participant Selection

Option Election

Dependents / Beneficiaries

Schedule ID EM00

Event ID 3

Benefit Record 0

Employee ID [REDACTED]

Event Data 07/28/2026

Excess Credit Rollover To Forfeit Excess Credits

JOHN DOE

Rehire

Dependent/Beneficiaries Currently on Record

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
Janice Doe	Spouse	Approved Dependent	07/31/1980

Change/Add Dependent Data

Elections Requiring Supplemental Information

10	Medical	Enroll Dependents
----	---------	------------------------------

OK

Cancel

Apply

Refresh

35.

If additional dependents need to be added, proceed to the next step. If no additional dependents need to be added, skip to **Step 38**.

36.

Click the **Change/Add Dependent Data** link in the **Dependent/Beneficiaries Currently on Record** section.

Dependent/Beneficiaries Currently on Record

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
Doe,Janet	Spouse	Approved Dependent	03/01/2003

Change/Add Dependent Data



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The Dependent/Beneficiary page displays with the Name tab displayed by default. Dependent/Beneficiary Name Address Personal Profile JOHN DOE Person ID Dependent/Beneficiaries *Dependent/Beneficiary ID 01 Name History *Effective Date 07/28/2026 *Format Type English Name Janice Doe Edit Name OK Cancel Apply



Step

Action

The **Name** page refreshes with a new row in the Dependent/Beneficiaries section ("2 of 2" in this example).

The **Dependent/Beneficiary ID** field increments by one ("02" in this example as this is the second dependent being added). Repeat **Steps 18 – 34** to complete the data entry for the next dependent and then repeat as needed until all dependents have been added.

Dependent/Beneficiary

Name

Address

Personal Profile

JOHN DOE

Person ID

Dependent/Beneficiaries

2 of 2

View All

*Dependent/Beneficiary ID

02

+

Name History

1 of 1

View All

*Effective Date

07/28/2026

*Format Type

English

Name

Jimmy Doe

Edit Name

OK

Cancel

Apply

Name

Address

Personal Profile

i

All dependents that have been added display in the **Dependent/Beneficiaries Currently on Record** section.

Dependent/Beneficiaries Currently on Record

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
Janice Doe	Spouse	Approved Dependent	07/31/1980
Jimmy Doe	Child	Approved Dependent	07/04/2004

38.

Click the **Option Election** tab.

Event / Participant Selection

Option Election

Dependents / Beneficiaries



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
------	--------

The **Option Election** page displays.

BenAdmin Data Entry

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

Sched ID EM00 Empl ID JOHN DOE Ben Record 0 Event ID 3
Event Data 07/28/2026 Rehire Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options

Plan Type 10 : Medical

Option Code 20 Key Adv 500 Comprehensive Dent (170F05) (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
				☐		☐

OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

39. 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)

Dependents/Beneficiaries

Enroll All

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 (+...)

Dependents/Beneficiaries

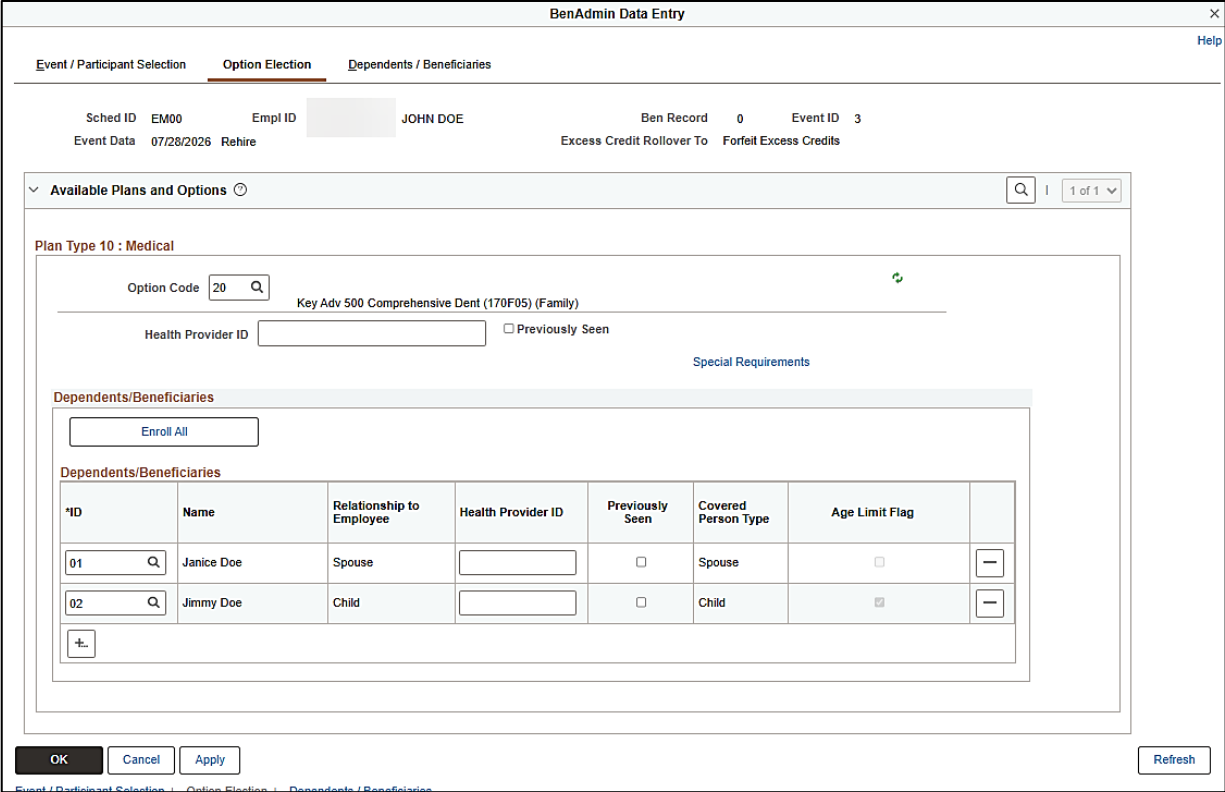
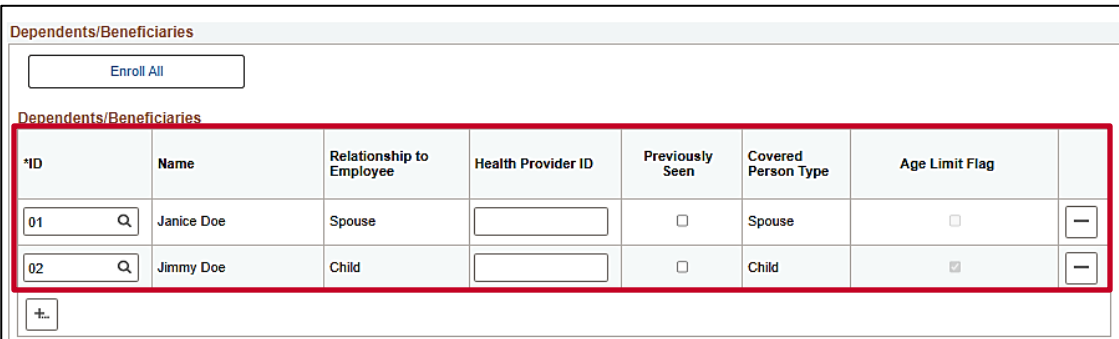
*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
				☐		☐

+...



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The Option Election page redisplay. 
40.	The enrolled dependents display in the Dependents/Beneficiaries section. Validate for accuracy and ensure that all applicable dependents are listed. 
41.	Click the OK button. 



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	The On-Demand Event Process page redisplay. JOHN DOE Person ID Ben Record 0 Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 3 Event Date 07/28/2026 Status Entered Class REH Event Status Update Prepare Options Event Status Open for Processing Enrollment Statement Run Date Frequency Deduction Frequency Annual Frequency Election Entry Entered 1 of 1 Show Plans Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date Reprocess Process Indicator N Q Normal Processing Save Return to Search Notify
42.	Confirm the Status is “Entered”, and the Event Status is “Open for Processing”. JOHN DOE Person ID Ben Record 0 Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 3 Event Date 07/28/2026 Status Entered Class REH Event Status Update Prepare Options Event Status Open for Processing
43	Click the Validate/Finalize button to manually run the Benefits Administration process for this Benefit Event. Note: This process will validate elections, close the event, and send the elections to the benefits vendors. Election Entry Entered 1 of 1 Show Plans Validate/Finalize Errors 0 Show Errors Finalize/Apply Defaults Confirmation Statement Run Date



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
	A Confirmation message displays in a pop-up window once the automated program completes. Process completed successfully. (3000,530) OK
44.	Click the OK button to close the message. OK
	The On-Demand Event Process page refreshes. JOHN DOE Person ID Ben Record 0 Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 3 Event Date 07/28/2026 Status Finalized - Enrolled Class REH Event Status Update Prepare Options Event Status Closed to Processing 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



HR and Benefits Job Aid

TLC and HBO Completing a Rehire and Benefit Enrollment Overview

Step	Action
45.	Confirm that the Status is "Finalized - Enrolled" and the Event Status is "Closed to Processing". JOHN DOE Person ID Ben Record 0 Activity Date Source Schedule/Prepare Activity Pending Activities 0 Show Activities Action Event ID 3 Event Date 07/28/2026 Status Finalized - Enrolled Class REH Event Status Update Prepare Options Event Status Closed to Processing