

# Payroll Coordinators

# Benefits Administration



## Lesson Objective:

Upon the completion of the Benefits Administration lesson, you will be able to:

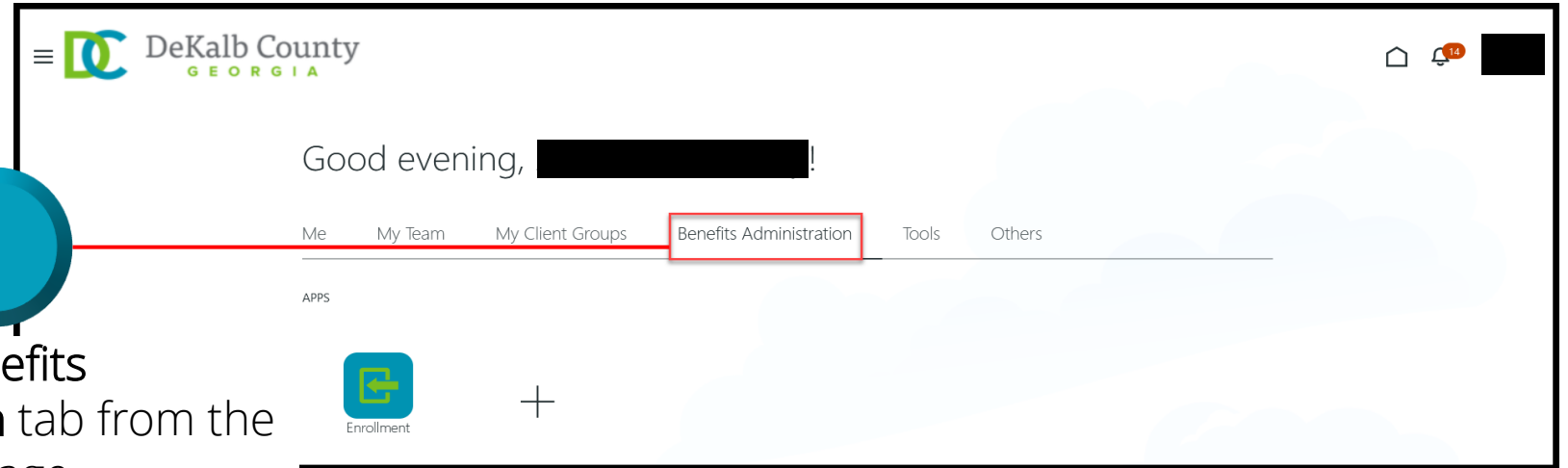
### Objective

- View an Employee's Current Benefit Elections

# Benefits Administration

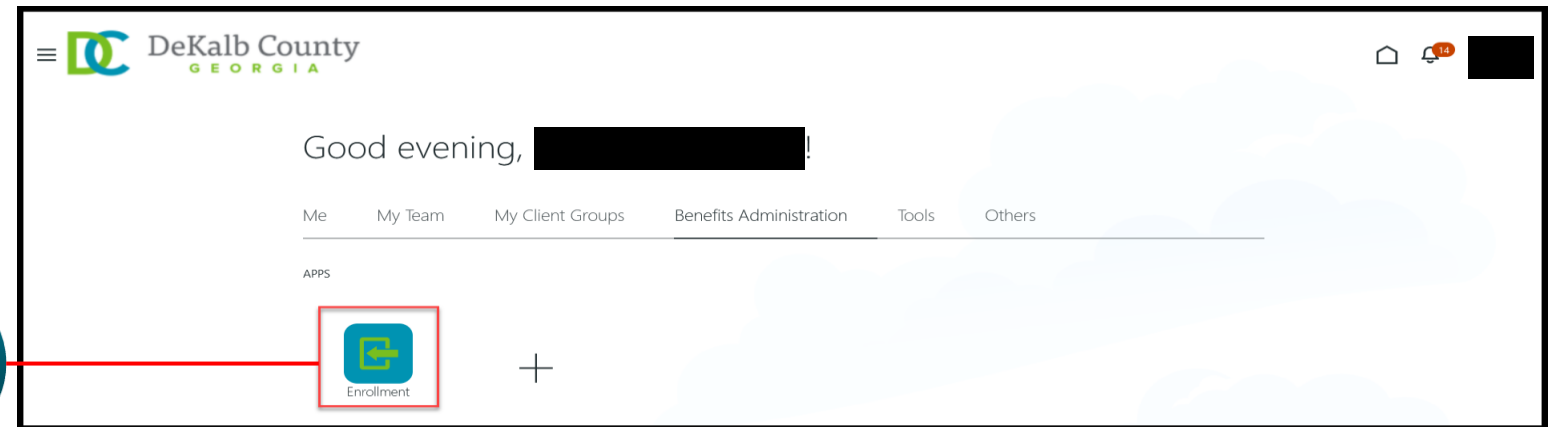
1

Select the **Benefits Administration** tab from the CV360 homepage

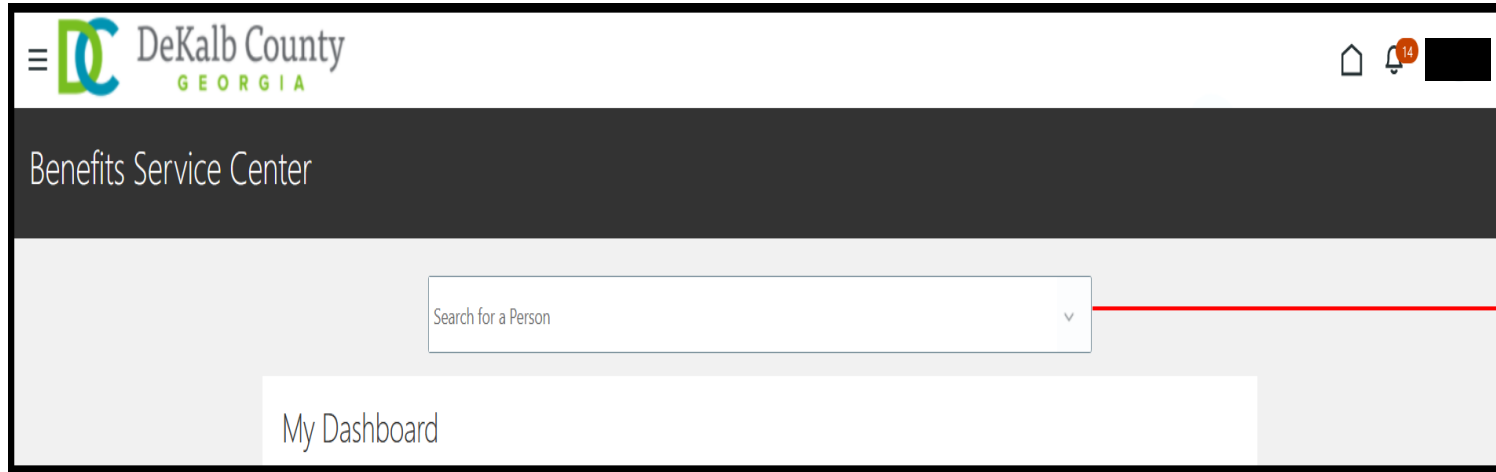


2

Select the **Enrollment** tile within the Apps area

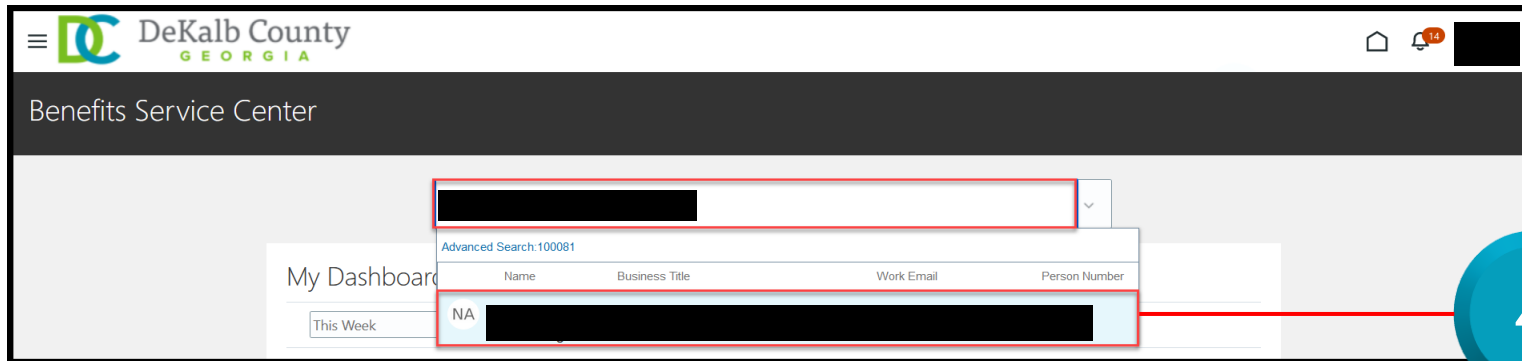


# Benefits Administration



3

From the Benefits Service Center, key in the **Employee's Name or Number** in the Search for a Person field



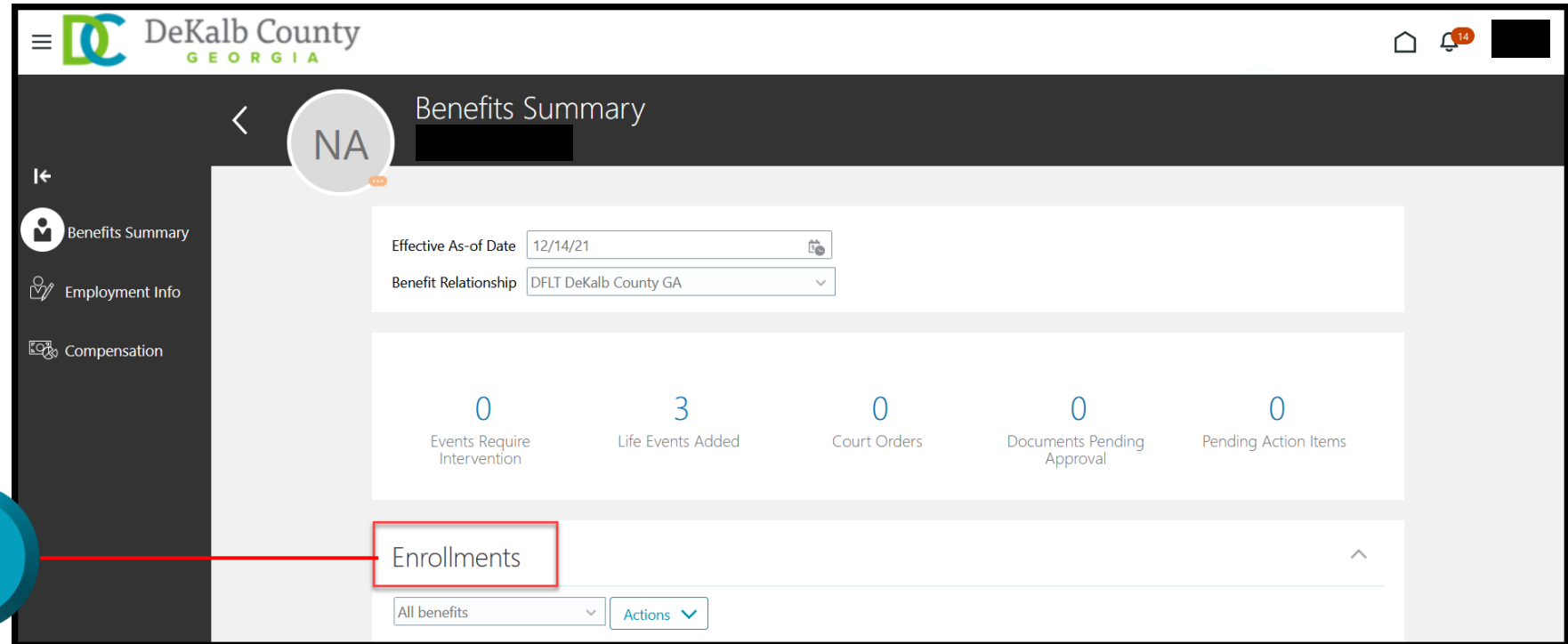
4

From the Search for a Person field, select the **Employee** from the returned list of values



*The Search for a Person field has intelligent search capabilities. If the Employee's Name is partially keyed, then the intelligent search will return values matching the partial entry*

# Benefits Administration

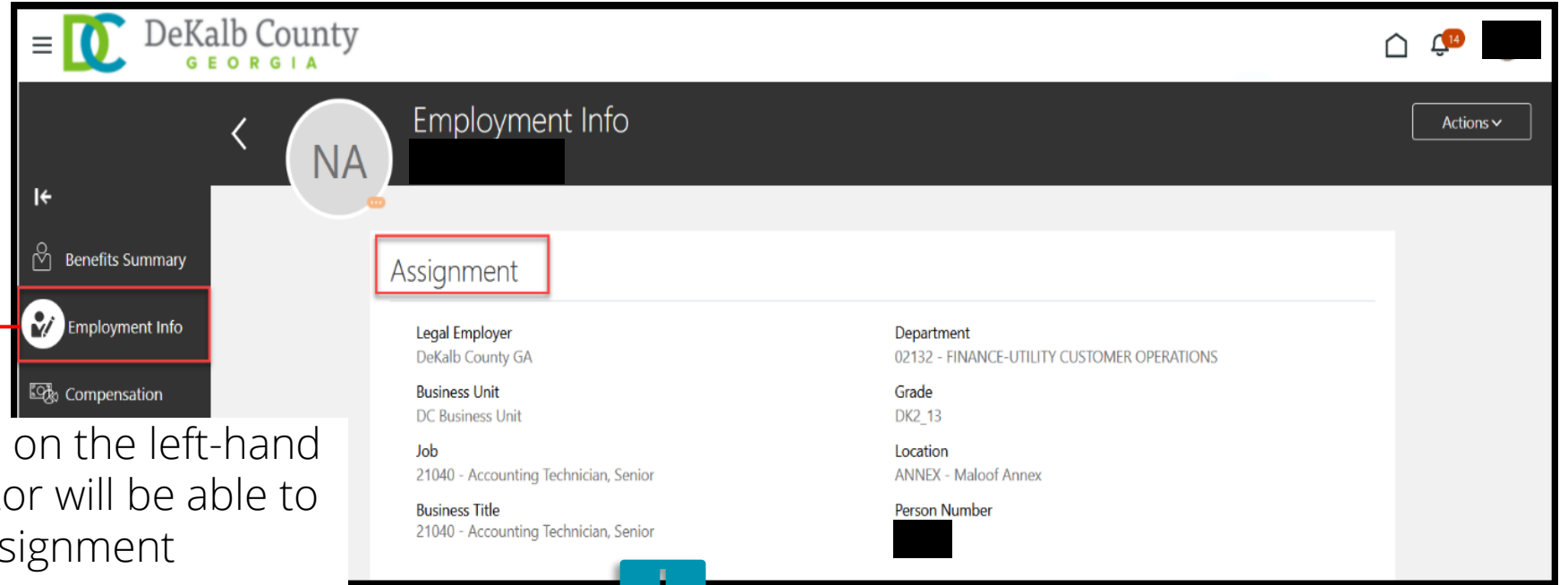


From the Benefits Summary page, the Coordinator will be able to view the Employee's Enrollments



*Scroll down to see the full list of Enrollments for the Employee*

# Benefits Administration



DeKalb County  
GEORGIA

Employment Info

NA

Actions

Benefits Summary

Employment Info

Compensation

Assignment

|                |                                       |               |   |
|----------------|---------------------------------------|---------------|---|
| Legal Employer | DeKalb County GA                      | Department    | 02132 - FINANCE-UTILITY CUSTOMER OPERATIONS |
| Business Unit  | DC Business Unit                      | Grade         | DK2_13                                      |
| Job            | 21040 - Accounting Technician, Senior | Location      | ANNEX - Maloof Annex                        |
| Business Title | 21040 - Accounting Technician, Senior | Person Number |   |

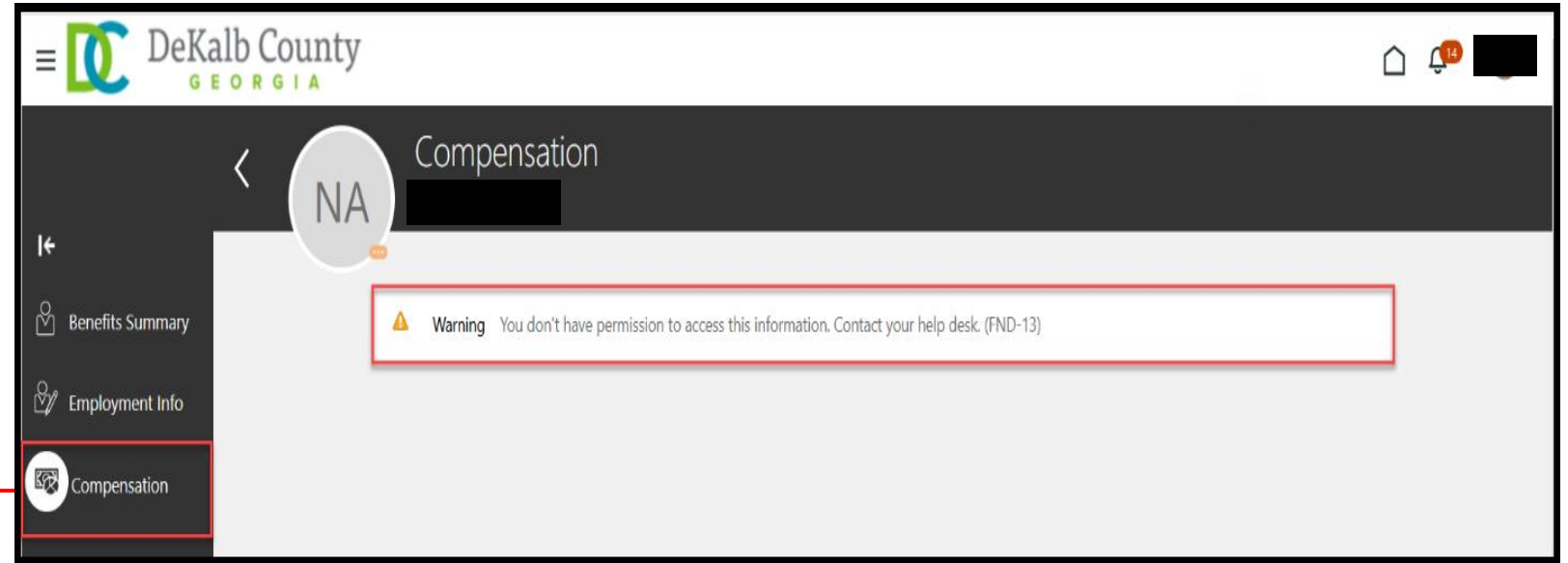
6

Select the **Employment Info** tab on the left-hand side of the page. The Coordinator will be able to view the Employee's Current Assignment Information

Scroll down to see the full Employment Information

# Benefits Administration

7



Select the **Compensation** tab on the left-hand side of the page. Because the Coordinator does not have the privilege to see the Employee's Compensation, he/she will see a blank page with a Warning message indicating "You don't have permission to access this page. Contact your help desk. (FND-13)"



*This is intentional based on DeKalb's business requirements*

## Benefits Administration: Knowledge Check

Under which tab will the Coordinator be able to view Employee's Current Assignment details?

*A. Benefits Summary*

*B. Employment Info*

*C. Compensation*

*D. Enrollments*





## Benefits Administration: Knowledge Check


Under which tab will the Coordinator be able to view Employee's Current Assignment details?

A. *Benefits Summary*

B. *Employment Info*

C. *Compensation*

D. *Enrollments*

 The correct answer is B. Under Employment Info tab will the Coordinator be able to view Employee's Current Assignment details

## Benefits Administration: Knowledge Check

From the Benefits Summary page, the Coordinator will be able to view the Employee's Enrollments.  
*True or False?*

A. *True*

B. *False*



## Benefits Administration: Knowledge Check

From the Benefits Summary page, the Coordinator will be able to view the Employee's Enrollments.  
*True or False?*

A. True

B. False

 The correct answer is A. From the Benefits Summary page, the Coordinator will be able to view the Employee's Enrollments

## Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

### Assignment:

- View an Employee's Enrollments