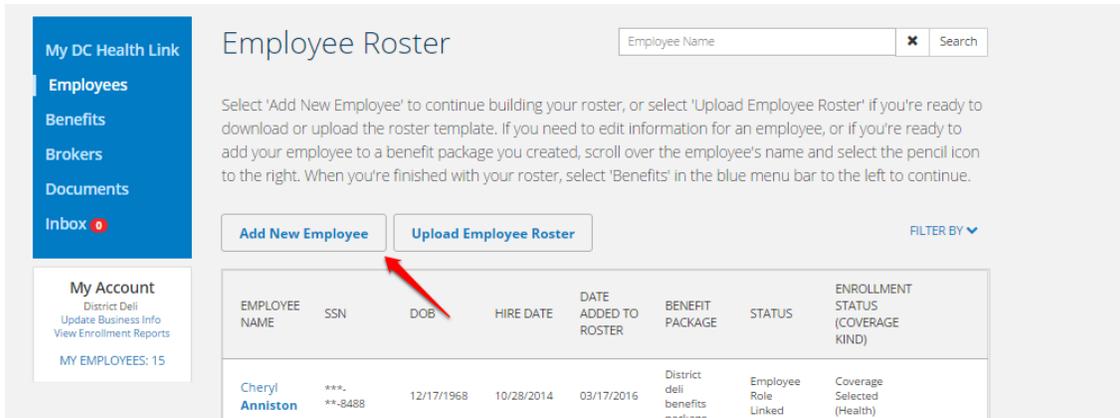


# Managing Your Employee Roster

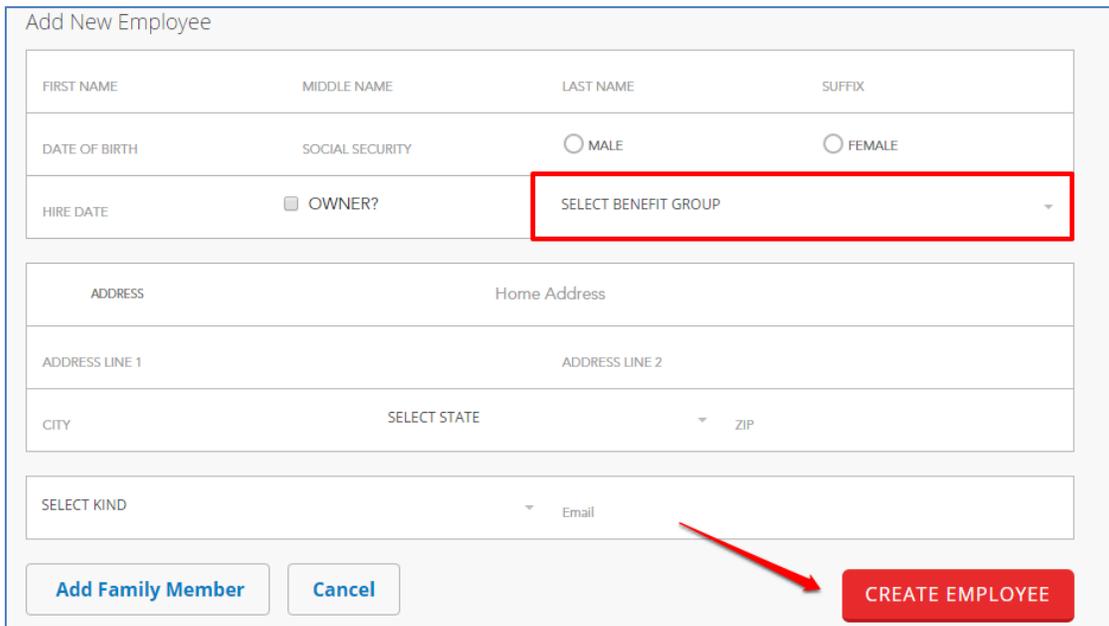
## Adding a New Hire

**Step 1:** Go to your employee roster. Click the “Add a New Employee” button.



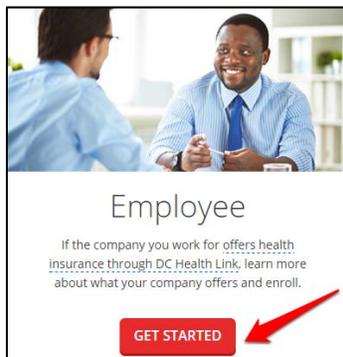
The screenshot shows the 'Employee Roster' interface. On the left is a navigation menu with 'My DC Health Link', 'Employees', 'Benefits', 'Brokers', 'Documents', and 'Inbox'. The main content area has a search bar for 'Employee Name' and instructions: 'Select 'Add New Employee' to continue building your roster, or select 'Upload Employee Roster' if you're ready to download or upload the roster template. If you need to edit information for an employee, or if you're ready to add your employee to a benefit package you created, scroll over the employee's name and select the pencil icon to the right. When you're finished with your roster, select 'Benefits' in the blue menu bar to the left to continue.' Below the instructions are two buttons: 'Add New Employee' (highlighted with a red arrow) and 'Upload Employee Roster'. A 'FILTER BY' dropdown is also present. A table below shows one employee: Cheryl Anniston, with fields for SSN, DOB, HIRE DATE, DATE ADDED TO ROSTER, BENEFIT PACKAGE, STATUS, and ENROLLMENT STATUS.

**Step 2:** Enter the correct information for the new employee, assign him/her a benefit group, and then click the “Create Employee” button.



The screenshot shows the 'Add New Employee' form. It includes fields for: FIRST NAME, MIDDLE NAME, LAST NAME, SUFFIX, DATE OF BIRTH, SOCIAL SECURITY, HIRE DATE, OWNER? (checkbox), GENDER (MALE/FEMALE radio buttons), ADDRESS (Home Address), ADDRESS LINE 1, ADDRESS LINE 2, CITY, SELECT STATE, ZIP, and SELECT KIND. The 'SELECT BENEFIT GROUP' dropdown is highlighted with a red box, and a red arrow points to it. At the bottom, there are three buttons: 'Add Family Member', 'Cancel', and 'CREATE EMPLOYEE' (highlighted with a red arrow).

**Step 3:** Instruct the employee to go to DC Health Link and create an account through the Employee “GET STARTED” button.



## Terminating an Employee

**Step 1:** Go to your employee roster. Hover over the end of the employee's row on the Employee Roster and select the trashcan icon to initiate the termination.

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
Cheryl Anniston	***-**-8488	12/17/1968	10/28/2014	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health)
John Butch	***-**-5468	08/20/1968	08/12/2013	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health), Coverage Selected (Dental)
Emma Curtis	***-**-8484	12/12/1984	01/14/2016	03/17/2016	District deli benefits package	Employee Role Linked	
Andre Davis	***-**-0001	07/21/1970	11/09/2015	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Waived (Health)

**Step 2:** Enter date of termination where prompted and select "Terminate Employee".

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
<b>Enter termination date to remove Cheryl Anniston</b> (termination date must be within the past 60 days)					MM/DD/YYYY	Terminate Employee	Cancel
John Butch	***-**-5468	08/20/1968	08/12/2013	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health), Coverage Selected (Dental)
Emma Curtis	***-**-8484	12/12/1984	01/14/2016	03/17/2016	District deli benefits package	Employee Role Linked	

**NOTE:** You can also terminate an employee by adding a termination date to the employee census template and uploading that roster. To do so, select "Upload Employee Roster," download the roster template, enter the information for the employee(s) you wish to terminate, include a date of termination, save the document and upload the roster by clicking "Upload Employee Roster". You will only need to include the information for the employees you are terminating.

**NOTE:** Once you terminate an employee they will no longer show up on the "Active" tab. To see their information and confirm their termination, click 'FILTER BY' and select "Terminated" to see their date of termination and updated status.

**NOTE:** Employee terminations must be reported within 60 days. Coverage will be terminated the last day of the month in which the termination occurs.

# Rehiring an Employee

**Step 1:** Go to your employee roster. Click 'FILTER BY' and select "Terminated"

The screenshot shows the 'Employee Roster' page. On the left is a blue sidebar with 'MY DC Health Link' and menu items: 'Employees', 'Benefits', 'Brokers', 'Documents', and 'Inbox' (with a red notification icon). The main content area has a search bar for 'Employee Name' and two buttons: 'Add New Employee' and 'Upload Employee Roster'. A 'FILTER BY' dropdown menu is highlighted with a red arrow. Below the filters is a table with columns: EMPLOYEE NAME, SSN, DOB, HIRE DATE, STATUS, LINKED?, and ENROLLMENT STATUS. One row is visible for 'Matt Bread' with status 'Eligible'.

**Step 2:** Click the "Rehire" button for the employee that you wish to rehire

This screenshot shows the 'Employee Roster' page with the filter dropdown set to 'Terminated'. The table now includes a 'TERMINATION DATE' column. A row for 'Jess Chef' is shown with status 'Employment Terminated' and a 'Rehire' button highlighted by a red arrow. The bottom right corner indicates '1 out of 1' results.

**Step 3:** Enter the rehire date when prompted

This screenshot shows the rehire date entry prompt. The 'Rehire' button from the previous step is now active. A text input field contains 'e.g. 5/1/2015'. Below the input field is a 'Submit' button. At the bottom, a calendar icon is next to the text 'Enter re-hire date'.

## Updating Census Information

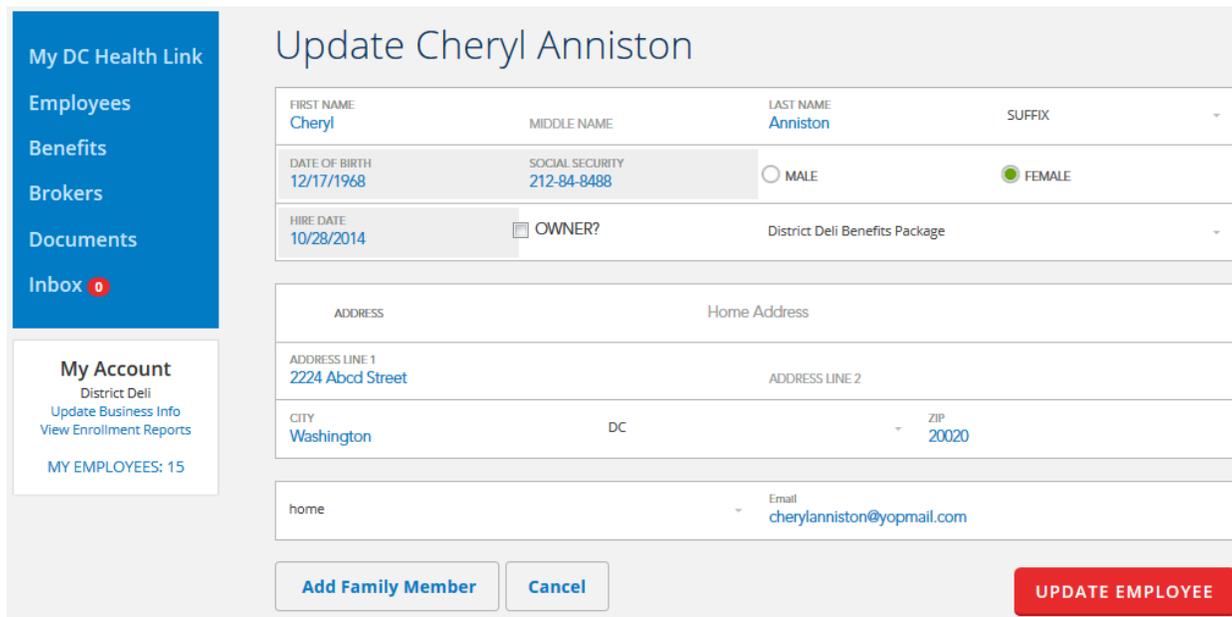
**Step 1:** Go to your employee roster. Hover over the name of the person that you wish to update and select the pencil icon to initiate the process updating an employee's information. You may need to update the DOB, SSN, or benefit package of an employee if they are unable to link to their employer.

**Note:** If the employee has linked to the company, all changes must be made in the employee's account.



EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
Cheryl Anniston	***-**-8488	12/17/1968	10/28/2014	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health)
John Butch	***-**-5468	08/20/1968	08/12/2013	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health), Coverage Selected (Dental)
Emma Curtis	***-**-8484	12/12/1984	01/14/2016	03/17/2016	District deli benefits package	Employee Role Linked	

**Step 2:** You can now update the employee's information. When you are finished updating, click the "Update Employee" button.



### Update Cheryl Anniston

FIRST NAME Cheryl	MIDDLE NAME	LAST NAME Anniston	SUFFIX
DATE OF BIRTH 12/17/1968	SOCIAL SECURITY 212-84-8488	<input type="radio"/> MALE	<input checked="" type="radio"/> FEMALE
HIRE DATE 10/28/2014	<input type="checkbox"/> OWNER?	District Deli Benefits Package	

ADDRESS Home Address		
ADDRESS LINE 1 2224 Abcd Street	ADDRESS LINE 2	
CITY Washington	DC	ZIP 20020

home	Email cherylanniston@yopmail.com
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[Add Family Member](#) [Cancel](#) [UPDATE EMPLOYEE](#)

**Note:** If the employee has linked to the company, all changes must be made in the employee's account.

## KEY: Understanding Your Employee Roster

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
Cheryl Anniston	***-**-8488	12/17/1968	10/28/2014	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health)
John Butch	***-**-5468	08/20/1968	08/12/2013	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health), Coverage Selected (Dental)
Emma Curtis	***-**-8484	12/12/1984	01/14/2016	03/17/2016	District deli benefits package	Employee Role Linked	
Andre Davis	***-**-0001	07/21/1970	11/09/2015	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Waived (Health)
Felicia Davis	***-**-4984	09/09/1983	10/09/2006	03/17/2016	District deli benefits package	Eligible	
Michelle Leonard	***-**-1651	01/02/1968	11/29/2006	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Dental)

### Status

*Eligible* = the Employee is eligible for employer sponsored insurance but has not yet linked to you as their employer

*Ineligible* = the Employee is ineligible for employer sponsored insurance at this time

*Employee Role Linked* = the Employee is eligible for employer sponsored insurance, created an account, and has linked to you as their employer

### Enrollment Status

*Coverage Selected (Health)* = Employee selected a health plan

*Coverage Selected (Dental)* = Employee selected a dental plan

*Coverage Selected (Health), Coverage Selected (Dental)* = Employee selected a health plan and a dental plan

*Coverage Waived* = Employee waived coverage

*Blank* = Employee has not made a plan selection or waived coverage