

# 管理您的员工名单

## 添加新员工

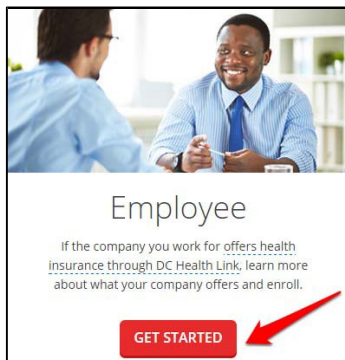
步骤 1: 登录员工名单页面。单击“添加新员工”按钮。

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)

步骤 2: 输入新员工的正确信息，为他/她指定一个福利组，然后单击“创建员工”按钮。

Form fields include: FIRST NAME, MIDDLE NAME, LAST NAME, SUFFIX, DATE OF BIRTH, SOCIAL SECURITY, MALE, FEMALE, HIRE DATE, OWNER?, SELECT BENEFIT GROUP, ADDRESS (Home Address), ADDRESS LINE 1, ADDRESS LINE 2, CITY, SELECT STATE, ZIP, SELECT KIND, Email.

步骤 3: 指导员工登录哥伦比亚特区健康保险网站 (DC Health Link)，通过员工“开始创建”按钮创建账户。



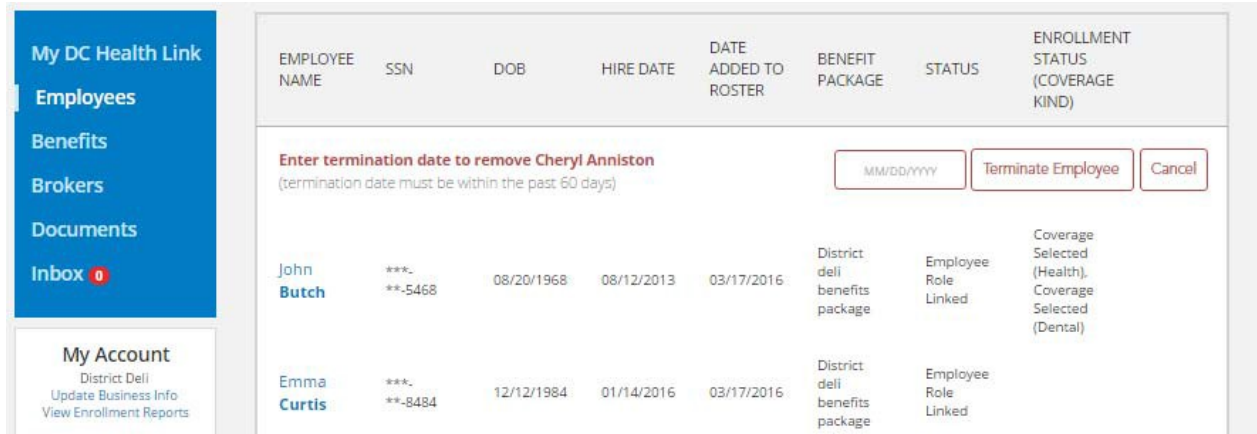
## 解雇员工

**步骤 1:** 登录员工名单页面。在员工名单页面，将鼠标悬停在员工所在行的末尾，选择垃圾桶图标来启动解雇。



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)

**步骤 2:** 在提示框内输入解雇日期，选择“解雇员工”。



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	

**注意:** 您也可以通过在员工普查模板中添加解雇日期并上传该名单来解雇员工。如果想这样做，则选择“上传员工名单”，下载名单模板，输入您欲解雇的员工的信息（包括解雇日期），保存文档，然后单击“上传员工名单”即可上传该名单。您只需输入您将解雇员工的信息。

**注意:** 解雇的员工将不会再在“活动”选项卡上出现。如果想看已解雇员工的信息和确定他们已被解雇，则单击“筛选项”和选择“已解雇”来查看他们的解雇日期和更新状态。

**注意:** 如有员工被解雇，必须在 60 天内上报。保险将会在解雇当月的最后一天终止。

## 回聘员工

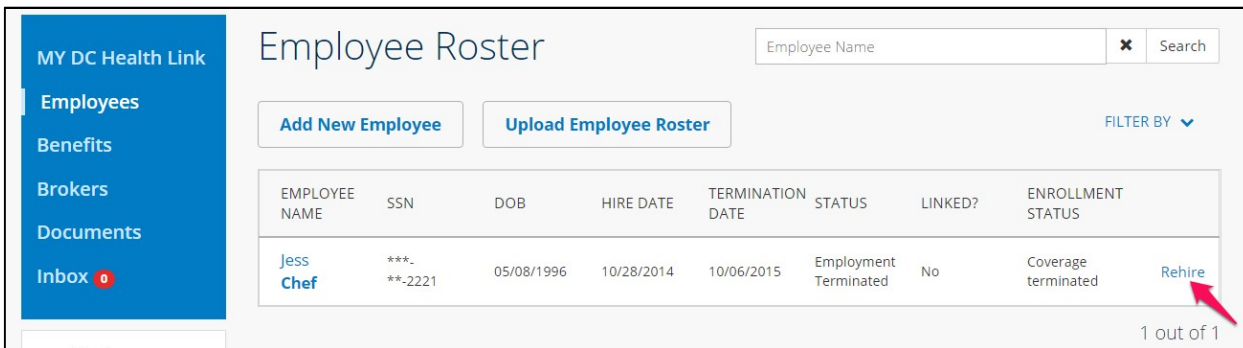
步骤 1: 登录员工名单页面。单击“筛选项”，选择“已解雇”



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 open, with a red arrow pointing to it. Below the menu is a table with the following data:

EMPLOYEE NAME	SSN	DOB	HIRE DATE	STATUS	LINKED?	ENROLLMENT STATUS
Matt Bread	***-**-8755	10/11/1990	10/15/2014	Eligible	No	

步骤 2: 在欲回聘的员工所在行单击“回聘”按钮



The screenshot shows the 'Employee Roster' page with the 'Rehire' button highlighted by a red arrow. The table now includes a 'TERMINATION DATE' column. The data is as follows:

EMPLOYEE NAME	SSN	DOB	HIRE DATE	TERMINATION DATE	STATUS	LINKED?	ENROLLMENT STATUS	Rehire
Jess Chef	***-**-2221	05/08/1996	10/28/2014	10/06/2015	Employment Terminated	No	Coverage terminated	Rehire

At the bottom right of the page, it says '1 out of 1'.

步骤 3: 出现提示框时输入回聘日期

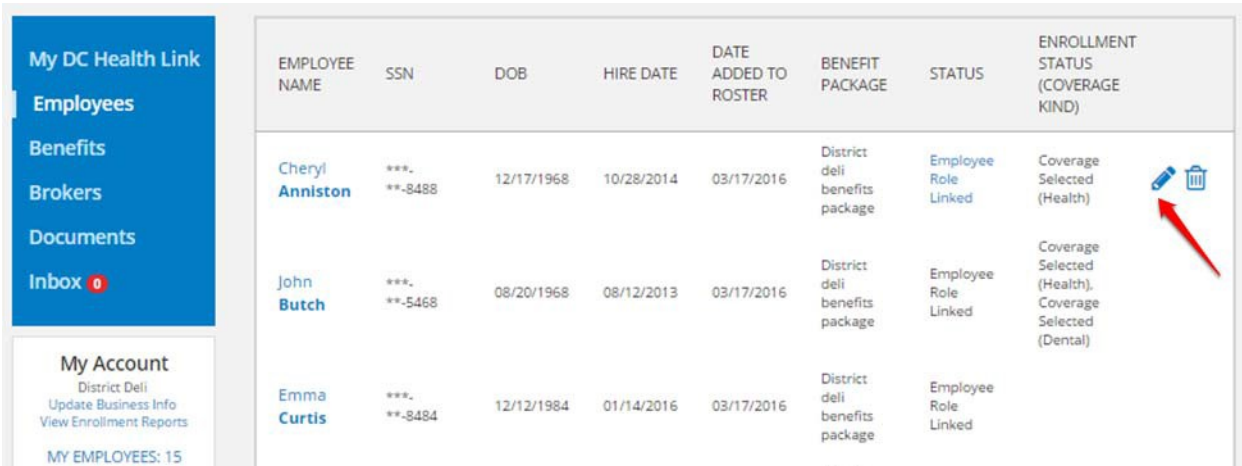


The screenshot shows the 'Employee Roster' page with a date input prompt. The table data is the same as in the previous step. A red box highlights the 'Rehire' button. Below the table, there is a text input field with a calendar icon and the text 'Enter re-hire date'. A 'Submit' button is visible below the input field. The sidebar on the left now includes a 'My Account' section with links to 'Update Business Info' and 'View Billing Reports', and a note 'MY EMPLOYEES: 3'.

## 更新普查信息

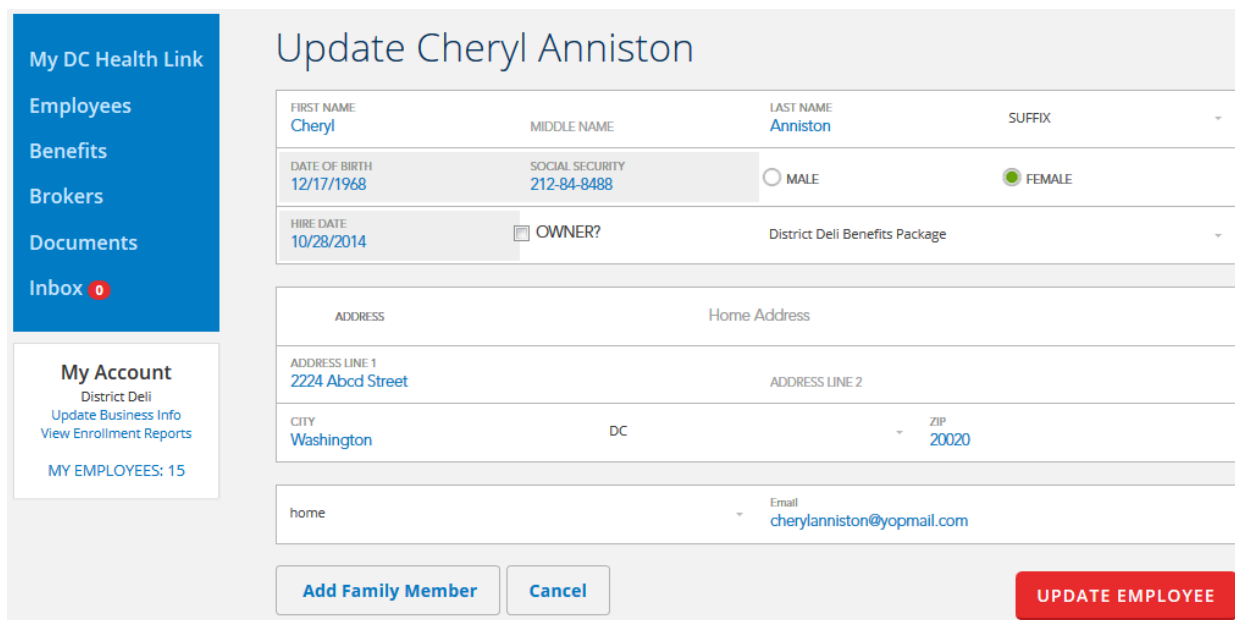
**步骤 1:** 登录员工名单页面。将鼠标悬停在欲更新员工的名字上，选择铅笔图标来启动员工信息更新程序。如果员工无法与他们的雇主建立联系，则您可能需要更新他们的出生日期 (DOB)、社会安全号 (SSN) 或福利待遇。

**注意:** 如果员工已经与公司建立联系，那么所有变更必须在该员工账户内完成。



EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
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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	

**步骤 2:** 现在，您可以更新员工信息。完成更新后，单击“更新员工”按钮。



**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

[Add Family Member](#) [Cancel](#) [UPDATE EMPLOYEE](#)

**注意:** 如果员工已经与公司建立联系，那么所有变更必须在该员工账户内完成。

## 关键：理解您的员工名单

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
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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)
					District		

### 身份

**有资格**=该员工有资格获得雇主赞助的保险，但还未建立与您的雇佣关系

**无资格**=该员工暂时没有资格获得雇主赞助的保险

**员工角色已确定**=该员工有资格获得雇主赞助的保险，已创建账户，并与您建立了雇佣关系

### 参保状况

**所选保险（健康）**=员工选择了健康计划

**所选保险（牙科）**=员工选择了牙科计划

**所选保险（健康），所选保险（牙科）**=员工选择了健康计划和牙科计划

**放弃的保险**=员工放弃的保险

**空白**=员工还未做出计划选择或放弃参保