

#39 – *TEMPORARY EMPLOYEE HEALTH BENEFIT*

How can a user determine the FEHB eligibility type for a temporary employee?

- An employee with a temporary appointment greater than one year is eligible for FEHB (Temporary Appointment > 1 yr).
- An employee with a temporary appointment less than one year whose continuous service with the federal agency is greater than one year is eligible for FEHB (Temp Appt < 1yr + FedSvc > 1yr).

What is the procedure for enrolling a temporary employee into FEHB plan once they become eligible?

- The user must navigate to: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
- Select the Job Page.
- Click on the Benefits/FEHB Data link.
- Select one of the following radio buttons within FEHB Eligibility group box for a temporary employee:
 - Temporary Appointment > 1 yr
 - Temp Appt < 1yr + FedSvc > 1yr

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Continued.

- The user must navigate to: Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits
- Insert a new row in the Elections page.
- Enter the following fields in the Elections page:
 - Plan type
 - Coverage Begin Date
 - Deduction Begin Date
 - Coverage Election: Elect
 - Election Date
 - Benefit Plan
 - Coverage Code