



USER GUIDE

BENEFITS PROCESSING

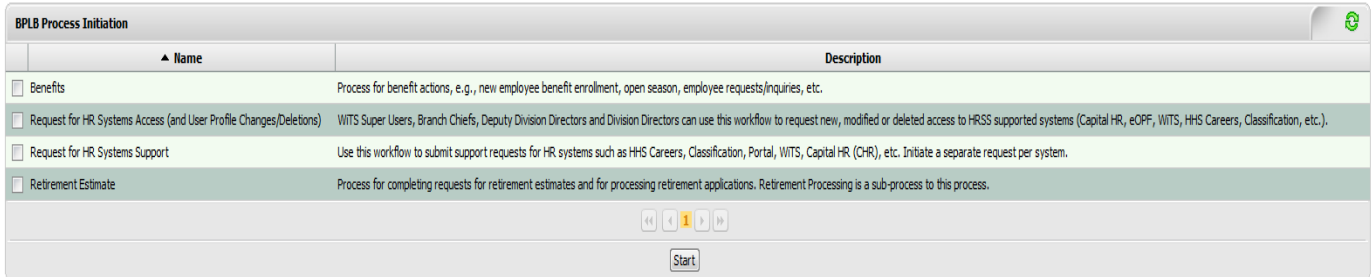
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When to Use the Benefit Process Form and Creating the Action

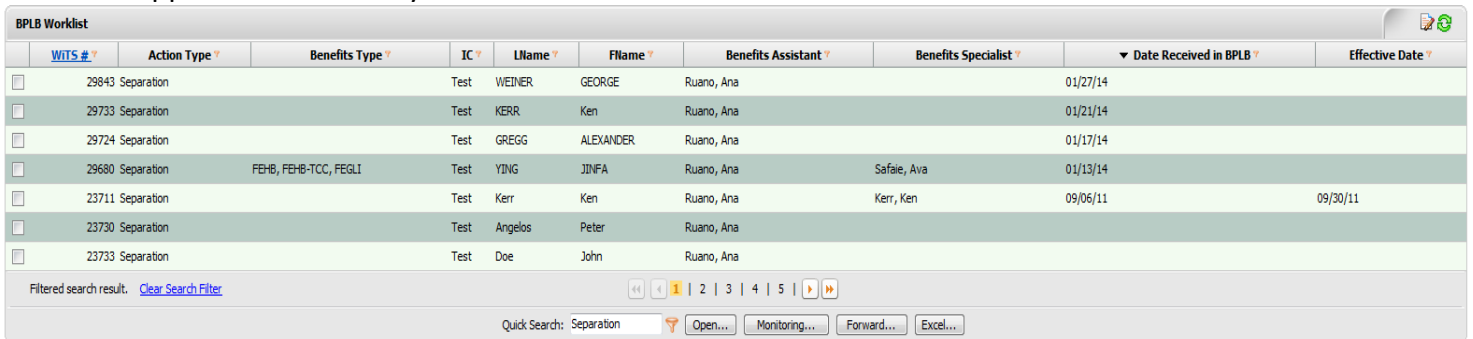
The **Benefits** workflow is used to track the processing of new employee benefit enrollments, as well as benefit inquiries and benefit change requests. The Benefits workflow operates in two ways: (1) as a stand-alone actions created by BPLB staff, and (2) as a sub-process of the CSD’s Appointment and Separation processes.

- You can create or open these actions in one of two ways:**

1. You can initiate the action by clicking on the checkbox next to “Benefits” in the BPLB Process Initiation Bizcove and clicking on “Start”.





2. If the action is generated as a sub-process from a CSD-initiated Appointment or Separation, it will appear as an item in your worklist.



Stand-Alone Benefits Action

The first tab to be completed is the Transaction Information Tab:

All fields on the *Transaction Information Tab* are mandatory and must be completed, except for the 'Comments' box. The remaining sections are to be completed based on the type of activity being carried out.

Transaction Information	Employee Information	Benefits Enrollment Information
WITS #:	<input type="text" value="23875"/>	Date Entered: <input type="text" value="09/16/2011 11:17 AM"/>
Action Type:	<input type="text" value="Benefits Processing"/>	Date Recv'd in BPLB*: <input type="text" value="09/16/2011"/> 
Institute/Center*:	<input type="text"/>	
Proposed Effective Date: (mm/dd/yyyy)	<input type="text"/> 	
Benefits Event*:	<input type="text"/>	
Benefits Specialist*:	<input type="text"/>	Benefits Assistant*: <input type="text"/>
Comments (Limit 3000 characters)	<input type="text"/>	

The "WITS #", "Action Type", "Date Received in BPLB", and "Date Entered" fields are auto-populated. You will need to enter the Proposed Effective Date and select the Benefits Specialist and Benefits Assistant who will be working on the item.

- **Select the Benefits Event:**

Benefits Event*:

<input type="text"/>
Inquiry
LWOP
Name Change
New Hire
Open Season
Other
Qualifying Life Event
Reemployed Annuitant
Reinstatement (rehire)
Separation
Status/Coverage Change
Transfer (in)

Benefits Event: From the drop-down menu, choose the reason for the benefits processing.

- Inquiry: if the employee has asked for information
- LWOP: Leave Without Pay
- Name Change: the employee has changed his/her name
- New Hire: the employee is a new hire
- Open Season: action is being processed during open enrollment season
- Transfer (in): the employee has transferred to the NIH

- Qualifying Life Event: action is being processed as a result of an employee's QLE
- Reemployed Annuitant: the employee is a reemployed annuitant
- Reinstatement (Rehire): the employee has been rehired
- Separation: the employee has been separated
- Status/Coverage Change: the employee is changing benefits coverage/status
- Other: a reason other than one listed above

The next tab to be completed is the Employee Information tab:

The screenshot shows the WITS Benefits system interface. At the top, there are logos for WITS (workflow information tracking system), Benefits, and the National Institutes of Health Office of Management. Below the logos is a navigation bar with three tabs: Transaction Information, Employee Information (selected), and Benefits Enrollment Information. The main content area is titled 'Employee Information' and includes a '* Required Fields' indicator. A dropdown menu for 'Current NIH Employee?*' is highlighted with a red arrow pointing to it.

- **Current NIH Employee?:** Before completing the Employee Information tab, indicate if the action is for a current NIH Employee (i.e., their record is active and processed in Capital HR). For a majority of actions, this will be 'Yes.' In cases where you are handling actions for new hires, whose appointment action has not been processed yet, you may need to select 'No.'

WITS Tip: Before determining if an employee is active in Capital HR, select 'Yes' on the 'Current NIH Employee' field first. If you cannot locate the employee, it most likely means they are no longer in Capital HR. In these cases, you will have to select 'No' and type the employee's information manually.

The screenshot shows the WITS Benefits system interface with the 'Employee Information' tab selected. The 'Current NIH Employee?*' dropdown is set to 'Yes'. The form includes the following fields:

- Current NIH Employee?*: Yes
- First Name*: [text input]
- Last Name*: [text input] (Cap HR Lookup)
- Employee Email Address: [text input] (Optional for Pay Plans ED, EE, EF, EG, and EI)
- MI: [text input]
- Employee ID*: [text input] (No Dashes)
- Position and Pay Information section:
 - Position Title: [text input]
 - Series: [text input]
 - Step: [dropdown menu]
 - Position Number: [text input]
 - Pay Basis: [dropdown menu]
 - Basic Pay: [text input] (numbers only(no commas))
 - Pay Plan: [dropdown menu]
 - Grade: [dropdown menu]
 - Job Code: [text input]
 - CAN: [text input]
 - Adjusted Basic Pay: [text input] (numbers only(no commas))

Yes - Current NIH Employee

Last Updated: 5/13/2015

Using the Cap HR Lookup Feature to auto-populate the employee information tab

1. Click on the *Cap HR Lookup* link under the 'Employee Last Name' field.

First Name*:

Last Name*: [\(Cap HR Lookup\)](#) ←

2. Type in part or all of the employee's last name and then *click* the 'Search' button. *To further narrow the list of names returned, you can also add the employee's first name.*
3. Locate the employee in the 'Select User' field and then *click* the 'Select' button. *The employee's title and administrative code will be displayed to assist you with your selection.*

Cap HR Profile Selector - Windows Internet Explorer

Cap HR Profile Search and Selection

Please enter the employee's last name or the first part of the employee's last name (Please enter at least two characters). You may also enter the all or the first part of the employee's first name:

Last Name: D Andrea

First Name: M

Select Employee: D ANDREA, MICHAEL P - HUMAN RES SPEC(INFO SYS/CLASS) - HNAM425

The employee data is pulled directly from Cap HR. Please ensure the correct employee has been selected.

[close this popup window](#)



WiTS Tip: Use the Cap HR Lookup feature. It is the only way to generate the 'Employee ID.' WiTS uses the 'Employee ID' to relate other WiTS actions to a specific employee. If you cannot locate the employee using the Cap HR Lookup, please try again using the employee's legal last name (as listed in Capital HR). If you still encounter issues, please contact HR Systems Support.

Information about the data from Capital HR

- The WiTS Team downloads processed job, position, employee, and pay data from Capital HR on a bi-weekly basis at the beginning of each pay period.
- The WiTS Team downloads employee information from NED (e.g., email address) on a bi-weekly basis at the beginning of each pay period.
- The WiTS Team downloads the data as-is from Capital HR and NED. Questions regarding the authenticity or integrity of the data should be directed toward the appropriate division or branch in the Office of Human Resources. Questions regarding the employee's email address should be directed to the Administrative Officer.

If you cannot locate the employee using the Capital HR lookup, then select 'No' for the 'Current NIH Employee' field. You will have to enter the First and Last Name along with the Employee's ID (in Capital HR) before completing the form.



Benefits



Transaction Information	Employee Information	Benefits Enrollment Information
<p>Employee Information * Required Fields</p> <hr/> <p>Current NIH Employee?*: <input type="radio"/> No ←</p> <p>First Name*: <input type="text"/> MI: <input type="text"/></p> <p>Last Name*: <input type="text"/> Employee ID*: <input type="text"/> <small>(No Dashes)</small></p> <p>Employee Email Address: <input type="text"/> <small>(Optional for Pay Plans ED, EE, EF, EG, and EI)</small></p> <hr/> <p>Position and Pay Information</p> <p>Position Title: <input type="text"/> Pay Plan: <input type="text"/></p> <p>Series: <input type="text"/> Grade: <input type="text"/></p> <p>Step: <input type="text"/></p> <p>Position Number: <input type="text"/> Job Code: <input type="text"/></p> <p>Pay Basis: <input type="text"/> CAN: <input type="text"/></p> <p>Basic Pay: <input type="text"/> Adjusted Basic Pay: <input type="text"/> <small>(numbers only(no commas))</small></p>		

No - Current NIH Employee

Actions Created From CSD Appointment Actions

Transaction Information Tab:

Transaction Information	Employee Information	Benefits Enrollment Information
<p>WITS #: <input type="text" value="30421"/> * Required Fields</p> <p>Action Type: <input type="text" value="Benefits Processing"/> Date Entered: <input type="text" value="04/11/2014 11:51 AM"/></p> <p>Institute/Center*: <input type="text" value="Test"/> Date Rec'd in BPLB*: <input type="text" value="04/11/2014"/> </p> <p>Proposed Effective Date: <input type="text" value="04/11/2014"/> Effective Date: <input type="text" value="04/14/2014"/></p> <p>Benefits Event*: <input type="text" value="New Hire"/> ←</p> <p>Benefits Specialist*: <input type="text" value="Nunan Bavis, Ann"/> ← Benefits Assistant*: <input type="text" value="Verge, Terrye"/> ←</p> <p>CSD Branch Chief: <input type="text" value="Inala, Madhu"/> CSD Team Leader: <input type="text" value="D'Andrea, Mike"/></p> <p>CSD HR Specialist: <input type="text" value="Verge, Terrye"/> CSD HR Assistant: <input type="text" value="Belmont, Courtney"/></p> <p>CSD SPA: <input type="text" value="Kerr, Ken"/></p> <p>Comments (Limit 3000 characters) <input type="text"/></p>		

Last Updated: 5/13/2015

- **All of the information on the Transaction Information tab will be locked upon receipt in BPLB with the exception of the ‘Benefits Specialist’, ‘Benefits Assistant’, ‘Benefits Event’ and ‘Comments’ fields.**
 - **Benefits Specialist:** The Benefits Specialist defaults to the staff member assigned to the employee’s IC. This may be changed if needed.
 - **Benefits Assistant:** The Benefits Specialist defaults to the staff member assigned to the employee’s IC. This may be changed if needed.
 - **Benefits Event:** The Benefits Event field will default to either New Hire, Transfer In or Reinstatement (Rehire) based on the NOAC selected by the CSD rep on the Appointment form, but may be changed if needed.
 - **Comments:** If applicable, enter any comments related to the action.

Employee Information tab:

Transaction Information	Employee Information	Benefits Enrollment Information
<p>Employee Information * Required Fields</p> <hr/> <p>First Name*: <input type="text" value="Dustin"/> MI: <input type="text"/></p> <p>Last Name*: <input type="text" value="Pedroia"/> Employee ID*: <input type="text" value="12465678"/> <small>(Cap HR Lookup) (No Dashes)</small></p> <p>Employee Email Address: <input type="text" value="verget@od.nih.gov"/> <small>(Optional for Pay Plans ED, EE, EF, EG, and EI)</small></p> <hr/> <p>Position and Pay Information</p> <p>Position Title: <input type="text" value="Red Sox Second Baseman"/> Pay Plan: <input type="text" value="GS"/></p> <p>Series: <input type="text" value="1212"/> Grade: <input type="text" value="14"/></p> <p>Step: <input type="text" value="7"/></p> <p>Position Number: <input type="text"/></p> <p>Job Code: <input type="text"/></p> <p>Pay Basis: <input type="text"/></p> <p>CAN: <input type="text" value="23432124"/></p> <p>Basic Pay: <input type="text" value="5.00"/> Adjusted Basic Pay: <input type="text" value="5.00"/> <small>(numbers only(no commas)) (numbers only(no commas))</small></p>		

- **All of the information on the Employee Information tab will be locked upon receipt in BPLB with the exception of the ‘Employee Email Address’ field.**
 - *The Employee Email Address will contain the email address that was entered by the CSD rep on the Appointment form. If the employee has an NIH email address, you may change it to that if you like.*

Actions Created From CSD Separation Actions

Transaction Information Tab:

- **All of the information on the Transaction Information tab will be locked upon receipt in BPLB with the exception of the 'Benefits Specialist' and 'Comments' fields.**
 - Select the appropriate 'Benefits Specialist' and, if applicable, enter any comments related to the action.

Employee Information tab:

- **All of the information on the Employee Information tab will be locked upon receipt in BPLB with the exception of the 'Employee Email Address' field.**
 - If the employee is no longer at NIH, you can change their email to their personal address if you wish to use the [Communicating with Employees](#) options explained later in this guide.

Benefits Enrollment Information

The “Benefits Enrollment Information” tab captures information related to the benefits action being processed for the employee. This section of the guide applies to both Stand-Alone Benefit Actions and Appointment and Separation Actions created by CSD.

Transaction Information	Employee Information	Benefits Enrollment Information
* Required Fields		
Form #SF-2809 (FEHB)		
Applicable? <input type="checkbox"/>	Type of FEHB Action Requested: <input type="checkbox"/>	Date Received: <input type="text"/>
		FEHB Effective Date: <input type="text"/>
		Date Sent to eOPF: <input type="text"/>
Form # SF-2817 (FEGLI)		
Applicable? <input type="checkbox"/>	Type of FEGLI Action Requested: <input type="checkbox"/>	Date Received: <input type="text"/>
		FEGLI Effective Date: <input type="text"/>
		Date Sent to eOPF: <input type="text"/>
Form #TSP-1 (TSP-1)		
Applicable? <input type="checkbox"/>	Type of TSP-1 Action Requested: <input type="checkbox"/>	Date Received: <input type="text"/>
		TSP-1 Effective Date: <input type="text"/>
		Date Sent to eOPF: <input type="text"/>
Form #TSP-1-C (TSP-Catch Up)		
Applicable? <input type="checkbox"/>	Type of TSP-Catch up Action Requested: <input type="checkbox"/>	Date Received: <input type="text"/>
		TSP-Catch up Effective Date: <input type="text"/>
		Date Sent to eOPF: <input type="text"/>
Form # SF-2823 (FEGLI Beneficiary Designation)		
Applicable? <input type="checkbox"/>	Date Received: <input type="text"/>	Date Sent to eOPF: <input type="text"/>
Form # SF-3102 (FERS Beneficiary Designation)		
Applicable? <input type="checkbox"/>	Date Received: <input type="text"/>	Date Sent to eOPF: <input type="text"/>
Form # SF-1152 (Unpaid Compensation Beneficiary Designation)		
Applicable? <input type="checkbox"/>	Date Received: <input type="text"/>	Date Sent to eOPF: <input type="text"/>
Form # DG-60 (Federal Employees Health Benefits Program Premium Conversion Waiver/Election Form)		
Applicable? <input type="checkbox"/>	Date Received: <input type="text"/>	Date Sent to eOPF: <input type="text"/>
Form # SF-2822 (Request for Insurance Federal Employees Group Life Insurance Program)		
Applicable? <input type="checkbox"/>	Date Received: <input type="text"/>	Date Sent to eOPF: <input type="text"/>



WiTS Tip: For all of the forms listed, you will need to indicate if they are applicable to the employee. Your choice here will dictate whether or not the related fields are mandatory. For actions where the Benefits Event is Separation, all forms except the SF-2809 (FEHB) will be defaulted to ‘No’.

FEHB

- **Type of FEHB Action Requested:** Indicate whether the request is to start, change, or stop enrollment, or the employee is not enrolled or if the request is for Temporary Continuation of Coverage (TCC).
 - If 'Not Enrolled' is selected, choose the reason (*Employee Declined* or *Form Not Submitted*).
 - If TCC is selected, enter the date the package was sent to the employee and the date sent to NFC.
- **Date Received:** Enter the date the form/request was received in BPLB.
- **FEHB Effective Date:** Enter the effective date.
- **Date Sent to eOPF:** Enter the date the form was transmitted to eOPF.

FEGLI

- **Type of FEGLI Action Requested:** Indicate whether the request is to start, change, stop or waive enrollment.
- **Date Received:** Enter the date the form/request was received in BPLB.
- **FEGLI Effective Date:** Enter the effective date.
- **Date Sent to eOPF:** Enter the date the form was transmitted to eOPF.

TSP -1

- **Type of TSP - 1 Action Requested:** Indicate whether the request is to start, change, stop or decline enrollment.
- **Date Received:** Enter the date the form/request was received in BPLB.
- **TSP - 1 Effective Date:** Enter the effective date.
- **Date Sent to eOPF:** Enter the date the form was transmitted to eOPF.
-

TSP – Catch Up

- **Type of TSP – Catch Up Action Requested:** Indicate whether the request is to start, change, or stop enrollment.
- **Date Received:** Enter the date the form/request was received in BPLB.
- **TSP – 1 Catch Up Effective Date:** Enter the effective date.
- **Date Sent to eOPF:** Enter the date the form was transmitted to eOPF.

FEGLI / FERS / Unpaid Compensation Beneficiary Designation

For each applicable designation type, enter:

- **Date Received:** Enter the date the form(s) were received.
- **Date Sent to File Room:** Enter the date the form was given to the file room to be scanned in eOPF.

Federal Employees Health Benefits Program Premium Conversion Waiver/Election Form

- **Date Received:** Enter the date the form(s) were received.
- **Date Sent to File Room:** Enter the date the form was given to the file room to be scanned in eOPF.

Request for Insurance Federal Employees Group Life Insurance Program

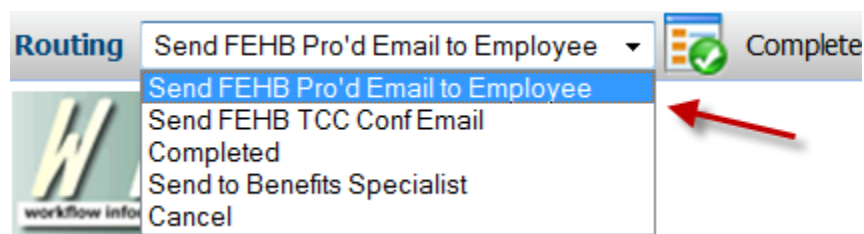
- **Date Received:** Enter the date the form(s) were received.
- **Date Sent to eOPF:** Enter the date the form was given to the file room to be scanned in eOPF.

Notice of Change in Health Benefits Enrollment

- **Date Completed in HR:** Enter the date the action was completed by OHR.
- **Action Type:** Select either Date of Termination, Transfer In, Reinstatement, name Change of Enrollee
- **Effective Date:** Enter the date the change will be effective.
- **Date Sent to eOPF:** Enter the date the form was given to the file room to be scanned in eOPF.

Communicating with Employees Using the Routing Menu

The next two emails are sent when the appropriate selection is made from the routing menu:

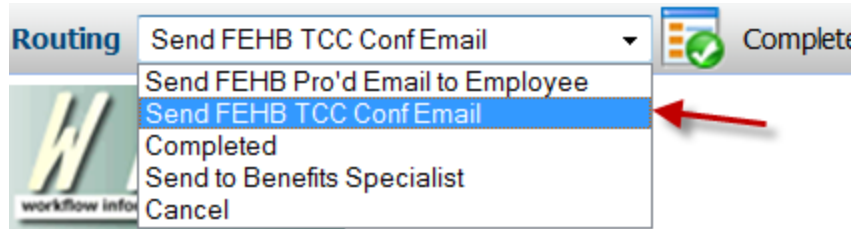


- **Send FEHB Pro'd Email to Employee:** Sends an email to the employee informing him/her that the benefit form has been received. Note: you will need to complete the 'FEHB Effective Date' field before sending this email.

To: Verge, Terrye (NIH/OD) [E]
Cc:
Subject: FEHB Enrollment Processed

The Benefits and Payroll Liaison Branch, Workforce Relations Division, Office of Human Resources, has processed your health benefit enrollment and reported to the carrier. The effective date of the enrollment is 09/14/2011.

For more information about FEHB, please visit OPM's website at:
<http://www.opm.gov/insure/health/index.asp>.



- **Send FEHB TCC Conf Email:** Sends an email to the employee informing him/her that their FEHB TCC form has been received by the BPLB and sent to the NFC.

To: Verge, Terrye (NIH/OD) [E]
Cc:
Subject: FEHB TCC Enrollment Received

The Benefits and Payroll Liaison Branch, Office of Human Resources has received your health benefit form to continue enrollment through the Temporary Continuation of Coverage provisions. After we confirm eligibility, the form will be forwarded to the National Finance Center for processing. A copy of the form, along with additional information, will also be mailed to your home address.

For more information about Temporary Continuation of Coverage under the Federal Employees Health Benefits program, please visit OPM's website at: <http://www.opm.gov/insure/health/tcc/index.asp>.

Reminder Emails

Throughout the benefits process, WiTS sends reminder emails to HR staff as well as to the employee. These emails are intended to keep the processes moving in a timely fashion and to help establish communication lines.

With the exception of the 'Check Benefit Forms in Onboarding Manager Email', all of the emails listed below are sent at approximately 6:00am (ET) every morning (including weekends and holidays). *The 'Check Benefit Forms in Onboarding Manager Email' is sent on the second Wednesday of every pay period.*

Reminder to Log into Onboarding Manager and Submit Benefit Forms

WiTS sends the following notification to the appointee's primary NIH email address 45 days after the Effective Date where the Benefits Event is 'New Hire' or 'Reinstatement (rehire)' and the FEHB, FELGI, and TSP-1 forms have not been received. *If the employee's primary email address has not been updated in NED, the email is sent to their address on the Benefits form.*

BPLB uses this email to remind the new employee to submit their benefit forms.

Email Notes:

- It is sent from the Benefits Assistant
- It is only sent for active actions created from the CSD Appointment process
- It is sent for FEHB, FELGI, and TSP-1 forms where the 'Date Received' is not complete
- It is only sent for new hires who attend orientation (Full Orientation or Presentation Only)
- It is sent if the 'Applicable' field is 'Yes' or blank
- It is NOT sent if the 'Applicable?' field = 'No'

Subject: Reminder to Log into Onboarding Manager and Submit Benefit Forms

Hello George Bailey,

You are receiving this email because you were recently hired into a new appointment and attended the NIH New Employee Orientation on 10/20/2014.

If you haven't already, please log into the [Onboarding Manager](#) system and submit the below benefit related form(s) related to your appointment as a(n) Philanthropist GS-0301-15.

- SF-2809 – Federal Employees Health Benefits
- SF-2817 – Federal Group Life Insurance
- TSP-1 – Thrift Savings Plan

Please disregard this email if you did not receive access to Onboarding Manager or if you are not eligible to enroll or change your benefit related forms.

Thank you and please contact me if you have questions.

Check Benefit Forms in Onboarding Manager

WiTS sends the following notification to the HR Assistant on the second Wednesday of every pay period for active Benefit actions where the Benefits Event is 'New Hire', 'Reinstatement (rehire)', or 'Transfer (in)' and the FEHB, FELGI, and TSP-1 forms have not been received.

BPLB uses this email to remind the Benefits Assistant to login to Onboarding Manager to check whether the new hire has submitted their benefit forms.

Email Notes:

- It is sent from WiTS to the Benefits Assistant
- It is only sent for active actions created from the CSD Appointment process
- It is sent for FEHB, FELGI, and TSP-1 forms where the 'Date Received' is not complete
- It is sent if the 'Applicable' field is 'Yes' or blank
 - Exception is for Transfer (in), where 'Applicable' must be 'Yes'
- It is NOT sent if the 'Applicable?' field = 'No'
- The email stops 91 days after the Effective Date of the Appointment action

Subject: Check Benefit Forms in Onboarding Manager (WiTS# 30726) Hank Goldberg (Benefits Event: New Hire)

Hello Terrye,

Please be reminded to log into the [Onboarding Manager](#) system and check on the status of the submission of the following forms(s) for Hank Goldberg whose Appointment was effective on 04/30/2014 as a(n) Health Science Administrator GS-0610-14 in the Test.

- **SF-2809 – Federal Employees Health Benefits**
- **SF-2817 – Federal Group Life Insurance**
- **TSP-1 – Thrift Savings Plan**

Thank you.

Employee Waives or Declines Benefits Coverage

WiTS sends the following notification to the appointee's email address on the Benefits form the day after the Benefits Assistant completes the form where the Benefits Event is 'New Hire' or 'Reinstatement (rehire)' and the employee has waived/declined health, life, or TSP coverage.

BPLB uses this email to communicate the employee's decision to waive or decline coverage to them.

Email Notes:

- It is sent from the Benefits Assistant to the employee's email address on the Benefits form
- It is only sent for actions created from the CSD Appointment process
- It is sent the day after the Benefit action is completed
- It is sent for FEHB, FELGI, and TSP-1 forms where the Applicable field = 'Yes' AND
 - The Type of FEHB Action Requested is 'Not Enrolled', OR
 - The Type of FEGLI Action Requested is 'Waived Coverage', OR
 - The Type of TSP-1 Action Requested is 'Declined Enrollment.'

Subject: Benefit Coverage Status: Important Message from the Benefits Payroll and Liaison Branch

Hello Hank Goldberg,

The Benefits Payroll and Liaison Branch, Office of Human Resources, NIH, has processed the following form(s) for you:

Form Number	#SF-2089 (FEHB)
Form Title	Federal Employees Health Benefits (FEHB)
Status of Coverage	Not Enrolled - Employee Declined

Form Number	#SF-2817 (FEGLI)
Form Title	Federal Employees Group Life Insurance (FEGLI)
Status of Coverage	Waived Coverage

Form Number	#TSP-1 (TSP-1)
Form Title	Thrift Savings Plan Enrollment (TSP-1)
Status of Coverage	Declined Enrollment

After your form(s) has(ve) been processed, a copy will be made available to you through your [Electronic Official Personnel Folder \(eOPF\)](#). A separate notification will be sent to you from the eOPF system when the form(s) has(ve) been added. If you have specific questions about your form(s), you may contact your Benefits representative, Courtney Belmont, by replying to this email.

For more information on federal benefits, please visit <http://hr.od.nih.gov/benefits/default.htm>.

Employee Receipt of Forms

WiTS sends the following notification to the appointee's email address on the Benefits form the day after the Benefits Assistant updates the related benefit fields for each form received.

BPLB uses this email to inform the employee that their benefit forms have been received.

Email Notes:

- It is sent from the Benefits Assistant to the employee's email address on the Benefits form
- The email applies to all benefit forms and benefit events
- It is sent the day after the related benefit fields for each form received. The receipt of a benefits form is only communicated to the employee once.
 - The email is sent only when the form is marked 'Applicable' AND *Date Received, Effective Date* and *Date Sent to eOPF* are not complete.
 - ****One exception: when Type of FEHB Action Requested = TCC, then the email will be sent when the Date Received and Effective Date are complete.**
- An email is not sent for benefit forms when
 - Type of FEHB Action Requested = Not Enrolled
 - Type of FEGLI Action Requested = Waived Coverage
 - Type of TSP-1 Action Requested = Declined Enrolled

Subject: Important Message from the Benefits Payroll and Liaison Branch: Receipt of Benefit Forms

Hello MICHAEL D ANDREA,

The Benefits Payroll and Liaison Branch, Office of Human Resources, NIH, has processed the following form(s) for you:

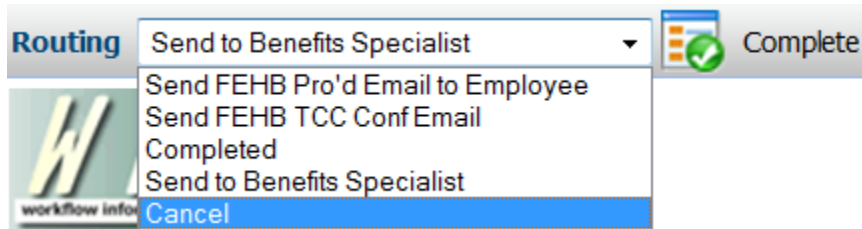
- DG-60 - Federal Employees Health Benefits Program Premium Conversion Waiver/Election Form
- SF-1152 – Unpaid Compensation Beneficiary Designation
- SF-2809 – Federal Employees Health Benefits
- SF-2817 – Federal Employees Group Life Insurance
- SF-2822 - Request for Insurance Federal Employees' Group Life Insurance Program
- SF-2823 – FEGLI Beneficiary Designation
- SF-3102 – FERS Beneficiary Designation
- TSP-1 – Thrift Savings Plan
- TSP-1-C – Thrift Savings Plan Catch-Up Contribution

After your form(s) has(ve) been processed, a copy will be made available to you through your [Electronic Official Personnel Folder \(eOPF\)](#). A separate notification will be sent to you from the eOPF system when the form(s) has(ve) been added. If you have specific questions about your form(s), you may contact your Benefits representative, Terrye Verge, by replying to this email.

For more information on federal benefits, please visit <http://hr.od.nih.gov/benefits/default.htm>.

Moving / Completing the Action

You may move the action forward by selecting an option from the drop-down response menu at the top left side of the form:



- **Send to Benefits Specialist:** Sends the action to the assigned Benefits Specialist.
- **Completed:** Indicates that all tasks for the action have been completed. The action is marked complete in the database, and is moved to Archives. This response should be chosen only when all associated tasks have been done.
- **Cancel:** Cancels the transaction. This should be used to cancel transactions initiated in error.