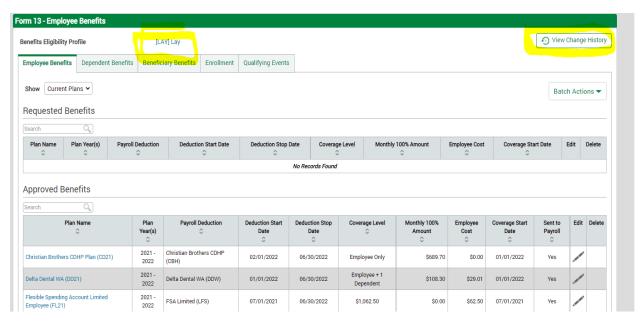


This Quick Reference Guide will explain what you are able to see on Form 13.

## **FORM 13**

Form 13 is the benefit enrollment page in Paycom. This page shows you the current enrollment and pending approval of enrollment along with Life Status Changes.

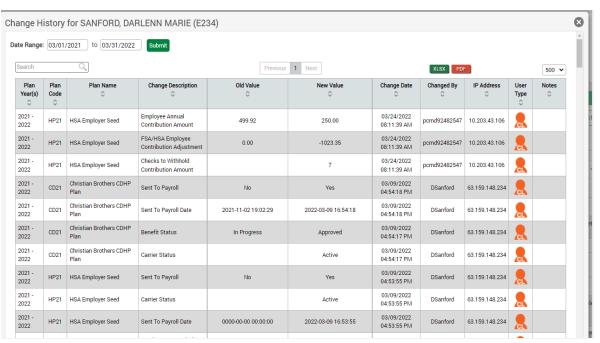


- A. The benefit eligibility profile.
  - a. This indicates the plans that the employee can enroll in.
    - i. List of available profile choices:
      - 1. Cemetery only for location 0305
      - 2. Cemetery Non-Salary- Cemetery Salespersons
      - 3. Default- Lay- this is all for lay employees that did not make an election within the first 31 days (about 1 month) of eligibility and were defaulted into CB CDHP EE only coverage no HSA
      - 4. Extern Priest Southwest- Externs in Southwest locations
      - 5. Extern Priest- all other locations that have Extern Priests
      - 6. Lay- all lay employees not in a Southwestern location
      - 7. Lay Southwest WA- all lay employees in Southwest locations
      - 8. Active not Eligible- Any employee who is not eligible for benefits (working less than 30 hours per week or temporarily employee)
      - 9. Active Priests- Priests assigned to a location

- 10. Principal- Principals who are not located in Southwest WA
- 11. Principal Southwest WA- those principals in Southwest WA
- 12. Senior Foreign Priest- A Senior Priest or Active Priest living outside of the US.
- 13. Senior Priest- A Priest who is no longer assigned to a location and eligible for Medicare.
- 14. Teacher Southwest WA- Teachers working in Southwest WA
- 15. Vowed Religious- Seminarian Southwest- Vowed Religious and Seminarians working in Southwest locations
- 16. Teacher- all teachers not working in a Southwest Location
- 17. Union-Cemeteries- Union employees that work in location 0305
- 18. Vowed Religious Seminarian Vowed religious or Seminarian not working in a Southwest location.

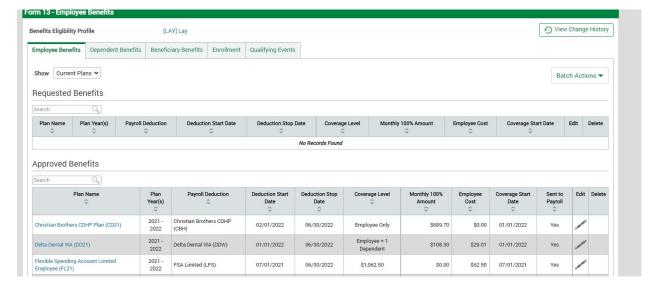
## B. View Change History

a. This will show you all the changes made and the employee or staff member who made the change. What the change was and the date and time.



#### C. EMPLOYEE BENEFITS

- a. You will see Requested Benefits as the first sections
  - A benefit request made outside of Open Enrollment. If there is an elected benefit in this area, it is pending approval.

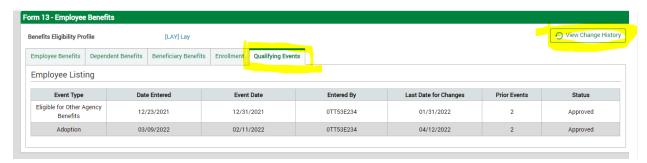


- b. Once the benefit election is approved, it will fall under APPROVED BENEFITS section.
  - i. These are benefits that are approved, their effective date, pay deduction start and stop dates, coverage level, total monthly premium, and the employee per pay amount.
- D. As you scroll down the screen you will see COBRA BENEFITS which do not apply to the Archdiocese.
- E. TERMINATED BENEFITS
  - a. These are benefit elections that are stopped mid plan year. Such as Life Status Changes to coverage, an employee who was eligible for benefits and changed to not eligible all terminated benefits would show here.



- F. The last section is Declined and Denied Benefits
  - a. These are benefit options that were not selected or were declined by the employee.

The next important tab you need to be aware of is the QUALIFYING EVENTS



G. This shows all Life Status Change requests. This tells you the Event the employee is using to request an IRS Qualified Life Event, the date it was entered, the effective date of the change, the employee number who entered the change, the IRS allotted date the change can be made and if it was approved, denied, or sent back with more questions.

# **TROUBLESHOOTING FORM 13**

## Troubleshooting Items:

Problem	Cause	Path to Solution
An employee labeled as NEL-	The Benefits Office was not	Notify the Benefits Services
Active Not Eligible and still	used to make the change.	Office.
showing benefit deductions on	PAF was filed and was	
Form 2.	approved by HR to change	
	the benefit eligibility profile.	