New or Newly Eligible Employees on the Benefits Administration System

A new employee, when employed full time by a participating employer, must be added by the employer through a New Hire event on the Benefits Administration System. This event should be run as soon as possible, but no later than 60 days after the date of initial eligibility. A new employee’s ability to elect his/her benefits online is dependent on that employee being added to the Benefits Administration System in a timely manner. If the employee’s eligibility date is more than 60 days prior, you must submit a paper enrollment form to CPS.

Late enrollment provisions apply if the New Hire event is run after the 60-day period. Once the New Hire event is run, the employee will have an event to complete on his/her Benefits Management System to finalize elections.

Entering a New Employee:

1. Log in to your Employer Portal and click the Benefits Management Quick Link to access the Benefit Administration System.
2. Add the employee.
   - From your employer dashboard, click Employees, then Add New Employee.
   - Complete the following fields:
     - First and Last Name.
     - SSN.
     - Date of birth.
     - Gender.
     - Work email address (Optional – Once the employee registers for the Member Portal, this field will be populated with his/her registered email address).
     - Personal email address (Optional – Secondary email address).
     - Home, mobile and/or work phone.
     - Employee ID = Leave blank. CPS will assign an employee ID number after the enrollment is processed.
     - Employer = Concordia.
     - Event = Employer – New Hire/Newly Eligible.
     - Event date = First day worked OR First day eligible for CPS Plans (for newly eligible employees).
     - Address, City, Country, State, Zip.
   - Click Next.
   - Note: If you receive an error that the member’s SSN already exists, please contact CPS to initiate an employee transfer.
3. Enter Attributes – Required fields are indicated with an asterisk (*) on the screen.
   - Concordia Employer ID = Your ministry’s CPS employer ID.
     - Please take extra care to ensure you select the appropriate ministry from the dropdown list.
   - Employment status = Active.
   - Latest hire date = First day worked OR First day eligible for CPS Plans (for newly eligible employees).
   - Benefits eligibility date = Date benefits will start (first of month coinciding or next following, or first day of month following probationary period).
   - Scheduled hours = Number of expected working hours per week.
   - Salary/ Hourly Indicator = Select Hourly or Salaried.
   - ACR-Annual Base Salary = Annual salary.
   - ACR-Annual Cash Housing Allowance (enter amount if applicable, $0 if not).
   - ACR-Annual Cash Utility Allowance (enter amount if applicable, $0 if not).
• ACR-Annual Home Provided Amount (enter amount if applicable, $0 if not).
• ACR-Annual Total ACR = Total of the 4 salary fields.
• Roster/Non-Roster Indicator = Select the appropriate status.
  > Note: All non-rostered employees, volunteers and board members should be marked “Lay.”
• Pay Frequency = Select the appropriate frequency.
• Missionary Country Code and Indicator = Optional; enter only if career missionary.
• AO Eff Date Compare = Leave Blank.
• CRPS-CRP Adjusted Service Date = If this field is blank, enter the First day worked OR First day eligible for CPS Plans (for newly eligible employees). If already populated, leave as is.
• Medical Opt-Out Reason = If employee is opting out of CHP, enter the reason why. (Used for tracking of minimum participation.)
• HSA Indicator = Leave blank; CPS internal use.
• Original Hire Date = If this field is blank, enter the First day worked OR First day eligible for CPS Plans (for newly eligible employees). If already populated, leave as is.
• Job Class = Optional - can be used for internal designations specific to your ministry.
• Social Security Participant = Select if the employee pays Social Security.
  > Lay Worker = Yes.
  > Rostered Workers = Typically yes. Select no if they are opting out of Social Security for religious reasons.
• New Hire Email Address = Email address where new hire benefit notification will be sent.
• Click Save.

After you click Save, you will see a green confirmation statement. This means the event has been created for your employee to complete. Your employee will receive an email in three business days notifying him/her that he/she has elections to make. **If your employee intends to complete his/her election online, no additional action is required by you and you should not click Confirm on this page.**

If your employee is unable to complete his/her online elections, complete the steps below to make elections on his/her behalf.

4. Enter Dependents (if applicable).
   • Click Dependents.
   • Complete the following steps for each of the employee’s dependents:
     > Click Add New Dependent.
     > Enter Name, SSN (if known), date of birth and gender.
     > Select Relation of Child or Spouse.
     > Select the existing address or click Add New Address.
     > Scroll to bottom and click Save.

5. Make elections.
   • Your employee and dependents (if applicable) will automatically be enrolled in CRP and CDSP benefits. If your ministry offers additional plans, follow the steps below. If not, skip to step 6.
   • Click Elections.
   • Click the link for the plan(s) in which the employee is enrolling.
   • For Medical, Dental and Vision plans:
     > Within the column for the plan the employee wishes to enroll, click the checkbox next to each dependent (if any) the employee would like to cover, then click Select at the top of the column.
     > Scroll down and click Confirm.
   • Complete this process for any other desired benefits.

6. Confirm elections by clicking the green Confirm button at the top of the page.