AutoEnroll
Processing Rehires with SelfEnroll

1. Login to AutoEnroll at **www.ppienroll.com.**

2. Search for an employee by name or social security number.

3. Click on the Actions drop down menu and select "Edit/Term".

4. Click on the gray "Administration" box, and then select "Rehire".

5. Enter the effective date of change, which means **the date the rehired employee will become benfits eligible, NOT the date of rehire.**

6. Next, click on the blue "Edit" button in the Employment Information section, and **add the Date of Rehire.**

7. **Remove the Date of Termination.**

8. **Change Employment Status from terminated to full-time or part-time.**

9. **Remove the Termination Reason by clicking back to "Please Select One".**

10. Confirm the rest of the information and make changes if necessary. Click "Next".

11. Review/update the employee's compensation information, dependent information, and make their benefit elections.

12. Click "Approve".

Note for SelfEnroll Clients: the system will not automatically re-enroll rehires into 100% employer-paid plans. The employee will need to manually re-elect these coverages (they will not be pre-selected). Alternatively, after you complete the rehire transaction, go back into the rehire's record and edit using the New Hire Enrollment reason (as in steps 3 & 4 above but under the Enrollment category) then enroll the rehire in just those plans, and approve. The employer-paid plans will now be "pre-selected" when the rehire goes in to make their other elections.