

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 benefits 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.

Harry Smith

Please select an action

Please select an action

Edit/Term (selected)

History

Benefit Summary

ADMINISTRATION

Examples:
Administrator Correction
Administrator Override

COBRA Election

Corrections

Rehire (selected)

Employment Information

Date of Hire: 02/11/2015	Structure: Sample :: 12345 :: Employee :: Active
Date of Rehire: 10/10/2022	Date of Termination: 09/15/2015
Job Title: CEO	Employment Status: Terminated
Employee #: 12345	Voluntary
Employment Zip: 12345	Payroll Frequency: Semi-Monthly
Date Benefit Status: A Begin DOE: 09/15/2015	Variable Hours: 0
	Average Hours: 0
	ACA Reporting Override: No Override
	EEG Classification:
	Employment State:
	Benefits Eligible:
	ACA Begin DOE:

Employment Information

Date of Hire: * 02/11/2015	MM/DD/YYYY
Date of Rehire: 10/10/2022	MM/DD/YYYY
Date of Termination: 09/15/2015	MM/DD/YYYY
Job Title: CEO	
Employment Status: Full-time	
Termination Reason: Please Select One	
Employee Information	
Date of Hire: 02/11/2015	Structure: Sample :: 12345 :: Employee :: Active
Date of Rehire: 10/10/2022	Date of Termination:
Job Title: CEO	Employment Status: Full-time
Classification:	Employee #:
Employment State:	Employment Zip: NO_CHANGE
Benefits Eligible:	Date Benefit Status:
A Begin DOE:	ACA End DOE: