

# AutoEnroll

## Process COBRA Elections

1. Process an Employment Termination, as usual.
2. Once the Qualifying Beneficiary has paid, add COBRA by opening the member's record and select Edit/Term from the Action drop down.

Select "COBRA Election" as the reason code, and enter the date COBRA coverage is to start (Effective Date).

3. From the next page, select the Edit button in the "About You" section and change the **Benefit Status** to "**COBRA**," and change the **Structure Group** in the "Employment Information" section to the appropriate COBRA structure group.

4. To add the elected COBRA plans, click **Edit** in the "**Your Elections**" section, and select the plans accordingly.

Click **Approve**. **If you do not click Approve, your changes will not be processed.**

5. The member record should now reflect these changes and include COBRA QE Information at the bottom of the screen.

**Reason for Change**  
Atticus Finch

Please select an action

Search Reasons for Change

Select the reason for change that applies and enter the date of the event. The Date of Event field should be populated with the actual date, i.e. date of birth, date of marriage, date of termination. Coverage effective dates and termination dates will automatically be calculated based on the date of event entered. If entering a coverage correction/change, enter the effective date of the change.

▼ ADMINISTRATION

COBRA Election

Corrections

Rehire

**Benefit Status:** Active

**Ethnic Identification:** Please Select One

**Disabled:** COBRA

**Structure:** \*

**Employee Number:**

**Original SSN:**

**EEO Classification:**

Sample : 12345 : Executive : Active

RRI : NE Corporation : Class 1 : Payroll 4

RRI : NE Corporation : Class 2 : Payroll 1

RRI : NE Corporation : Class 2 : Payroll 2

Sample : 12345 : Employee : Active

Sample : 12345 : Employee : COBRA

Sample : 12345 : Executive : Active

Sample : 12345 : Executive : COBRA

Sample : Variable Hour : All : Ineligible

Test : All : All : Active

Willis Voluntary Benefits : SAMPLE : All : Active

**Your Elections**

View All Details

**My Health**

Plan	Coverage	Employee Cost	Bi-Weekly
Medical	Coverage Terminated	\$0.00	Edit
Dental	Coverage Terminated	\$0.00	Edit
Vision		\$0.00	Edit

**Election Information - Current**

⊘ Credit Election - Coverage Terminated  
This member dropped the Defined Contribution from Employee plan.

Member(s)	Covered	Effective Date	Term Date
Atticus Finch	No	12/01/2013	10/31/2022

✓ Medical Election - Open Access POS 2540

Member(s)	Covered	Effective Date	Term Date	Medicare
Atticus Finch	Yes	11/01/2022		No Medicare
Betsy Finch	Yes	11/01/2022		

**Employment Information - 34430746**

Date of Hire	Date of Termination	Employment Status	ACA Reporting Override
10/01/2013	10/07/2022	Terminated - Involuntary	No Override

Payroll Frequency: Bi-Weekly

Structure: Sample : 12345 : Executive : COBRA

**COBRA QE Information - 34430746**

Name	Event	Date of Event	Last Day of Coverage
Atticus Finch	Employment Termination	10/07/2022	10/31/2022
	Gross Misconduct	10/07/2022	COBRA Effective Date
	COBRA Exhaustion Date	04/30/2024	11/01/2022

Name	Event	Date of Event	Last Day of Coverage
Betsy Finch	Employment Termination	10/07/2022	10/31/2022
	Gross Misconduct	10/07/2022	COBRA Effective Date
	COBRA Exhaustion Date	04/30/2024	11/01/2022