GETTING STARTED

How do I submit employment changes through Benefits Connect?

Employer representatives can report employment changes, including salary changes, new hire, changes in employment status, and terminations, through Benefits Connect using the data collection tool.

Do I have to submit employment changes one by one?

Yes, you must submit them one by one.

When do I need to submit an employment change?

Change in service (hours), status, or salary

- employee service (hours) or status (employment, classification, benefit group): within 30 days of the change

- salary: within 60 days of the change

New hire: within 30 days of the date of hire or 30 days of the first day of benefits eligibility
Termination: within 60 days of the effective date

GENERAL TIPS TO OPTIMIZE YOUR EXPERIENCE

✓ Allow Benefits Connect pages to fully load.

✓ Use the most current version of your web browser.

✓ Clear your cache and browsing data.

✓ Enable third-party cookies.

DATA COLLECTION TOOL: REPORTING EMPLOYMENT CHANGES

Step 1: Gather the required information, depending on the employment change you are submitting

For all employment changes, you will need (1) the employee's nine-digit Social Security number and (2) your Department ID, which is your five-digit employer PIN.

How do I locate the employee's Social Security number in Benefits Connect?

1. Click **Participant Search** on the blue menu.
2. Search for your employee (by last name, first name, status, etc.).
3. Click the blue person icon 👤 next to the employee's name in your Participant Search results.
4. Click **Participant Profile**.
5. Click **Show** next to the Social Security number in the Basic Information box.

What do I enter for Department ID?

The Department ID in the data entry step of the data collection tool is your five-digit employer PIN.

See the table below for the additional required information for each type of employment change.

Salary Change	New Hire	Change in Employment Status	Termination
• Effective date • Effective salary compensation details	• Hire date • First and last name • Date of birth • Gender • Mailing address • Unique email address • Position title • Scheduled hours • Primary benefit group • Benefit sub group • Ordination date (pastors and ministers only) • Effective salary compensation details	• Effective date • Position title • Scheduled hours • Primary benefit group • Benefit sub group • Ordination date (pastors and ministers only) • Effective salary compensation details	• Last day worked • Lump sum severance (if applicable) • Benefits extension date (if applicable)

How do I know what to enter for benefit sub group?

Only for new hires and changes in employment status.

1 From your employer dashboard under the **Employer Agreement** widget, click **Completed** to confirm if you have an Employer Agreement for the current year on file with the Board of Pensions. If you do not have a completed Employer Agreement for the current year, call the Board of Pensions for support in creating one.

2 Click **My Organization** on the blue menu, then select **Company Details** from the white menu.

3 In the **Related Companies** box, the first column titled 'Employer Contract Sub Group ID' displays the benefit sub-group number you will need to enter in the data collection tool. The format will be your five-digit pin followed by -#. Refer to the second column for the primary benefit group and custom name of this group. (Example: If you are hiring a new installed pastor for the employer in the image below, you would enter **12345-1** in the data collection tool as your **benefit sub group**.)
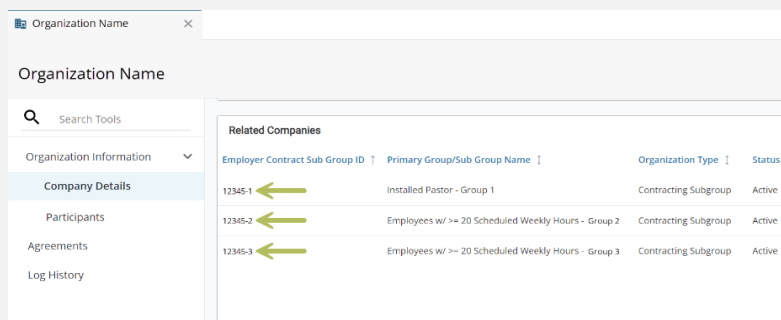
Step 2: Enter the data collection tool
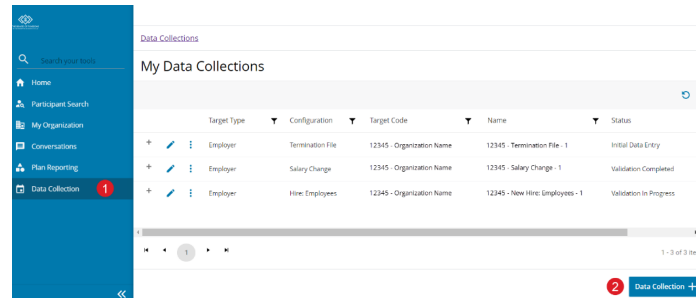
1 From the blue menu on the left side of your Employer Dashboard, click **Data Collection.**

2 From the My Data Collections page, click the blue **Data Collection +** button in the bottom right corner.

Step 3: Create Data Collection

PART 1: DEFINITION

1 Populate the three required fields.

- **Data Type** drop-down: Choose the type of employment change you are submitting.

  - Termination File Salary Change
  - Change in Employment Status
  - Hire: Installed Pastors
  - Hire: Ministers (select for ordained ministers of the Word and Sacrament in non-installed positions)
  - Hire: Employees (select for employees who are not ordained ministers of the Word and Sacrament)

- **Employer** drop-down: Select your employer from the drop-down.

- **Name**: This will automatically populate with your five-digit 'PIN – type of employment change – #.' You can customize this field. Tip: Leave the PIN and type of employment change as default. Replace the number with the last name of the employee for whom you are submitting the change. For example, '12345 – Salary Change – Calvin.'

2 Click the blue **Save and Continue** button.

PART 2: DATA ENTRY

1. Click the **+ Add Record** button.
   A pop-up form will appear for you to enter the required information, depending on the employment change type you are submitting. Refer to Step 1 of this guide for the required information and tips for how to locate the information in Benefits Connect. Once you've entered and reviewed all the required information for accuracy, click the blue Save button in the pop-up form.

2. A row will appear with a preview of your entered information. Click the blue **Validate→** button in the bottom right corner of your screen.

   Tip: You may need to scroll down on your page to locate the blue Validate button.

What do I choose for the primary benefit group?

Only for new hires and changes in employment status.

- **Pastors**: Enter in data collections for New Hires: Installed Pastors. For ministers of the Word and Sacrament serving in installed positions.

- **Ministers >= 20 Hours/Week**: Enter in data collections for New Hires: Ministers. For ministers of the Word and Sacrament who are serving in non-installed positions and working greater than or equal to 20 hours per week.

- **Ministers < 20 Hours/Week**: Enter in data collections for New Hires: Ministers. For ministers of the Word and Sacrament who are serving in non-installed positions and working less than 20 hours per week.

- **Employees >= 20 Hours/Week**: Enter in data collections for New Hires: Employees. For employees who are not ordained ministers of the Word and Sacrament and are working greater than or equal to 20 hours per week.

- **Employees < 20 Hours/Week**: Enter in data collections for New Hires: Employees. For employees who are not ordained ministers of the Word and Sacrament and are working less than 20 hours per week.

Do I need to enter all salary information if I'm just making one update to a single component of effective salary?

Yes. When reporting a salary change, fill in all effective salary fields of the data collection form — even those items that remain unchanged. For any effective salary fields that do not apply, enter 0.

For example, if you are reporting an end-of-year bonus of $500 for an employee earning $52,000 cash salary, you will enter the $52,000 cash salary, the $500 bonus, and 0s in all other fields in the data collection. If you enter data for only the changed field, the data collection will override previously entered salary information, which may have impact on billing and benefits.

PART 3: VALIDATION
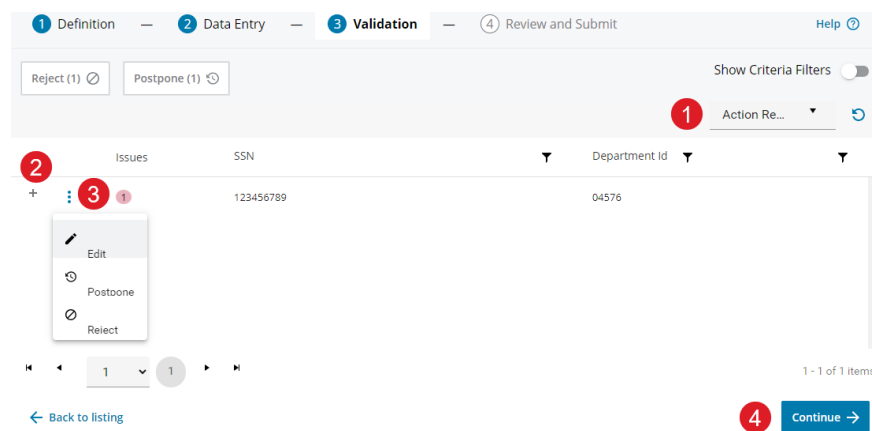
If Benefits Connect finds an error in your data entry:

1 This drop-down will default to 'Action Required' and display any errors discovered in the validation of your data entry. If there are no errors, this table will display 'No records found.'

2 To review your data entry, click this drop-down and select **All.**

3 (As needed) Click the + sign to show any error message or a summary of your data collection entry.

4 (As needed) Click the **three vertical dots**, then **Edit** to review or correct your data entry. If you do edit your data entry, be sure to click the blue **Save** and **Validate** buttons again in the bottom right corner.

5 If Benefits Connect finds no error(s) in your data entry or if you have successfully edited/corrected any errors, click the blue **Continue→** button in the bottom right corner. Tip: You may need to scroll down on your page to locate the blue **Continue→** button.

PART 4: REVIEW AND SUBMIT

1 Click any step to go back to review your entered data collection information.

2 Click the blue **Submit→** button in the bottom right corner. Tip: You may need to scroll down on your page to locate the blue button.

How do I know if my data collection was successful?

1 **Any data collection:** After you click the final blue Submit button, the Data Collection tool will display a table of all your submitted data collections. Locate the row with your recently entered data collection, and the status will display Completed if the data collection was successful. If the data collection shows a status besides Completed, click the + sign on the left to view errors or the pencil icon to Edit.

2 **Any data collection:** Check the My Data Collections widget on your Employer Dashboard, which provides a quick view of In Progress and Completed data collections.

3 **To confirm a salary change, change in employment status, or termination:** Search for the employee in the Participant Search from the blue navigation menu. Then, select Employment Information from the Participant menu where you can review the effective salary, employment details, and related dates. Note: You will not see future-dated updates until the day of.

4 **To confirm a new hire:** The day after you complete a new hire data collection, the new hire will appear in your Participant Search. The new hire will receive a welcome email from the Board of Pensions inviting them to log into Benefits Connect and complete their benefits elections.

Need additional support? We're here to help.
Contact the Board of Pensions at 800-PRESPLAN (800-773-7752) (TTY: 711)
or email us at memberservices@pensions.org**.**