



# HRIS Job Role Training

Employee Self Service Plan Approval

Forms: ZB30

# Table of Contents

Introduction.....3  
Benefit Plan Changes Process.....4  
Web Pending Dep Benefit Approval (ZB30.1) .....5

## Introduction

Participants have access to the Self Service Application, which can be used to make new hire or open enrollment elections.

When employees process actions using the Employee Self Service Application, dependents may be pended to be approved or rejected by the Benefits Approver using the *Web Pending Dep Benefit Aprv Form (ZB30.1)*. A dependent will be pended if his / her last name is different from the employee or if the relationship is not spouse or child.



### Notes

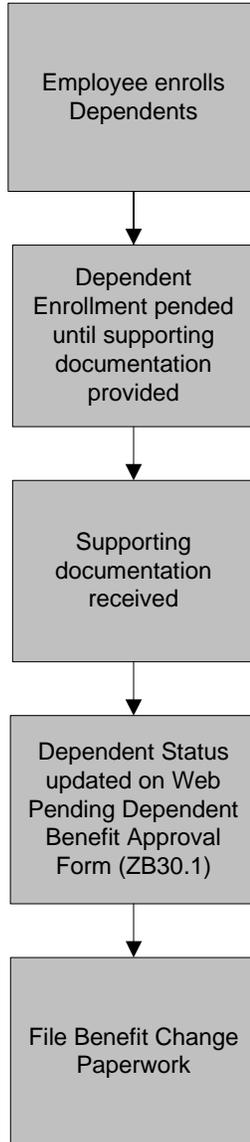
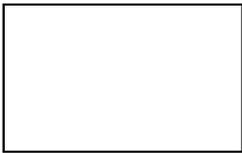
- Use the *Employee Benefit Change Form (BN32.1)* to display all benefits a Participant is currently enrolled in.
- Verify supporting documentation has been provided by the Employee as applicable to the change being requested. Examples:
  - Marriage certificate for spouse with different last name
  - Valid Birth certificate to establish relationship for a dependent with a different last name or relationship other than child

# Benefit Plan Changes Process

Required forms appear as:



Optional forms appear as:



# Web Pending Dep Benefit Approval (ZB30.1)

The screenshot displays the HRIS State of Arizona interface for 'Web Pending Dep Benefit Aprv (ZB30.1)'. The page includes a top navigation bar with the HRIS logo, the title 'Web Pending Dep Benefit Aprv (ZB30.1)', and a user welcome message 'Welcome Rita' with a search box containing 'zb30.1'. Below the navigation bar is a menu with 'Home' and 'Your Employee Services'. A central navigation bar contains buttons for 'Change', 'Previous', 'Inquire', 'Next', and another 'Inquire' dropdown. A search box labeled 'Filter' is also present. The main content area features a form with three input fields: 'Company', 'Employee', and 'Dependent'. Below the form is a table with columns: 'F/C', 'Event', 'Type', 'Code', 'Start-Date', 'Stop-Date', 'Emp-Start', 'Submit Date', 'Rule ID', 'Status', and 'Approval Date'. The table contains six rows, each with a dropdown arrow in the 'F/C' column, a 'Desc' dropdown, and a 'Comments' button. Callouts 2 through 9 point to various elements: 2 to the Company field, 3 to the Employee field, 4 to the Dependent field, 5 to the title bar, 6 to the first dropdown in the table, 7 to the Filter box, and 8 to the Approval Date column header. A vertical sidebar on the left is labeled with callout 9.

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
1	White Search Box	R	Type ZB30.1 in the White Search Box. Press Enter on the keyboard	The Web Pending Dep Benefit Approval Form (ZB30.1) will open.	
2	<b>Company</b> field	R	Field should default to Company '1'. If field is not Company '1', Type or Select '1'.		All forms/actions must contain a 1 in the Company Field.  Field may contain Company '7' – used only by ADOA Central Benefits Office.
3	<b>Employee</b> Field	R	Type the Employee's EIN.	The Employee's name will appear next to the field after moving to the next field.	You must enter the correct EIN.
4	<b>Dependent</b> Field / Next Button	R	Enter the Dependent Identifier for the Participant being verified.  If the Dependent Identifier is unknown, click the Next Button to bring up the first record for the Employee that exists.		Dependent numbers should be sequential starting with #1 through 'x'.
5	<b>Inquire</b> Button	O	If the Dependent Identifier was input, and the Next button was not clicked, then click Inquire to bring up the Employee's dependent record.		
6	<b>FC</b> Field	R	Type 'C' or select 'Change' from the drop down menu to update the selection row.		This process will need to be performed for all rows that appear as Pending.  To process multiple rows in a single transaction, place the 'C' in each row for which the update is being applied.
7	<b>Status</b> Field	R	Type or select from the drop down menu the status of the pending dependent. The available choices include: <ul style="list-style-type: none"> <li>• 'Approved'</li> <li>• 'Rejected'</li> <li>• 'Pending'</li> </ul> <p>If unsure as to the reason for the pending dependent, click on the Desc link to display the reason.</p>		
8	<b>Comments</b> Link	R	To add Comments to the record,		Comment is only required if the

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
			click on the Comment Link, type in the desired comments and click Submit.		transaction is being rejected.
9	<b>Change Button</b>	R	To save changes to the pending dependent record, click Change.	See 'Change Complete – Continue' in the lower left corner.	
Repeat steps above to complete the approval process for all pending dependents for the Employee. If the FC field was performed for each row in one transaction, then you can move on to the next pending dependent.					

To verify that the Participant benefit elections are correct, use one of the following forms:

- Employee Benefit Summary (BN51.1)
- Current Plan Participants (BN50.1)
- Employee Benefit Detail (BN51.2)
- Plan Inquiry (BN52.1)