

## Benefits Administration Navigation for 8.9

Page	8.9 Navigation
Base Benefits	Main Menu> Benefits>Enroll in Benefits
Benefit Summary	Main Menu> Benefits>Review Employee Benefits>Benefits Summary (w/Pay Dedns) or Benefits Summary (w/PI Dedns)
Benefits Administration	Main Menu>Benefits>Manage Automated Enrollment
Confirmation Statements	Main Menu>Benefits>Manage Automated Enrollment>Participant Enrollment>Print Confirmation Statements
Dependents	Main Menu> Benefits>Employee/Dependent Information>Update Dependent/Beneficiary
Election Entry	Main Menu>Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry
Enrollment Statements	Main Menu>Benefits>Manage Automated Enrollment>Participant Enrollment>Print Enrollment Statements
Event Status Update	Main Menu>Benefits>Manage Automated Enrollment>Events>Update Event Status
FSA Payment Options	Main Menu>Benefits>Manage Automated Enrollment>Participant Enrollment>HE/State FSA Payment Options
Leave Balances	Main Menu> Benefits>Manage Leave Accruals>Review Accrual Balances
Manual Events	Main Menu>Benefits>Manage Automated Enrollment>Events>HE/State Manual Events
Messages	Main Menu>Benefits>Manage Automated Enrollment>Review Processing Results>Processing Messages
On-demand Event Maintenance	Main Menu>Benefits>Manage Automated Enrollment>Events>On-demand event maintenance
Processing Controls Update	Main Menu>Benefits>Manage Automated Enrollment>Events>Update Processing Controls
Processing Events	Main Menu>Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing
Schedule Summary	Main Menu>Benefits>Manage Automated Enrollment>Review Processing Results>Schedule Summary

**Updated October 30, 2006**