HOW TO RUN THE IMNS REPORT

1

From your Administrator Login Menu, click Administration Dashboard and click "IMNS Dashboard."

2

Select which notifications ("discrepancies") you wish to run. We suggest selecting them all! The options that you may see here can vary by school.

3

Click "Run."

Your report will load under the "Select Notifications" section.

4

You can work the discrepancies one by one, or export the report to CSV aka, Excel.

For further assistance, call 469.385.4640

IMNS NOTIFICATIONS

Notification	Description
18 Month COBRA Notification	Employees in this notification have active COBRA elections exceeding 18 months. Election ter-mination dates should be confirmed or corrected on the Terminate Plan Elections screen under the Benefit Plan Information icon.
Dependent Age Eligibility	Dependents are eligible through the "Max Age" listed below and are of an age that exceeds the plan maximums. Therefore no longer eligible for coverage. Terminate the applicable coverage under the Benefit Plan Information icon.
Duplicate Social Security Numbers Within An Employee's Record	Employees in this notification have a Social Security Number listed multiple times within the employee's record and/or the record of their dependents. Please update the duplicate Social Security Number on the employee and/or dependent's record
Elections In More Than One Medical Option	Employees in this notification are enrolled in a Medical plan as well as a Shared Medical plan. Terminate applicable coverage under the Benefit Information Icon
Employees Missing Addresses	Employees in this notification are missing required address information. Please update the employee's record with the missing address information.
Employees Missing Core Benefit Elections	Employees in this notification are not enrolled in a required plan. Elect coverage on the applicable Benefit Election screens under the Benefit Plan Information icon
Employees Missing Payroll Frequency	A pay frequency must be designated for listed employees for premiums to display correctly. The employee's pay frequency can be set on the Employee Payroll screen under Employee Administration icon. It is important to re-save this screen to apply the displayed pay frequency.
Inactive Dependents with Active Elections	Dependents listed are no longer active and have elections that are still active. Elections should be terminated or dependent made active if they should still be covered.
Inactive Employees with Future Elections	Employees listed are no longer active and have elections effective greater than 3 months from their inactivation date. Election termination dates should be confirmed or corrected on the Ter-minate Plan Elections screen under the Benefit Plan Information icon.
Split Employees enrolled in Non-Family Coverage	Employees in this notification are labeled as a "Split" employee however they are enrolled in Employee Only or Employee Child(ren) coverage. Please update the employee's record and election if they are not splitting Employee Spouse or Family coverage.
Termination of Shared Benefits	Employees in this notification have pooled coverage that has been recently terminated. Please update the spouse coverage accordingly.

HOW TO PROCESS OVERAGE DEPENDENTS

1

Select 'Edit' to go directly to your employee's profile.

View the dependents date of birth since the QE will be the first of the month following the DOB.

Dependent Age Eligibility - [4:39]

Dependents are eligible through the "Max Age" listed below and are of an age that exceeds the plan maximums. Therefore no longer e coverage under the Benefit Plan Information icon.

	EmployeeID	Division Name	Employee Name	SSN	Email	Dependent Name	Dependent Date of Birth	Dependent Age	Max Age
Edit	805723	Public TRS	Gray, Maggie	444-55-4477		Gray, Daughter	02/14/1989	27	25
Edit	805723	Public TRS	Gray, Maggie	444-55-4477		Gray, Daughter	02/14/1989	27	25

2 Records Returned

2

Personal Information

Dependent Information

Benefit Plan Information

Benefit Plan Enrollment
Employee Eligibility Report
Enrollment History Report
Terminate Plan Elections

Select 'Benefit Plan Information' then select 'Benefit Plan Enrollment'.

3

Select the first benefit that the child should be removed from and continue as if you are processing a qualifying event.

Benefit Plan	Coverage
TRS Medical - ActiveCare Select Effective on 9/1/2015 Provided by TRS Policy Number: - Cost is deducted on a pre-tax basis	Gray, Maggie Gray, Husband [Spouse] Gray, Daughter [Child]
Dental - High Option Effective on 9/1/2015 Provided by Cigna Policy Number: - Cost is deducted on a post-tax basis	Gray, Maggie Gray, Husband [Spouse] Gray, Daughter [Child]

4

ActiveCare Select ⓘ
View Plan Outline of Benefits

Provided by TRS
Eligible on 9/1/2015

Elected coverage effective on 9/1/2015

Select Tax Election
Pre-tax ▼

☑ Maggie [employee] 872.00
☑ Husband [spouse]

Here you will notice that the overage dependent is no longer eligible to make changes to. So you will process the qualifying event by electing coverage without the dependent effective the 1st of the month following her/his date of birth.

5

Also remember that you are only eligible to make changes within 31 days of the event. So, please ensure that you are processing these each month.

Qualifying Event: Change in Dependent Eligibility [5] ▼
Qualifying Date: 11/1/2015   in date format, mm/dd/yyyy

Continue   **Reset**   **Cancel**

Always remember to inform your employees of their dependents change in coverage.
Also inform your payroll department of any premium changes. If the dependent is permanently disabled, please notify the employee to provide physician documentation to restore coverage within 30 days of the date the dependent became ineligible.