

Upload Documents Through Edison

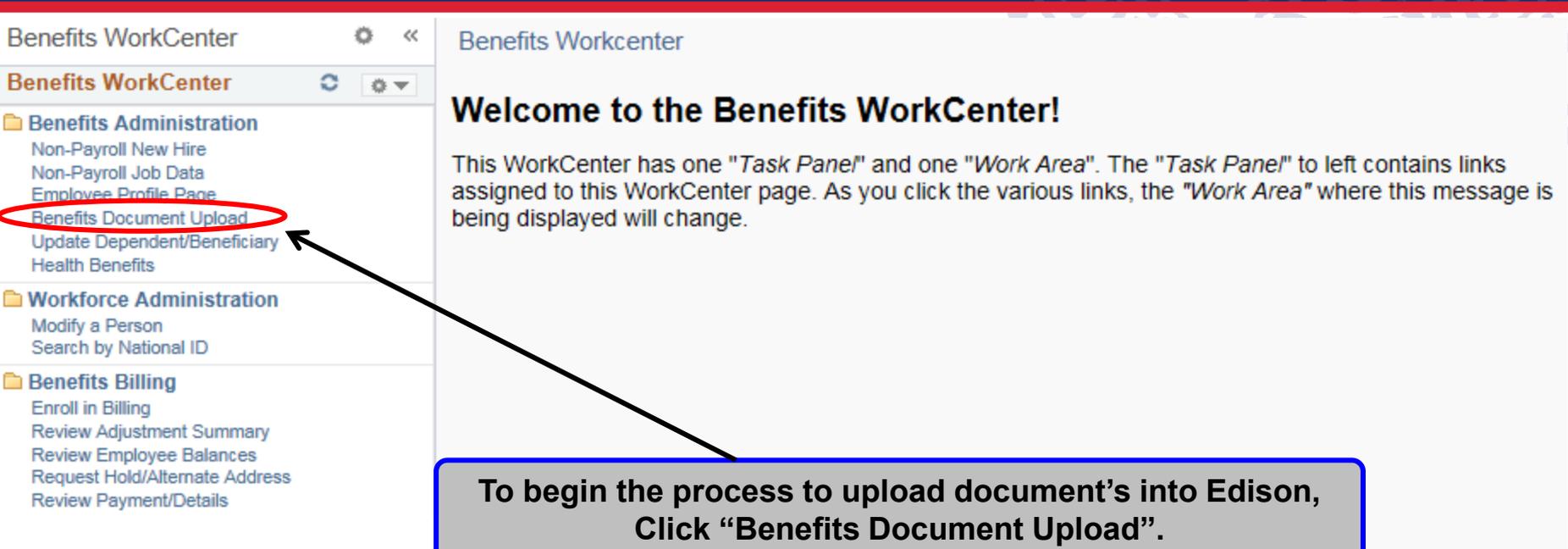
You can upload scanned documents for your employees through Edison instead of sending them via fax to Benefits Administration.



This Applies to all Agencies

Benefits WorkCenter

Select Benefits Document Upload



Benefits WorkCenter

Benefits Workcenter

Welcome to the Benefits WorkCenter!

This WorkCenter has one "Task Pane" and one "Work Area". The "Task Pane" to left contains links assigned to this WorkCenter page. As you click the various links, the "Work Area" where this message is being displayed will change.

Benefits Administration

- Non-Payroll New Hire
- Non-Payroll Job Data
- Employee Profile Page
- Benefits Document Upload**
- Update Dependent/Beneficiary
- Health Benefits

Workforce Administration

- Modify a Person
- Search by National ID

Benefits Billing

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances
- Request Hold/Alternate Address
- Review Payment/Details

To begin the process to upload document's into Edison, Click "Benefits Document Upload".

Benefits Document Upload

Employee ID / Proceed to Upload

The screenshot shows the 'Benefits WorkCenter' interface. On the left is a navigation menu with categories: 'Benefits Administration' (including Non-Payroll New Hire, Non-Payroll Job Data, Employee Profile Page, Benefits Document Upload, Update Dependent/Beneficiary, Health Benefits), 'Workforce Administration' (including Modify a Person, Search by National ID), and 'Benefits Billing' (including Enroll in Billing, Review Adjustment Summary, Review Employee Balances, Request Hold/Alternate Address, Review Payment/Details). The main content area is titled 'Benefits Document Upload' and contains a 'Requirements' section with four numbered instructions. Below the requirements is a note about Central State ABCs and a warning to read requirements. At the bottom, there is a form with the label 'Enter Employee ID:' followed by a text input field containing '00470686' and a 'Proceed to Upload >>' button. A note below the input field says '(or SSN if ID not available)'. Two black arrows point from a callout box below to the input field and the button.

Benefits WorkCenter

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Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, .PNG, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: Proceed to Upload >>

(or SSN if ID not available)

Enter the Employee's Edison ID number or the Social Security Number and Click the "Proceed to Upload" button.

Benefits Document Upload File Attachment Browse Tab

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4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee ID process is only for standard enrollment documents.

Please make sure you read and understand the requirements.

Enter Employee ID:
(or SSN if ID not available)

File Attachment

Browse...

Upload Cancel

Click the "Browse" button.



Select the correct file to upload to Edison.
Click the "Open" button.

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file for each employee must be uploaded separately.
(employee ID not available) in the box below before clicking Proceed

Attachment

Browse...

Cancel

Benefits Document Upload File Attachment Upload

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Benefits Document Upload

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3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee ID if the employee ID process is only for standard enrollment documents.

Please make sure you read and understand the requirements before clicking Proceed to Upload.

Enter Employee ID:
(or SSN if ID not available)

File Attachment

C:\Users\lag04iu3\Desktop\00470686 Joe Nashville.doc **Browse...**

Upload Cancel

Your file document name will appear in the File Attachment box.

Click the "Upload" button to upload the file into Edison.

Benefits Document Upload

Example: Successful Upload

The screenshot displays the 'Benefits Document Upload' page in the 'Benefits WorkCenter' application. The left sidebar contains a navigation menu with categories: 'Benefits Administration' (including Non-Payroll New Hire, Non-Payroll Job Data, Employee Profile Page, Benefits Document Upload, Update Dependent/Beneficiary, and Health Benefits), 'Workforce Administration' (including Modify a Person and Search by National ID), and 'Benefits Billing' (including Enroll in Billing, Review Adjustment Summary, Review Employee Balances, Request Hold/Alternate Address, and Review Payment/Details). The main content area is titled 'Benefits Document Upload' and features a 'Requirements' section with four numbered instructions: 1. All documents for each employee must be in the same file. 2. The file type should be .PDF, .TIF, .PNG, or .JPG. 3. Only one file can be uploaded per employee at a time. 4. The employee ID or Social Security Number must be entered before proceeding. A note specifies that Central State ABCs cannot accept Employee or Dependent Death Claim documents. Below the requirements is a text input field for 'Enter Employee ID:' with the value '00470686' and a 'Proceed to Upload >>' button. A message at the bottom of the page reads 'Document Upload Successful' followed by a date and time stamp: '123456987/4/27/2016 8:24 AM'.

Benefits WorkCenter

Benefits Document Upload

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4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: Proceed to Upload >>

(or SSN if ID not available)

Document Upload Successful 123456987/4/27/2016 8:24 AM

★ After clicking “Upload” button, you will then return to the Requirements page. There will be a message at the bottom of the page letting you know the upload was successful with a date and time stamp.

Benefits Document Upload

Example: Unsuccessful Upload

Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, .PNG, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: Proceed to Upload >>

(or SSN if ID not available)

Document Upload FAILED with Error code of 11 on 123456987/3/28/2016 at 9:45 AM

★ After clicking "Upload", you will then return to the Requirements page. There will be a message at the bottom of the page letting you know the upload failed with an Error Code along with a date and time stamp.

Benefits Document Upload Notes

- The uploaded file will not immediately be visible to you or to Benefits Administration
- Documents will be assigned to the correct employee record in Edison within 24 to 48 hours of upload (during peak times it may take longer)
- Each document will be worked by the analyst in Benefits Administration in the order they were received
- Do **not** upload the same file more than once as this will cause delays when processing the document