Adding a New Hire

Step 1: Go to your employee roster. Click the “Add a New Employee” button.

Step 2: Enter the correct information for the new employee, assign him/her a benefit group, and then click the “Create Employee” button.

Step 3: Instruct the employee to go to DC Health Link and create an account through the Employee “GET STARTED” button.
**Terminating an Employee**

**Step 1:** Go to your employee roster. Hover over the end of the employee’s row on the Employee Roster and select the trashcan icon to initiate the termination.

**Step 2:** Enter date of termination where prompted and select “Terminate Employee”.

**NOTE:** You can also terminate an employee by adding a termination date to the employee census template and uploading that roster. To do so, select “Upload Employee Roster,” download the roster template, enter the information for the employee(s) you wish to terminate, include a date of termination, save the document and upload the roster by clicking “Upload Employee Roster”. You will only need to include the information for the employees you are terminating.

**NOTE:** Once you terminate an employee they will no longer show up on the “Active” tab. To see their information and confirm their termination, click ‘FILTER BY’ and select “Terminated” to see their date of termination and updated status.

**NOTE:** Employee terminations must be reported within 60 days. Coverage will be terminated the last day of the month in which the termination occurs.
**Rehiring an Employee**

**Step 1:** Go to your employee roster. Click ‘FILTER BY’ and select “Terminated”

**Step 2:** Click the “Rehire” button for the employee that you wish to rehire

**Step 3:** Enter the rehire date when prompted
Updating Census Information

**Step 1:** Go to your employee roster. Hover over the name of the person that you wish to update and select the pencil icon to initiate the process updating an employee's information. You may need to update the DOB, SSN, or benefit package of an employee if they are unable to link to their employer.

**Note:** If the employee has linked to the company, all changes must be made in the employee’s account.

**Step 2:** You can now update the employee’s information. When you are finished updating, click the “Update Employee” button.

**Note:** If the employee has linked to the company, all changes must be made in the employee’s account.
<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>SSN</th>
<th>DOB</th>
<th>HIRE DATE</th>
<th>DATE ADDED TO ROSTER</th>
<th>BENEFIT PACKAGE</th>
<th>STATUS</th>
<th>ENROLLMENT STATUS (COVERAGE KIND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Anniston</td>
<td>*<strong>-</strong>-8488</td>
<td>12/17/1968</td>
<td>10/28/2014</td>
<td>03/17/2016</td>
<td>District deli benefits package</td>
<td>Employee Role Linked</td>
<td>Coverage Selected (Health)</td>
</tr>
<tr>
<td>John Butch</td>
<td>*<strong>-</strong>-5468</td>
<td>08/20/1968</td>
<td>08/12/2013</td>
<td>03/17/2016</td>
<td>District deli benefits package</td>
<td>Employee Role Linked</td>
<td>Coverage Selected (Health), Coverage Selected (Dental)</td>
</tr>
<tr>
<td>Emma Curtis</td>
<td>*<strong>-</strong>-6494</td>
<td>12/12/1984</td>
<td>01/14/2016</td>
<td>03/17/2016</td>
<td>District deli benefits package</td>
<td>Employee Role Linked</td>
<td>Coverage Selected (Health)</td>
</tr>
<tr>
<td>Andre Davis</td>
<td>*<strong>-</strong>-0001</td>
<td>07/21/1970</td>
<td>11/09/2015</td>
<td>03/17/2016</td>
<td>District deli benefits package</td>
<td>Employee Role Linked</td>
<td>Coverage Waived (Health)</td>
</tr>
<tr>
<td>Felicia Davis</td>
<td>*<strong>-</strong>-4984</td>
<td>08/09/1983</td>
<td>10/09/2006</td>
<td>03/17/2016</td>
<td>District deli benefits package</td>
<td>Eligible</td>
<td></td>
</tr>
<tr>
<td>Michelle Leonard</td>
<td>*<strong>-</strong>-1651</td>
<td>01/02/1968</td>
<td>11/29/2005</td>
<td>03/17/2016</td>
<td>District deli benefits package</td>
<td>Employee Role Linked</td>
<td>Coverage Selected (Dental)</td>
</tr>
</tbody>
</table>

**Status**

*Eligible* = the Employee is eligible for employer sponsored insurance but has not yet linked to you as their employer

*Ineligible* = the Employee is ineligible for employer sponsored insurance at this time

*Employee Role Linked* = the Employee is eligible for employer sponsored insurance, created an account, and has linked to you as their employer

**Enrollment Status**

*Coverage Selected (Health)* = Employee selected a health plan

*Coverage Selected (Dental)* = Employee selected a dental plan

*Coverage Selected (Health), Coverage Selected (Dental)* = Employee selected a health plan and a dental plan

*Coverage Waived* = Employee waived coverage

*Blank* = Employee has not made a plan selection or waived coverage