



STATE OF TENNESSEE

Edison eForms Process

July 2018

Edison eForm Process

- eForms is an automation process to hire, re-hire, or transfer employees in your agency.
- Once you obtain a completed and signed enrollment form with the applicable required dependent documentation, you will be able to:
 - Enter employee personal data, job data, dependent personal data, benefit elections into Edison eForm,
 - Attach the dependent documents, and
 - Submit it directly to BA.

Note: eForms **CAN** be entered during BA lockout.

Edison eForm

- Once a service center analyst evaluates the transaction for completeness and accuracy, it will be approved in Edison.
 - If additional documentation is necessary to complete the transaction, it will be sent back to you via the Edison eForm system with the request for additional information.
 - You will be alerted by email when you have a Benefit eForm that has been sent back for revision.
 - You will also be able to view the Benefit eForm to see where it is in the approval process after it has been submitted.

Edison eForm

- Currently, we are locked out of making job and/or enrollment changes in Edison for certain groups, for six (6) workdays per month.
- We validate and submit transactions that are placed in a holding status and are released immediately once we are out of lockout.
- Our document processing time has improved since the implementation of the eForm process.

Access eForm through Modules into Benefits WorkCenter

The image displays a web application interface with a navigation menu on the left and a sidebar on the right. The navigation menu lists various modules: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The 'Benefits' module is circled in red. The 'Benefits' module is expanded, showing sub-options: Benefits News, Benefits Support Info, and Benefits WorkCenter. The 'Benefits WorkCenter' option is circled in red. The sidebar on the right is titled 'BENEFITS' and contains a 'Benefits WorkCenter' section with a refresh icon. Below this, there are three main categories: 'Benefits Administration' (with sub-items: Non-Payroll Job Data, Employee Profile Page, Benefits Document Upload, New Employment Instance, Update Dependent/Beneficiary, On-Demand Event Maintenance, Review BAS Activity, Health Benefits), 'Workforce Administration' (with sub-items: Modify a Person, Search by National ID), and 'Benefits Billing' (with sub-items: Enroll in Billing, Review Adjustment Summary, Review Employee Balances, Request Hold/Alternate Address, Review Payment Details). The 'Benefits eForm' and 'Non-Payroll Benefit eForm Home' options are circled in red.

Module	Sub-Module
Self Service	Self Service
General Information	General Information
Payroll	Payroll
Human Resources	Human Resources
Time and Labor	Time and Labor
Benefits	Benefits News
Benefits	Benefits Support Info
Benefits	Benefits WorkCenter
ELM	ELM
FSCM	FSCM
Training	Training

BENEFITS

Benefits WorkCenter

- Benefits Administration
 - Non-Payroll Job Data
 - Employee Profile Page
 - Benefits Document Upload
 - New Employment Instance
 - Update Dependent/Beneficiary
 - On-Demand Event Maintenance
 - Review BAS Activity
 - 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
- Hire eForm
 - Non-Payroll Hire eForm
- Benefits eForm
 - Non-Payroll Benefit eForm Home

eForm New Hire

Favorites ▾ Main Menu ▾ > HCM ▾ > Benefits ▾ > Hire eForm

TN Tennessee
State Government

Hire eForm



[Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



[View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

Click Add a Hire form

Personnel Search Action Form with SSN

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Enter Social Security Number (SSN) and Click Search

Personnel Search Action Form with no Result

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

Search Fields

Employee ID

Or

Social Security #

Your search returned no results.

Would you like to:

Click Add Person for Hire

Employee Identification Information Blank

NP Person Search

Enter Employee Identification Information

Please complete the fields below and then click the Start Hire button.

Add a Person for Hire

*First Name

*Social Security #:

Middle Name

*Date of Birth

*Last Name

Cancel

Start Hire

**SSN will automatically populate.
Complete all Fields with an Asterisk**

Employee Identification Information Complete

NP Person Search

Enter Employee Identification Information

Please complete the fields below and then click the Start Hire button.

Add a Person for Hire

*First Name	<input type="text" value="Mark"/>	*Social Security #:	<input type="text" value="875412396"/>
Middle Name	<input type="text" value="A"/>	*Date of Birth	<input type="text" value="04011979"/> 
*Last Name	<input type="text" value="Benefits"/>		

Click Start Hire

Hire eForm Step 1

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Personal Information

SSN XXXXX2396

Empl ID New

*First Name

Middle Name

*Last Name

*Date of Birth

*Gender

*Marital Status

Home Address and Phone

*Address Line 1

Address Line 2

*City *State *ZIP

*Telephone

*County

*Email

Complete all Fields with an Asterisk

Search

Message

Are you sure you want to Return to Search? Your changes will not be saved. (24746,17)

Select 'Yes' to leave the form.

Select 'No' to stay on the form in order to submit it or put it on hold.

Close

Message

Are you sure you want to close this form? Your changes will not be saved. (24746,1)

Select 'Yes' to leave the form.

Select 'No' to stay on the form in order to complete it or put it on hold.

Hire eForm Step 1 Complete

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Personal Information

SSN XXXXX2396

Empl ID New

*First Name

Middle Name

*Last Name

*Date of Birth

*Gender

*Marital Status

Home Address and Phone

*Address Line 1

Address Line 2

*City *State *ZIP

*Telephone

*County

*Email

Click Save & Next



Apartment numbers & PO Box numbers go on Line 1 with the street address

Address Message

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Message

The address entered could not be validated. (24646,10)

Please check the following website to ensure the accuracy of your address: www.usps.com/zip4 or contact your Human Resources Office.

Do you want to correct the address?

Yes

No

Personal Information

SSN XXXXX2396

*First Name Mark

Middle Name A

*Last Name Benefits

*Date of Birth 04/01/197

*Marital Status Married

Home Address and Phone

*Address Line 1 3722 Trenton Rd

Address Line 2

*City Clarksville

*State TN

*ZIP 37040

*Telephone 615/770-3833

*County Montgomery

*Email anywhere@tn.com

<< Previous

Save & Next >>

<< Search

Close

TN

**You may receive this message.
If you know the address is correct select No.
Select Yes if you need to make a correction.**

Hire eForm Step 2 “Job Data Information”

Create a Hire eForm

Employee Edison ID #

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 

Action HIR

*Reason

*Position Number 

Business Unit:

Department:

Location Code:

*Empl Class

*Vision Offered Yes No

Complete all Fields with an Asterisk

Submit

Close

Hire eForm Step 2 “Effective Date and Reason Code”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data	
*Effective Date	9/18/2018 
Action	HIR
*Reason	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">X-Benefits Employee HireX-Benefits Higher Educ EmplX-Benefits Offline Hire</div>
*Position Number	<input type="text"/> 
Business Unit:	
Department:	
Location Code:	
*Empl Class	<input type="text"/>
*Vision Offered	<input type="radio"/> Yes <input type="radio"/> No

Submit

Close

Effective Date – This is the hire date and not the effective date of coverage. If you have a probationary period (LG), hire your member in Edison the day after their probationary period has been satisfied.

Hire eForm Step 2 “Position Number”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 9/18/2018 

Action HIR

*Reason X-Benefits Employee Hire 

*Position Number 99000199 

Business Unit: LETEA

Loc Education Active Teacher

Department: 9051000000

Carroll County Bd Ed

Location Code: NP009

Carroll County

*Empl Class 

*Vision Offered Yes No

Business Unit, Department and Location Code will populate based on the position number

Submit

Close

Notice

Hire eForm Step 2 “Empl Class/Dental”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits Empl ID 00477936 eForm ID 251815

Job Data

*Effective Date 9/18/2018

Action HIR *Reason X-Benefits Employee Hire

*Position Number 99000199

Business Unit: LETEA Loc Education Active Teacher

Department: 9051000000 Carroll County Bd Ed

Location Code: NP009 Carroll County

*Empl Class [dropdown menu]

*Vision Offered TEA TEN No

Submit

Close



Select Empl Class/Dental
It is very important to select the correct options, as it populates the benefit options available to employees.

Hire eForm Step 2 “Vision”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 9/18/2018 

Action HIR *Reason X-Benefits Employee Hire 

*Position Number 99000199 

Business Unit: LETEA Loc Education Active Teacher

Department: 9051000000 Carroll County Bd Ed

Location Code: NP009 Carroll County

*Empl Class TEA 

*Vision Offered Yes No

Click Submit

Submit

Close

Enter Empl Class/Dental

It is very important to select the correct option, as it populates the benefit options available to employees.

Hire eForm Step 3 “Authorized”

Create a Hire eForm

Step 3 of 3: Form Finalized

Congratulations, you've done it!

Empl ID 00477936 Empl Rcd 0 eForm ID 251815

▼ Form Status

You have just AUTHORIZED this form.

No approvals required

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.

[Enroll in Benefits](#)

[Go To Worklist](#)

[View This Form](#)

[Close This Form](#)

Hire eForm Step 3 “Possible Messages”

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.



An Error was encountered! Your form has entered an In Error Status. This is most likely caused by a problem updating the main Peoplesoft tables with data from this form. You should contact a system administrator.



Form processing is currently paused. A system administrator has temporarily paused processing for this type of form. Once un-paused, your form should complete processing normally.

You will need to come back later to check the status of your form.



To continue to enroll the employees benefits, you must have received the message showing “Processing is Complete” and have the “Enroll in Benefits” button.

Hire eForm Step 3 “Authorized”

Create a Hire eForm

Step 3 of 3: Form Finalized

Congratulations, you've done it!

Empl ID 00477936 Empl Rcd 0 eForm ID 251815

▼ **Form Status**

You have just AUTHORIZED this form.

No approvals required

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.

[Go To Worklist](#)
[View This Form](#)
[Close This Form](#)

You have the option to let your employee enter their own benefits in Edison using the ESS.

Benefit Add Lookup Search

Benefits Add Lookup Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:
Empl Record:
Event Date:

Search

Clear

Basic Search



Save Search Criteria

Click Search

The Employee ID/Edison number automatically populates

Benefit eForm Step 1

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

▼ **Employee**

Name	Mark Benefits	eForm ID	251818
Empl ID	00477936	Empl Record	0

Employee has no entered dependents

[Add Dependent](#)

<< Previous Next >>

<< Search Close

**Click Add Dependent button if adding dependents,
if not, Click Next**

Benefit eForm Step 1 “Adding Dependents”

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Mark Benefits eForm ID 251818
Empl ID 00477936 Empl Record 0

New Dependent

Verification Needed New Entry

*First Middle *Last
*Relationship *SSN

Details

*Date of Birth *Gender
 Same Address as Employee
*Address 1
Address 2
*City *State *Zip
*County
 Same Phone as Employee
*Telephone

[Add Dependent](#)

<< Previous Next >>
<< Search Close

Notice

Notice

Notice

Complete all Fields with an Asterisk



Benefit eForm Step 1 “Adding Dependents”

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Mark Benefits eForm ID 251818
Empl ID 00477936 Empl Record 0

Mary Benefits

Verification Needed New Entry

*First Middle *Last

*Relationship *SSN

Details

*Date of Birth *Gender

Same Address as Employee

Address 1 3722 Trenton Rd

Address 2

City Clarksville State TN Zip 37040

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

[Add Dependent](#)

<< Previous Next >>
<< Search Close

- Legal Guardian
- Natural Child
- Spouse
- Step Child



**For additional dependents,
Click “Add Dependent”**

Notice

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Mary Benefits

Verification Needed

New Entry

*First Middle *Last

*Relationship *SSN

Details

*Date of Birth *Gender

Same Address as Employee

Address 1 3722 Trenton Rd

Address 2

City Clarksville State TN Zip 37040

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

Legal Guardian
Natural Child
Spouse
Step Child

Jamie Benefits

Verification Needed

New Entry

*First Middle *Last

*Relationship *SSN

Details

*Date of Birth *Gender

Same Address as Employee

Address 1 3722 Trenton Rd

Address 2

City Clarksville State TN Zip 37040

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

Click Next

[Add Dependent](#)

<< Previous

Next >>

<< Search

Close

TN

Create a Benefits eForm

Notice

Step 2 of 4: Benefits Enrollment

Choose the employee's benefits enrollment options.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Medical

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested

Dental

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested

Vision

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name
1	<input type="checkbox"/>	Mary Benefits
2	<input type="checkbox"/>	Jamie Benefits

*Coverage Requested

The Hold button is to be used when you are unable to complete Step 2 or Step 3

TN

Select covered participant and the coverage requested.

<< Previous

Next >>

Hold

Create a Benefits eForm

Step 2 of 4: Benefits Enrollment

Choose the employee's benefits enrollment options.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Medical

Waive Coverage

Coverage Begin Date 10/01/2018

Clear All

	Enroll	Name	Relationship
1	<input checked="" type="checkbox"/>	Mary Benefits	Spouse
2	<input checked="" type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested HealthSavings INS BCBS West :: Family

Dental

Waive Coverage

Coverage Begin Date 08/01/2016

Enroll All

	Enroll	Name	Relationship
1	<input checked="" type="checkbox"/>	Mary Benefits	Spouse
2	<input type="checkbox"/>	Jamie Benefits	Natural Child

*Coverage Requested Dental Preferred Provider :: Employee plus Spouse

Dental Preferred Provider :: Employee plus Spouse
Pre-Paid :: Employee plus Spouse

Vision

Waive Coverage

<< Previous

Next >>

Hold

Notice

Notice

Notice

Notice

Click Next

TN

Remember this employee hire effect date was 09/18/2018

Benefit eForm Step 3 “Adding Attachment”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits

eForm ID 251818

Empl ID 00477936

Empl Record 0

Add File Attachment

Click Add File Attachment

Form Messages

	Message Text	Description
<input type="checkbox"/>	 Attachments for Spouse Relationship Type	There is a new Spouse dependent who will need verification. Please attach both a marriage certificate and proof of joint ownership to this form before acknowledging this message and continuing.
<input type="checkbox"/>	 Attachments for Natural/Adopted Child Relationship Type	There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing.

Notice

Comments

Your Comment:

<< Previous

Submit

Hold

 Spell Check Your Comment (Alt+5)

Benefit eForm Step 3 “Attachment Added”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits

eForm ID 251821

Empl ID 00477936

Empl Record 0

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Enrollment ▾	rickk04170012016-08-09-19.46.45	 Delete (Alt+8)

Form Messages

		Message Text	Description
<input type="checkbox"/>		Attachments for Spouse Relationship Type	There is a new Spouse dependent who will need verification. Please attach both a marriage certificate and proof of joint ownership to this form before acknowledging this message and continuing.
<input type="checkbox"/>		Attachments for Natural/Adopted Child Relationship Type	There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there is an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing.

Comments

Your Comment:

 Spell Check Your Comment (Alt+5)



Benefit eForm Step 3 “Acknowledge Attachment”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits eForm ID 251821
Empl ID 00477936 Empl Record 0

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Enrollment ▾	rickk04170012016-08-09-19.46.45	Delete (Alt+8)
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Marriage Cert ▾	rickk04170012016-08-09-19.49.22	Delete (Alt+8)
3	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Birth Certific ▾	rickk04170012016-08-09-19.50.36	Delete (Alt+8)

Form Messages

	Message Text	Description	
<input checked="" type="checkbox"/>	Attachments for Spouse Relationship Type	There is a new Spouse dependent who will need verification. Please attach both a marriage certificate and proof of joint ownership to this form before acknowledging this message and continuing.	Additional Information
<input checked="" type="checkbox"/>	Attachments for Natural/Adopted Child Relationship Type	There is at least one Natural Child dependent who will need verification. Please attach their birth certificate to this form before acknowledging this message and continuing. If there an Adopted Child dependent who will need verification, please attach court documents or adoption papers to this form before acknowledging this message and continuing.	Additional Information

Comments

Your Comment:

Notice

Click Submit



Benefit eForm Step 3 “Submit Message”

Create a Benefits eForm

Step 3 of 4: Submit Benefits Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Employee

Name Mark Benefits **eForm ID** 251821

Empl ID 00477936 **Empl Record** 0

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Enrollment I ▼	rickk04170012016-08-09-19.46.45	Delete (Alt+8)
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Marriage Ce ▼	rickk04170012016-08-09-19.49.22	Delete (Alt+8)
3	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Birth Certific ▼	rickk04170012016-08-09-19.50.36	Delete (Alt+8)

Form Messages

	Message Text	Description
<input checked="" type="checkbox"/>	Attachments for Spouse Relationship Type	There is a new Spouse who will need verification. Please attach both a marriage certificate and proof of joint ownership before acknowledging this message and continuing.
<input checked="" type="checkbox"/>	Attachments for Natural/Adopted Child Relationship Type	There is at least one dependent who is a Natural or Adopted Child. Please attach the necessary documents for this form before acknowledging this message and continuing. Please attach the necessary documents or adoption records for this form before acknowledging this message and continuing.

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Comments

Your Comment:

Spell Check Your Comment (Alt+5)

Benefit eForm Step 4 “Finalized”

Create a Benefits eForm

Step 4 of 4: Form Finalized

Congratulations, you've done it!

▼ **Employee**

Name Mark Benefits eForm ID 251821
Empl ID 00477936 Empl Record 0

▼ **Form Status**

You have just SUBMITTED this form.

BASC WF

▼ G_FORM_ID=251821, EOAWTHREAD_ID=299912: Pending

BASC Approvals

Pending

Multiple Approvers
TN Ben Admin Service Center

 Pending

[Go To Worklist](#)
[View This Form](#)
[Return](#)
[Close This Form](#)



**If there are attachments it will go to a Pending Status.
If no attachments, it will go to a Complete status.**

eForm Rehire and Transfers

Favorites ▾ Main Menu ▾ > HCM ▾ > Benefits ▾ > Hire eForm

TN Tennessee
State Government

Hire eForm



[Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



[View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

Click Add a Hire form

Personnel Search Action Form with Employee ID

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Rehire or Transfer
Enter Employee ID/Edison Number or Social Security Number (SSN)
Click Search

Personnel Search Action Form with Results

NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Active Job Inactive Job *blank = No NP Job Record

Results Find < 1 of 1			
Empl ID	Empl Record	Job	Name
Member Edison ID #	0	<input checked="" type="checkbox"/>	Member Name

Click the ID Number

The Green Check means employee is still active in Edison. "You will still enter them in system"

The Yellow Check means employee is inactive in Edison.

Rehire or Transfer eForm Step 1

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251815

Personal Information

SSN XXXXX2396 Empl ID New

*First Name

Middle Name

*Last Name

*Date of Birth

*Gender ▼

*Marital Status ▼

Home Address and Phone

*Address Line 1

Address Line 2

*City *State *ZIP

*Telephone

*County

*Email

Click Save & Next

Update any information needing to be updated.

Hire eForm Step 2 “Job Data Information”

Create a Hire eForm

Employee Edison ID #

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Mark A Benefits

Empl ID 00477936

eForm ID 251815

Job Data

*Effective Date 

Action HIR

*Reason

*Position Number 

Business Unit:

Department:

Location Code:

*Empl Class

*Vision Offered Yes No

Complete all Fields with an Asterisk

Submit

Close

Rehire or Transfer eForm Step 2

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Joe D Benefits Empl ID 00477936 eForm ID 251826

Job Data			
*Effective Date	10/1/2018		
*Action	REH	*Reason	X-Benefits Higher Educ Rehire
*Position Number	99000015	*Comp Rate	0.000000
Business Unit:	HETBR	Tennessee Board of Regents	
Department:	9000200000	Austin P St Un	
Location Code:	NP063	Montgomery County	
*Empl Class			
*Vision Offered	<input type="radio"/> Yes <input type="radio"/> No		

Notice

X-Benefits Employee Rehire
X-Benefits Higher Educ Rehire

Notice

TN

All TBR, STOLA, and ASD agency are required to enter the employees Annual Comp Rate

Rehire or Transfer eForm Step 2 “Complete”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Joe D Benefits

Empl ID 00477936

eForm ID 251826

Job Data

*Effective Date

10/1/2018

Action

REH

*Reason

X-Benefits Higher Educ Rehire

*Position Number

99000015

*Comp Rate

Notice

Business Unit:

HETBR

Tennessee Board of Regents

Department:

9000200000

Austin P St Un

Location Code:

NP063

Montgomery County

*Empl Class

TBR

*Vision Offered

Yes

No

Click Submit

Submit

Close

Rehire or Transfer eForm Step 1

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 251826

Personal Information

SSN XXXXX9369

Empl ID 00477936

*First Name

Middle Name

*Last Name

*Date of Birth 

*Gender

*Marital Status

Home Address and Phone

*Address Line 1

Address Line 2

*City *State  *ZIP

*Telephone

*County 

*Email

Click Save & Next



<< Previous Save & Next >>
<< Search Close

Rehire or Transfer eForm Step 2 “Message”

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name Joe D Benefits Empl ID 00477936 eForm ID 251826

Job Data

*Effective Date	10/1/2018 <input type="text"/>		
Action	REH	*Reason	X-Ben
*Position Number	99000015 <input type="text"/>	*Comp Rate	<input type="text"/>
Business Unit:	HETBR	Tennessee Board	
Department:	9000200000	Austin P St Un	
Location Code:	NP063	Montgomery County	
*Empl Class	TBR <input type="text"/>		
*Vision Offered	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Rehire or Transfer eForm Step 3 “Finalized”

Create a Hire eForm

Step 3 of 3: Form Finalized

Congratulations, you've done it!

Empl 00477936 Empl Rcd 0 eForm ID 251826

▼ Form Status

You have just AUTHORIZED this form.

No approvals required

Processing is complete. The system has been updated.

Click the button below to enroll the employee in benefits.

[Go To Worklist](#)
[View This Form](#)
[Close This Form](#)

Benefit Add Lookup Search

Benefits Add Lookup Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

Empl Record:

Event Date:

Search

Clear

Basic Search



Save Search Criteria

Click Search

Benefit eForm Step 1

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents. **Notice there is no "Verification Needed"**

Employee

Name Joe Benefits eForm ID 251829

Empl ID 00477936 Empl Record 0

Sue Benefits

Update this Dependent

Relationship Spouse SSN 896757524

Details

[Add Dependent](#)

<< Previous Next >>

<< Search Close

**Check inside the block "Update this Dependent" to update information.
Click Add Dependent if you need to add additional dependents.**

Benefit eForm Step 1 “Updating”

Create a Benefits eForm

Step 1 of 4: Dependent Enrollment

Enroll the employee's dependents.

▼ Employee

Name Joe Benefits eForm ID 251829
Empl ID 00477936 Empl Record 0

Sue Benefits

Update this Dependent

*First Sue Middle *Last Benefits

*Relationship Spouse *SSN 896757524

▼ Details

*Date of Birth 04/05/1979 *Gender Female

Same Address as Employee

Address 1 123 Main Street

Address 2

City Clarksville State TN Zip 37042

County Montgomery

Same Phone as Employee

Telephone 615/770-3833

[Add Dependent](#)

<< Previous Next >>
<< Search Close

Click next and complete as you would in a new hire situation

Update any information that needs to be updated.

Additional Hire eForm Comments

Hire eForm



[Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



[View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

Any changes for a submitted Hire eForm will require a Corrections & Clarification Form, Enrollment Change Application, or Zendesk ticket explaining the correction.

To check the status of a Hire eForm click the “ View a Hire form” button.

You will receive emails from Edison updating you on the status of the Hire eForm.

Additional Benefit eForm Comments

Benefit eForm



[Create a Benefit Enrollment eForm](#)

Use this link to start a Benefit Enrollment eForm.



[Evaluate a Benefit Enrollment eForm](#)

Use this link to approve, deny, or recycle a form that has been routed to you for evaluation.



[Update a Benefit Enrollment eForm](#)

Use this link to adjust-and-resubmit or withdraw a form that you initiated before it gets through final approval.



[View a Benefit Enrollment eForm](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

To create a Benefit eForm click the “Create a Benefits Enrollment eForm” button.

If you placed a Benefits eForm on Hold click the “Update a Benefit Enrollment eForm” button.

To check the status of a Benefit eForm click the “View a Benefit Enrollment eForm” button.

You will receive emails from Edison updating you on the status of the Benefits eForm.

Reminders

Please only submit one Benefit eForm per employee. We see multiple forms being entered for the same people, which causes the forms to error.

If a form is entered, but not yet approved, it can be changed under the update option.

Once the eBenefit form is submitted and approved, any changes will have to be made by an enrollment change application even if they are still within their eligibility period.

If there is a newborn without a SSN yet that needs to be added, you will need to enter it as 999999999.

When you are rehiring an employee with dependents, once you select enroll Benefits at the end of Step 3 or create a Benefit eForm on Step 1 of the Create A Benefit eForm, it will show you their previous dependents. There is no “Verification Needed” showing.

Dependent verification will be required for any dependents added back to coverage more than ninety (90) days after the employee’s termination.



**For Questions Contact:
Benefits Administration**



800.253.9981 or 615.741.3590

**Monday – Friday, 8a - 4:30p CT or create a
Zendesk Ticket**