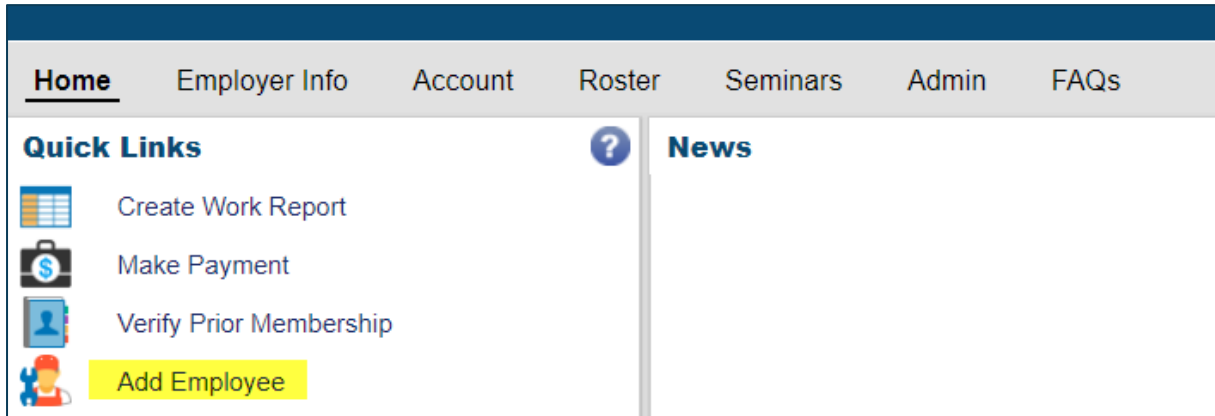




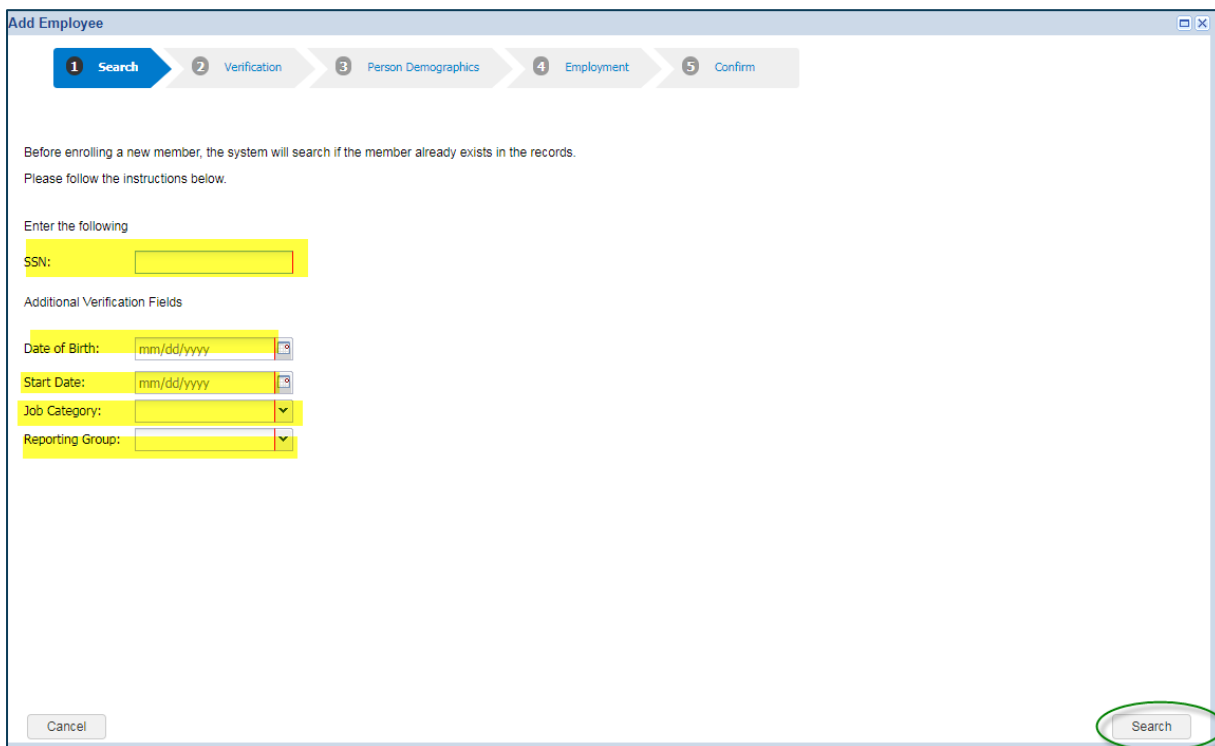
Quick Reference Guide Enroll a New Member

Purpose: The purpose of this function is to allow you to determine if a new employee has previously been a member of APERS and to enroll the employee in the system.

Step 1: At the Home screen under Quick Links, click the Add Employee link.



Step 2: The Add Employee wizard opens. At the Search step, enter the requested fields and click the Search button. (All required fields have a red line to the right of the box).



Step 3: At the Verification step of the wizard, review the results to determine if the employee has ever been or is currently a member of the system and click the New Member button.

The screenshot shows the 'Add Employee' wizard at the 'Verification' step. The progress bar at the top indicates the current step is 'Verification', with 'Search', 'Person Demographics', 'Employment', and 'Confirm' as subsequent steps. The form displays the following information:

- SSN: 452522525
- Date of Birth: 05/03/1963
- Start Date: 11/01/2018
- Job Category: Regular
- Reporting Group: 10594-1 CITY OF BRADFORD

Below the form, a message states: "The member does not exist in our records. This person is eligible to join APERS if he/she meets the minimum eligibility requirements of working at least 80 hours a month for 90 consecutive days." At the bottom right, the 'New Member' button is circled in green.

Step 4: At the Person Demographics step of the wizard, update or add demographic information and click the Next button.

The screenshot shows the 'Add Employee' wizard at the 'Person Demographics' step. The progress bar at the top indicates the current step is 'Person Demographics', with 'Search', 'Verification', 'Employment', and 'Confirm' as subsequent steps. The form displays the following information:

- SSN: 452-52-2525
- Marital Status: Single
- Divorce Date: mm/dd/yyyy
- Marriage Date: mm/dd/yyyy
- APERS Status: [Dropdown]
- ASPRS Status: [Dropdown]
- AJRS Status: [Dropdown]
- ADJRS Status: [Dropdown]
- Date of Death: mm/dd/yyyy
- Mailing: 4525 South Same BEEDEVILLE AR 72014
- APERS ID: [Text]
- Prefix: [Dropdown]
- First Name: Paul
- Middle Name: [Text]
- Last Name: Test
- Suffix: [Dropdown]
- Date of Birth: 05/03/1963
- Gender: Male
- Primary Phone: [Text] Ext: [Text]
- Secondary Phone: [Text]
- Primary Email: [Text]

At the bottom right, the 'Next' button is circled in green.

Step 5: At the Employment step of the wizard, verify and update employment information and click the Next button.

The screenshot shows the 'Add Employee' wizard at the 'Employment' step. The progress bar at the top indicates the current step is 'Employment' (4), with previous steps 'Search' (1), 'Verification' (2), and 'Person Demographics' (3) completed, and 'Confirm' (5) next. The form displays the following information:

First Name:	Paul	Last Name:	Test	SSN:	452-52-2525	Birth Date:	05/03/1963
Job Category:	Regular	Reporting Group:	10594-1 CITY OF BRADFORD	Employer Type:	APERS Municipality	Plan:	Contributory (Post 7/1/05)
Status:	Active	Start Date:	11/01/2018	Stop Date:	mm/dd/yyyy		
Ineligible Reason:							

At the bottom right, the 'Next' button is circled in green, indicating the action to be taken.

Step 6: At the Confirm step of the wizard, verify that the information is correct and click the Confirm button. All done.

The screenshot shows the 'Add Employee' wizard at the 'Confirm' step. The progress bar at the top indicates the current step is 'Confirm' (5), with previous steps 'Search' (1), 'Verification' (2), 'Person Demographics' (3), and 'Employment' (4) completed. The form displays the following information:

Individual Information		Employment Information	
SSN:	452522525	Reporting Group:	10594-1 CITY OF BRADFORD
Marital Status:	Single	Employer Type:	APERS Municipality
First Name:	Paul	Job Category:	Regular
Last Name:	Test	Plan:	Contributory (Post 7/1/05)
Date of Birth:	05/03/1963	Status:	Active
Gender:	Male	Start Date:	11/01/2018
Mailing:	4525 South Same BEEDEVILLE AR 72014		

At the bottom right, the 'Confirm' button is circled in green, indicating the action to be taken.