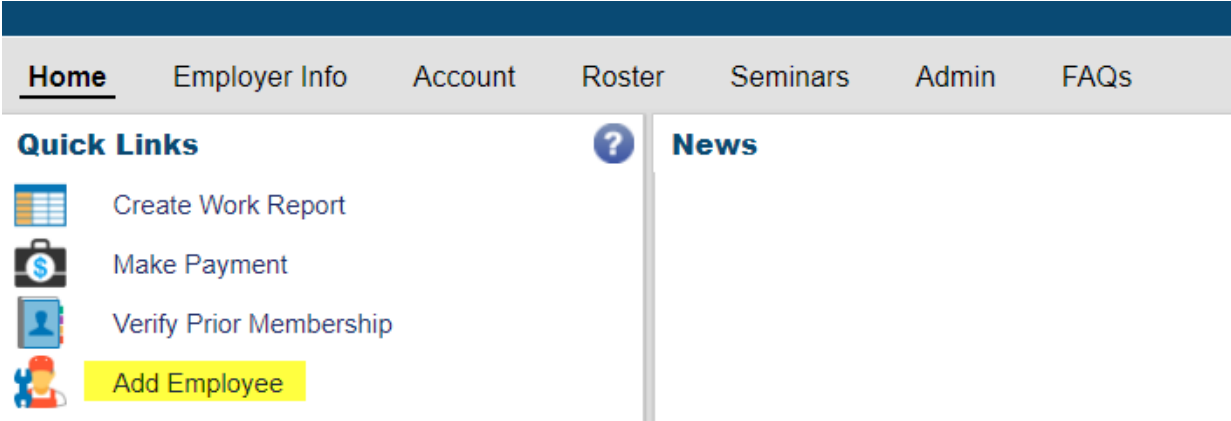




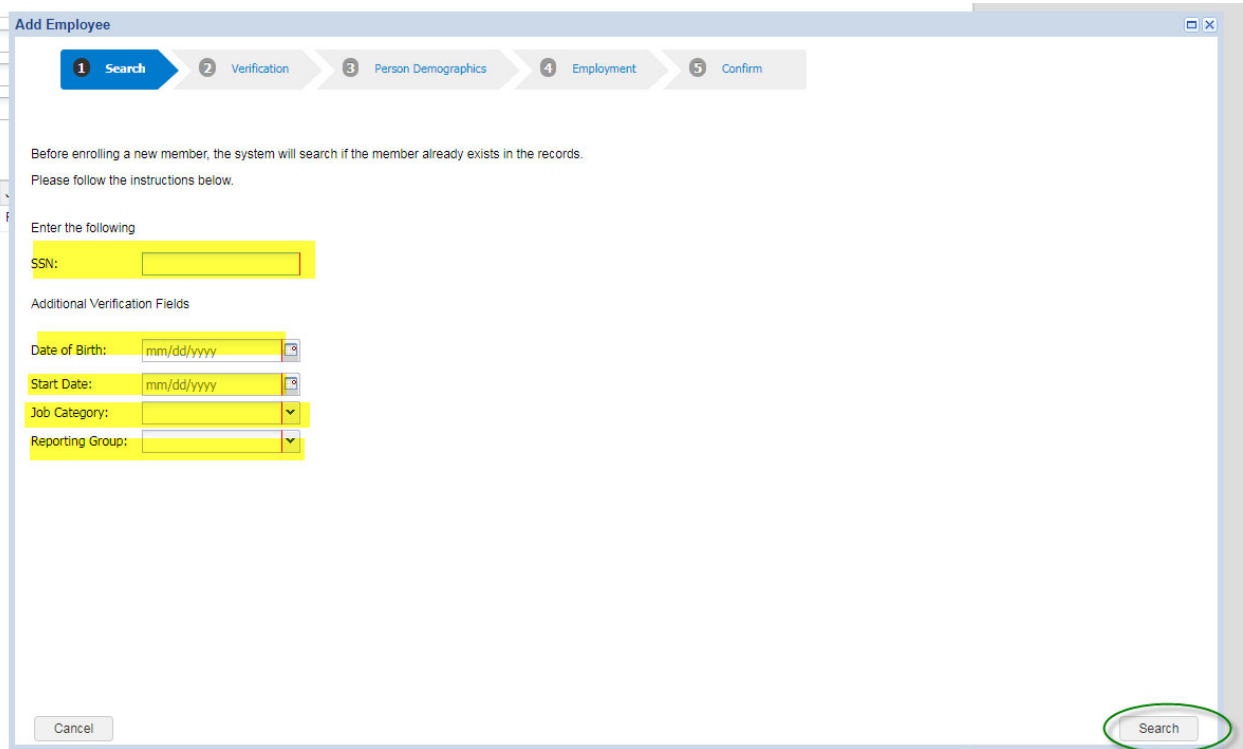
Quick Reference Guide Exclude a New Employee

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 exclude the employee from membership 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 main content area 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 this information, 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 main content area displays the following demographic 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, enter Ineligible in the Status field, select a reason in the Ineligible Reason field, and select Not Applicable in the Plan field. Click the Next button.

Add Employee

1 Search 2 Verification 3 Person Demographics 4 **Employment** 5 Confirm

First Name: Sam Last Name: Smith SSN: 555-55-5555 Birth Date: 05/01/1960

Reporting Group: 10594-1 CITY OF BRADFORD

Job Category: Regular

Status: Ineligible

Ineligible Reason: Not Hired to Work 90 Consecutive Calend

Plan: Not Applicable

Start Date: Not Applicable

Stop Date: mm/dd/yyyy

Step 6: At the Confirm step of the wizard, select the Confirm button. All done.

Add Employee

1 Search 2 Verification 3 Person Demographics 4 Employment 5 **Confirm**

Individual Information		Employment Information	
SSN:	555555555	Reporting Group:	10594-1 CITY OF BRADFORD
Marital Status:	Single	Employer Type:	APERS Municipality
First Name:	Sam	Job Category:	Regular
Last Name:	Smith	Plan:	Not Applicable
Date of Birth:	05/01/1960	Status:	Ineligible
Gender:	Male	Start Date:	05/01/2018
Mailing:	450 South Main BEEDEVILLE AR 72014	Ineligible Reason:	Not Hired to Work 90 Consecutive Calendar Days