

Welcome to Reinstating a Rehired Employee on the WEBT Online Portal System!

This guide will walk you through the steps necessary to reinstate a rehired employee that is returning to employment after a break in service.

To begin, please log into the WEBT Online Portal:

Welcome to Your WEBT Benefit Plans Portal

Username

elaine1.m1.anderson1@willistowerswatson.com

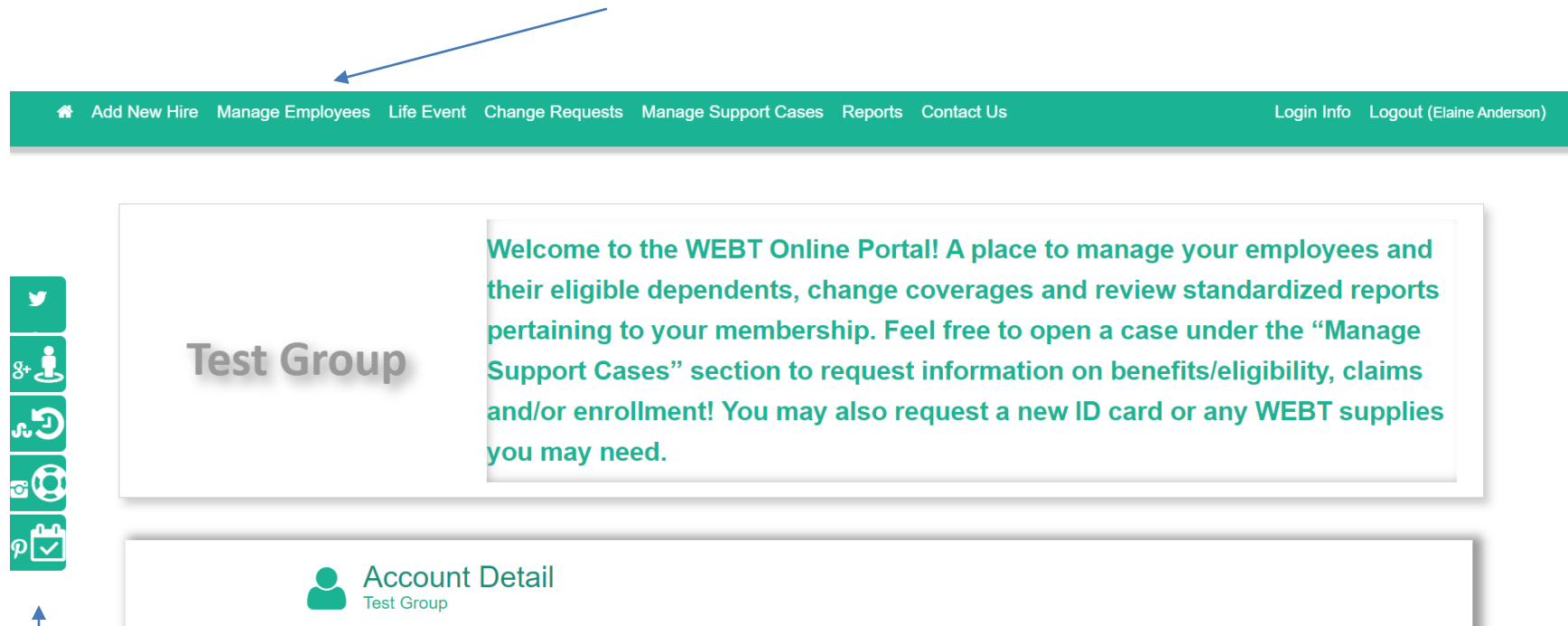
Password

.....

Login

[Forgot Your Password?](#)

Once you log into the portal, you will utilize the Manage Employees link to begin.



Home Add New Hire Manage Employees Life Event Change Requests Manage Support Cases Reports Contact Us Login Info Logout (Elaine Anderson)

Test Group

Welcome to the WEBT Online Portal! A place to manage your employees and their eligible dependents, change coverages and review standardized reports pertaining to your membership. Feel free to open a case under the “Manage Support Cases” section to request information on benefits/eligibility, claims and/or enrollment! You may also request a new ID card or any WEBT supplies you may need.

Account Detail
Test Group

Please Note: You may also choose to utilize the icons that run down the left-hand side of the page to navigate your way through the online portal.

Please enter the name of the employee you are wishing to reinstate and hit the search button.



Manage Employees

Employee Search

Search For

 Search

Number of records

5

	Member Name	Type	SSN	Birthdate	Enrollee Status	Action
+	Anderson, Robyn	Subscriber	xxx-xx-4444	11/3/1962	Terminated	View Edit

Please click the view button on the employee you are wanting to reinstate. This will redirect you to the Employee Detail screen where you may reinstate the employee.

Once you land on the Employee Detail screen, please click the Re Hire button.

 **Employee Detail**
Robyn Anderson

[Back](#)



[Edit](#) [Re Hire](#) [ID Card](#)

Personal Information

Member Name	Robyn Anderson	Middle Initial	
Age	58	SSN	xxx-xx-4444
Date Of Birth	11/3/1962	Gender	Male
Email	robyn58@yahoodle.com	Phone	3074445566
Username		Enrollee Status	Terminated

This will redirect you to the to the Employee Edit Screen.

Once you land on the Employee Edit screen page, please review the historical information pertaining to your rehired employee, including the Employee Information,



[Back](#)

[Save and Send Enrollment Link](#) [Save and Add Benefits](#) [Cancel](#)

Employee Information

First Name

Robyn

Middle Initial

Enter Middle Initial Name

Date Of Birth (MM/DD/YYYY)

11/3/1962

Email

robyn58@yahoodle.com

User Name

robyn58@yahoodle.com

Last Name

Anderson

SSN Number Please enter numbers only

666554444

Gender

Male

Phone

3074445566

the Address Details,

Address Details

Mailing Street 1 (Street # and Street Name)

5139 Jackson Lane

Mailing Street 2 (Apt#, Lot#, etc)

Enter Mailing Street

Mailing City

Andersonville

Mailing State

WY

Mailing Zip

84981

and the Employment Information.

Employment Information

Employee Number

Enter Employee Number

Employer Contribution

Yes

Hire Date (MM/DD/YYYY)

12/22/2020

Payroll Frequency

--None--

FTE Please enter numeric value of 1 or less

1.00

Benefit Start Date (MM/DD/YYYY)

Enter Benefit Start Date

Annual Salary

Enter Annual Salary

Once you have confirmed the information and updated the Hire Date and the Benefit Start Date,

The screenshot shows a form titled "Employment Information" with the following fields:

- Employee Number:** A text input field with the placeholder "Enter Employee Number".
- Hire Date (MM/DD/YYYY):** A text input field containing "12/22/2020".
- FTE:** A text input field containing "1.00". A red note above it says "Please enter numeric value of 1 or less".
- Annual Salary:** A text input field with the placeholder "Enter Annual Salary".
- Employer Contribution:** A dropdown menu with "Yes" selected.
- Payroll Frequency:** A dropdown menu with "--None--" selected.
- Benefit Start Date (MM/DD/YYYY):** A text input field with the placeholder "Enter Benefit Start Date".

Blue arrows point from the text above to the Hire Date and Benefit Start Date fields.

[Save and Send Enrollment Link](#) [Save and Add Benefits](#) [Cancel](#)

you may click "Save and Add Benefits" to enter their benefit elections, just as you would a new hire.

If you prefer, you may click "Save and Send Enrollment Link" to have an email sent to your rehired employee to have them enter their own benefit elections for your review and final approval. Note: You do not need to add dependents if you utilize this link, the employee will complete this during their enrollment process.

At any time, before or after completing your request, you may utilize the home button at the top of your screen to return to your Employer Group Page.



[Add New Hire](#) [Manage Employees](#) [Life Event](#) [Change Requests](#) [Manage Support Cases](#) [Reports](#) [Contact Us](#)

Please feel free to contact your Account Manager via email or contact the WEBT/Willis Towers Watson office at (307) 634-5566 should you need assistance with your employer portal site.