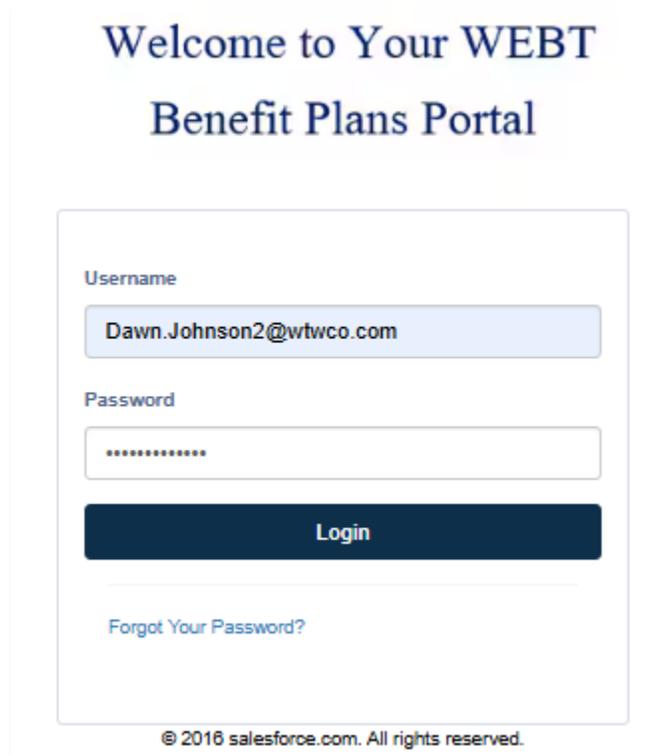


Welcome to Reinstating a Rehired Employee on the WEBT Online Portal System!

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

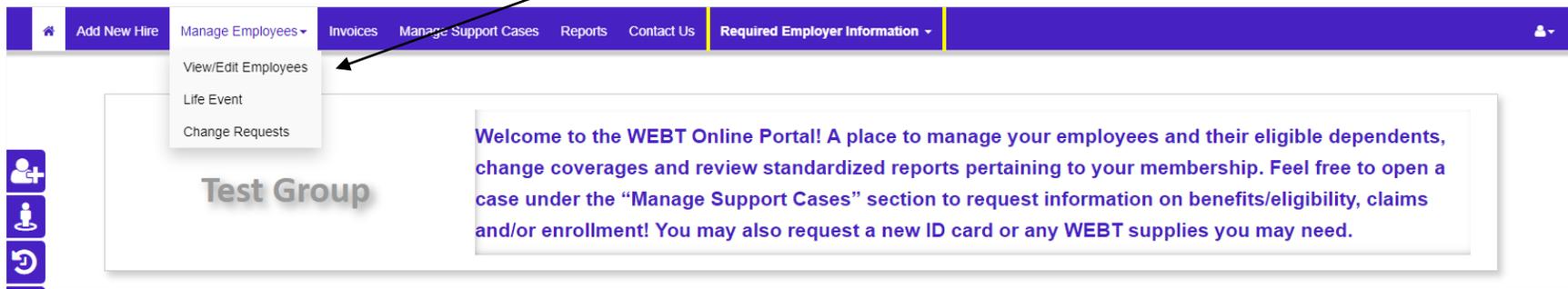
To begin, please log into the WEBT Online Portal:



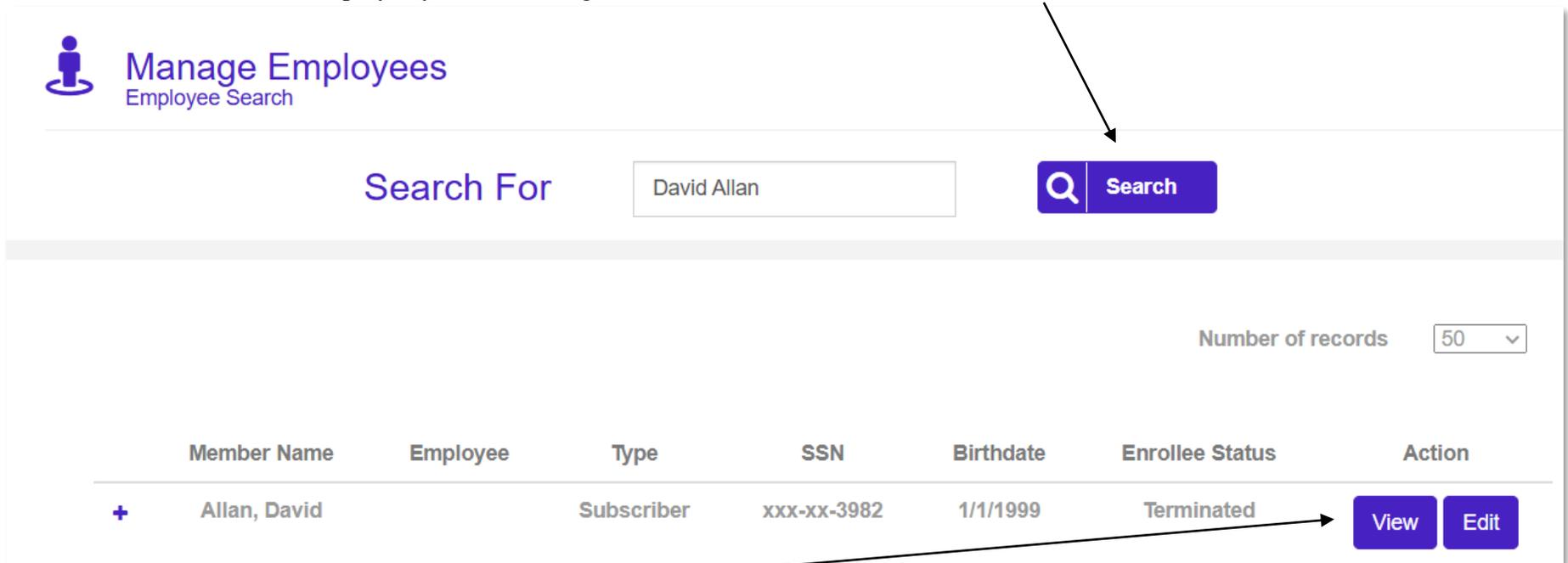
The screenshot shows a login page for the WEBT Benefit Plans Portal. The title is "Welcome to Your WEBT Benefit Plans Portal". Below the title is a login form with the following elements:

- Username:** A text input field containing the email address "Dawn.Johnson2@wtwco.com".
- Password:** A text input field with masked characters represented by dots.
- Login:** A dark blue button with the text "Login".
- Forgot Your Password?:** A link below the password field.
- Footer:** Copyright notice: "© 2016 salesforce.com. All rights reserved."

Begin by clicking on Manage Employees and then Click on View/Edit Employees:



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



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.

David Allan

Employee Detail
David Allan

Back

Edit Re Hire ID Card Drop Dependent(s) Coverage Change/Drop Coverage(s) Termination Summary

Personal Information

Member Name	David Allan	Middle Initial
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You will need to select the reason for reinstating the employee by clicking on the selection in the drop-down menu and selecting next.

David Allan

Employee Detail
David Allan

Back

Edit Re Hire ID Card Drop Dependent(s) Coverage Change/Drop Coverage(s) Termination Summary

Please select the reason for reinstating employee.

----None----

----None----

Employee has been re-hired

Employee is newly eligible due to PPACA look-back period

Next

Once you land on the Employee Edit screen page, please review the historical demographic information pertaining to your rehired employee and update if necessary.

 **Employee Edit**
David Allan [Back](#)

Employee Information

First Name <input type="text" value="David"/>	Last Name <input type="text" value="Allan"/>
Middle Initial <input type="text" value="Enter Middle Initial Name"/>	SSN Number <small>Please enter numbers only</small> <input type="text" value="891273982"/>
Date Of Birth <small>(MM/DD/YYYY)</small> <input type="text" value="1/1/1999"/>	Gender <input type="text" value="Male"/>

Address Details

Mailing Street 1 <small>(Street # and Street Name)</small> <input type="text" value="123 Main"/>	Mailing Street 2 <small>(Apt#, Lot#, etc)</small> <input type="text" value="Enter Mailing Street"/>
Mailing City <input type="text" value="Cheyenne"/>	Mailing State <input type="text" value="WY"/>
Mailing Zip <input type="text" value="21212"/>	

Once you have confirmed the demographic information, make sure you update the Hire Date and the Benefit Start Date.

The screenshot shows a form titled "Employment Information" with a purple header. The form contains several input fields and dropdown menus. Two black arrows point to the "Hire Date" and "Benefit Start Date" fields. The "Hire Date" field contains "10/01/2024" and is labeled "(MM/DD/YYYY)". The "Benefit Start Date" field contains "11/01/2024" and is also labeled "(MM/DD/YYYY)". Other fields include "Employee Number" (05022), "Employer Contribution" (Yes), "Payroll Frequency" (Semi-Monthly), "FTE" (1), and "Annual Salary" (Enter Annual Salary). At the bottom, there are three buttons: "Save and Send Enrollment Link", "Save and Add Benefits", and "Cancel".

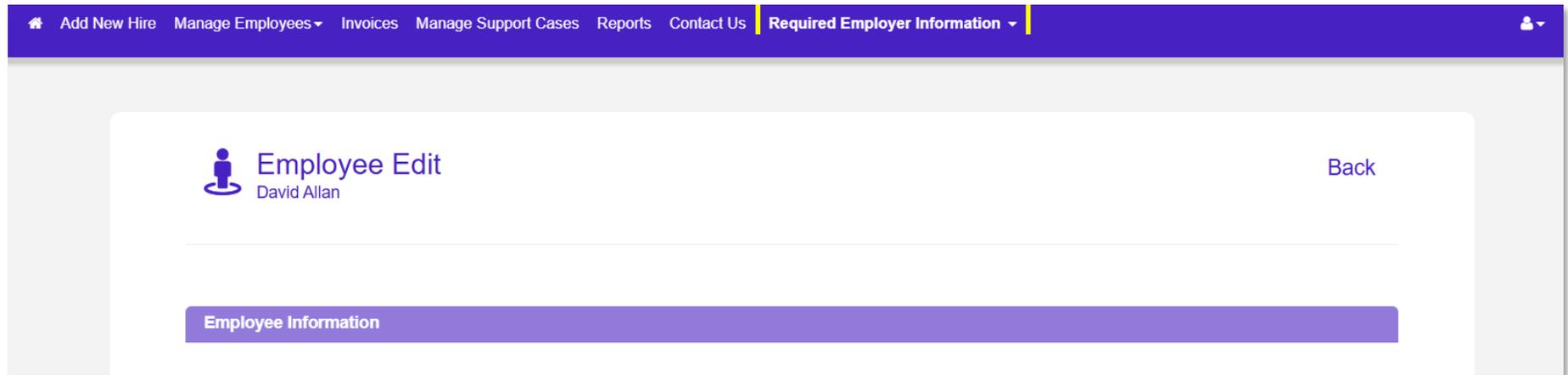
Employment Information	
Employee Number	05022
Hire Date (MM/DD/YYYY)	10/01/2024
FTE Please enter numeric value of 1 or less	1
Annual Salary	Enter Annual Salary
Employer Contribution	Yes
Payroll Frequency	Semi-Monthly
Benefit Start Date (MM/DD/YYYY)	11/01/2024

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

Then select "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.



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.