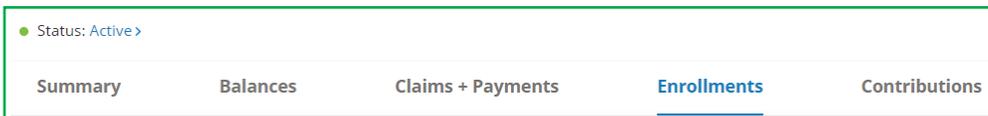# Guide to Updating Employee Election Amounts

STATUS & ELECTION CHANGES

If an employee has a change in status, they are able to elect a new amount for their account. Qualifying changes in status include leave of absence, termination, name change, retirement, new hires, marriage, divorce, day care rate change and death. These status changes can be updated via your employer online account. The key-in method should only be used when the member is not successfully passing on the file.

Step 1: Log in to LEAP and choose Benefits Administration. Select the employee who needs an election update.

Step 2: Under that employee's tab, select the "Enrollments" tab.

● Status: Active >

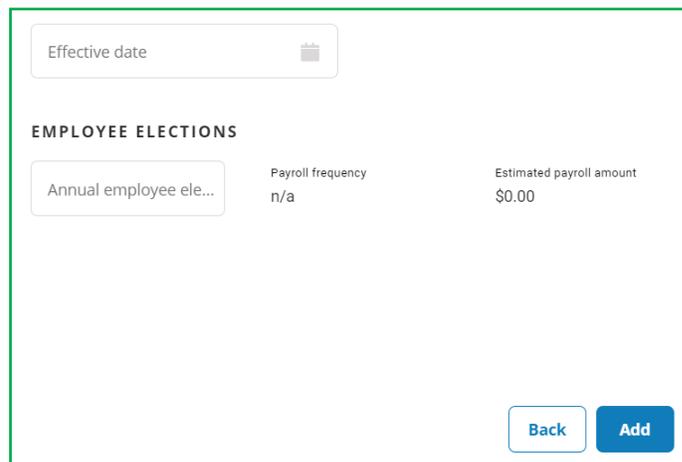| Summary	Balances	Claims + Payments	Enrollments	Contributions

Step 3: Click on the enrollment that needs to be updated and click edit enrollment.

Step 4: An "Update Enrollment" pop-up box will appear asking you if you want to make enrollment edits or add a new election due to a qualifying event. Select the update type and click Next.

Step 5: In the "Effective Date" field, enter the date in which you would like the new enrollment amount to start taking place.

Step 6: In the "Election" field, enter the new desired annual election.

Step 7: Click on the "Add" button when you are finished to save your changes.

Effective date

EMPLOYEE ELECTIONS

	Payroll frequency	Estimated payroll amount
Annual employee ele...	n/a	$0.00

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