

STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION



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To: Human Resources Personnel
From: Health Care and Benefits Division
Subject: 2012 Electronic Benefits Enrollment

Last year during annual change, the Health Care and Benefits Division (HCBD) implemented an electronic benefit enrollment process. Due to the cost and time savings, HCBD has decided to continue the paperless process again this year. If you feel your agency has a special need or situation that may impact your employee's ability to enroll electronically in their benefits, please contact HCBD for assistance.

Employee SABHRS Self-Service Access

Employee Account Maintenance

Last summer, you may recall being involved in the Client Access License (CAL) process to assign certain employees a special account to give them access to SABHRS Self-Service. The account assignment process gave the users an ID that consisted of HR plus the employee's six digit employee ID (i.e. HR123456). The employees assigned this account were employees who do not typically access most of the SABHRS Self-Service functions.

As a result, these employees may have difficulty with their account when they try to log in to SABHRS Self-Service for annual change. To prevent delays in their ability to enroll in their 2012 benefits, HCBD will be mailing a letter to the employees this may impact and recommending they contact their network administrator with user account issues. If the employee does not know who to contact, we are recommending they contact their Human Resource personnel for further direction. Please be prepared to let employees know how to resolve their issues with their SABHRS Self-Service application account.

Additionally, you may choose to contact these potentially affected employees directly in case they disregard the letter from HCBD. For your convenience, directions for assigning an account are on the next page. Thank you for your assistance preparing for annual change.

New Employee Account Assignment

Initial steps for HR & ASO Staff:

1. There is a query available to identify employees that currently do not have SABHRS HR access. Run the MT_ACTIVE_EMPL_NO_SABHRS_LOGIN to assist you with this task. The list may include employees who already have a C# but no SABHRS access. **Don't issue an HR# to an employee who already has a C# or U#**- just request the SABHRS Access outlined in Step 3 below.
2. Consider excluding those employees who are NOT eligible for Benefits, unless you want them to have access to Time Entry.
3. Once you have identified those employees eligible for benefits, contact your Agency Help Desk or your Network Administrator. Instead of a C# (or U#), the network administrator will use the employee ID number to assign a special account consisting of 'HR' followed by employee ID number (HRxxxxxx). For billing purposes these licenses will use Code #2 for 'HR Self Service Users' as reflected here:
<https://mine.mt.gov/it/pro/win2kadmin/BillingCategories.mcp.x>.
4. Once the HRxxxxxx user ID is active, the **supervisor or Agency Security Officer** will need to request the HR User role (for Payroll, Personal Data, and Benefits information) via the Agency Security pages.

Once the HR ID and the appropriate HR roles have been set up, the Employee needs to complete the following steps:

1. Log in to MINE (Montana Information Network for Employees) with the temporary password created, and immediately change the password using the pagelet available below the Mine Menu. Passwords will expire after 65 days and must be at least six (6) characters long and alpha-numeric.
2. Next, it is VERY important for users to review their personal data and update or add a **personal email address**. This will ensure employees receive their Benefits Confirmation statements electronically, as they will not be mailed. It is also guarantees users will receive crucial communications during the Annual Change process.