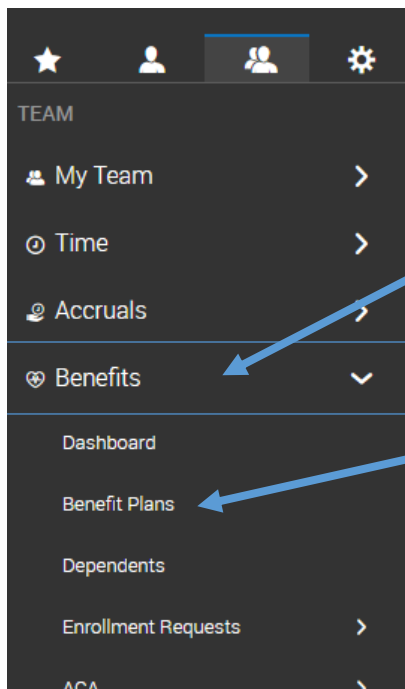


CENTRALLY HR (CHR) Override Benefits Enrollment premium

How to override health premium deduction amount.

**Use this guide if changing premium deduction over a period of time. For example August to December, to make up for missed payments in the off / summer months.*

Login to CHR and go to My Team.



1. Go to Benefits.

2. Click on Benefit Plans.

← Employee Benefit Plans

ADD NEW VIEW EDIT DELETE

Page 1 of 1 1 - 1 of 1 Rows Saved: [System] Columns (2) (2)

Employee Id	First Name	Last Name	Employee EIN	Employee Status	Benefit Type	Benefit Plan Name
1801			Blessed Sacrament EDP/Parish/...	Active	Medical	General Valuecare Network (PVC)

3. Type employee first or last name.

4. Click on Employee Information.

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5. Go to the HR tab.

The screenshot shows the 'Employee Profile' page. At the top, there is a navigation bar with 'Main', 'Payroll', 'HR', 'Schedules', 'ACA', and 'Edit Tabs'. The 'HR' tab is highlighted. Below the navigation bar, there is a 'Benefit Profile Enrollment Override' section with fields for 'Profile', 'Start Date', and 'End Date'. A left sidebar contains 'JUMP TO' links for 'Benefit Profile Enrollment Override', 'All Forms', 'Benefit Plans', and 'HR Custom Fields'. The 'HR' tab is selected in the top navigation bar.

6. Click on Benefit Plans.

The screenshot shows the 'Benefit Plans' section. The left sidebar has 'Benefit Plans' highlighted. The main content area shows a table with columns: Plan Name, Coverage Level, Deduction Effective From, Deduction Effective To, Coverage Effective From, and Coverage Effective To. The first row is 'General Valuecare Network (PVC)'. There are 'ENROLLED' and 'WAIVED' buttons at the top. A blue arrow points from the 'Benefit Plans' link in the sidebar to the 'Benefit Plans' section header.

7. Click on Plan Name

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8. Scroll down the page to Employee Deductions.

Deduction Name	Deduction Effective From	Deduction Effective To
Health Insurance 125	01/15/2020	08/31/2020
Health Insurance 125	09/01/2020	12/31/9999

9. Go to Current employee's health deduction name.

← Scheduled Deduction

SAVE ADD NEW

Deduction: Health Insurance 125

JUMP TO

- Scheduled Deduction
- Settings
- Arrearage Settings
- Cost Center Defaults
- Goal
- Processing Values
- Adjustments

Settings

Benefit Plan: General Valuecare Network (PVC) Coverage Level: Family

Employee

Overwrite Amount

Amount: \$ 825.00

Frequency: Every Scheduled Pay Block Last (3rd or 5th)

Employer

Overwrite Amount

Amount: \$ 750.00

Frequency: Every Scheduled Pay Block Last (3rd or 5th)

10. Under Settings, check the box for Override Amount. Change to the desired amount. This will change the deduction moving forward.

11. Click Save.