



WecareWorks



Welcome to WeCare Benefit Administration

Case ID

W148

User ID

Enroll Now

The second section of the WeCare System is the **Benefit Administration Module**. This module allows you to administer benefits, produce reports, and manage data.

The screenshot displays the WeCareWorks Administration Portal for Crown Company. The interface includes a top navigation bar with tabs for Employee Management, Reports and Extracts, Data Management, and Administrative Functions. The main content area is divided into sections for Employee Administration (Find Employee and Add Employee), System Message, and a summary of company statistics. A sidebar on the right contains a Healthcare HSA section with a Deductions Total of \$0.00, navigation buttons (Back, 2 of 10, Next), and links for Learn More and User Guide. A photo of a smiling man is also visible in the sidebar. The footer contains copyright information for WeCare.

WecareWorks Administration Portal
Crown Company • Case ID: W147

HOME | LOGOUT

Employee Management | Reports and Extracts | Data Management | Administrative Functions

Employee Administration

Find Employee
Search (Name, Employee ID or SSN)
 Find Employee

Add Employee
Click here to add an employee
Add Employee

System Message:

Company: ALL

- Logged In As: wecare
- Access Level: Administrator
- Enrollment Dates: 4/14/2015 - 5/14/2015
- Date of last posting: 5/22/2013
- Total Employees: 252
- Employee Accessed: 0
- Admin Accessed: 2
- No. of Employees with Open Enrollment Period: 252
- **No. of Employees with QLE: 0**

Refresh Summary

Deductions Total: **\$0.00**

Healthcare HSA

Back 2 of 10 **Next**

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User Guide

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This module allows your staff to manage your full range of benefits. The WeCare dashboard **summarizes enrollment activity** and provides easy access to all administrative functions.

The screenshot displays the WeCareWorks Administration Portal interface. At the top left is the WeCareWorks logo with the tagline "Administration Portal". To the right is the Crown Company logo. Below the logos, the user is logged in as "Crown Company" with "Case ID: W147". A navigation bar contains four tabs: "Employee Management" (highlighted in orange), "Reports and Extracts", "Data Management", and "Administrative Functions".

The main content area is titled "Employee Administration" and contains two primary sections:

- Find Employee:** A search box with the placeholder text "Search (Name, Employee ID or SSN)" and a "Find Employee" button.
- Add Employee:** A section with the text "Click here to add an employee" and an "Add Employee" button.

Below these sections is a "System Message:" area. It includes a "Company:" dropdown menu currently set to "ALL". To the left, it shows user information: "Logged In As: wecare", "Access Level: Administrator", "Enrollment Dates: 4/14/2015 - 5/14/2015", and "Date of last posting: 5/22/2013". To the right, it displays summary statistics:

- Total Employees: 252
- Employee Accessed: 0
- Admin Accessed: 2
- No. of Employees with Open Enrollment Period: 252
- No. of Employees with QLE: 1**

A "Refresh Summary" button is located below the statistics. At the bottom right of the page, there is a "Privacy Policy" link. The footer contains copyright information: "Copyright © 2015 WeCare. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this Web site constitutes acceptance of the WeCare User Agreement and Privacy Policy."

You can view the employee census, dependent and enrollment information -- as well as a **detailed view** of all current benefit elections.

Employee Information			Active Dependents Information						
Name: JOHNSON, DONNA EID/SSN: ****-**-0595 Date of Birth: 03/27/1961 Address: 12345 Main Street , Atlanta, GA 12345 Phone Number: (404)-2221111 Email: Wecare Online ID: 595 Wecare Password: demo			1. DONALD (SPOUSE) DOB: 07/21/1960		2. MICHAEL (CHILD) DOB: 02/22/1989	3. ASHLEY (CHILD) DOB: 05/13/1991			
Payroll Information									
Job Information			Payroll Dates						
Occupation: BOE Employee Department: STUDENT SERVICES Location: 1 - ALL Full Time or Part Time: F			Hire Date: 10/24/1994 Effective Date: 5/1/2015 Payroll Date: 5/1/2015						
Benefit Information									
In-Force		In-Process			Final Election				
Benefit	Coverage	Cost	Coverage	Cost	Enroller	Elected	Coverage	Cost	Eff.Date
Medical	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Healthcare HSA	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Group Hospital Indemnity	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Dental	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Vision	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Group Critical Illness	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Term Life Employee	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Term Life Spouse	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Short Term Disability	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Group Accident	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Long Term Disability	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Healthcare FSA	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Dependent Care FSA	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015
Basic Life	Waive Plan	\$0.00		\$0.00			Waive Plan	\$0.00	5/1/2015

[Download Full History](#)

Privacy Policy

From here, it's easy to **print** a benefit election form, **edit** employee data, or perform a complete benefit **enrollment**.

Employee: **JOHNSON, DONNA**
 Employee Accessed: **N/A**
 Administrator Accessed: **N/A**
 Employee Status: **Active Employee**

[Edit Employee](#)
[Enroll](#)
[Print Election](#)
[Memo](#)
[Override Benefits](#)

Census And Dependent Data

Edit Employee:

Dombroski, John A
Employee Status - Active Employee

Please edit fields and select either Save or Cancel when finished editing

Employee Information:

Employee ID (9 digits/pad with 0's if necessary) - 000000021
 First Name - John
 Middle Name - A
 Last Name - Dombroski
 Gender - Male Female
 Birth Date - 06/30/1955
 Address 1 - 12345 Main St
 Address 2 -
 City - Atlanta
 State - Georgia (GA)
 Zip - (12345)
 Phone - (404) 222-1111
 E-Mail Address -

Job Information:

Hire Date - 09/01/2004
 Occupation - Instructional Science
 Department -
 Payroll Status - Full Time
 Employment Status - Salary Hourly
 Hours per Week - 40
 Payroll Frequency - M (monthly)
 Pays Per Year - 24
 Location - All Eligible
 Benefit Class -
 Annual Wages - (50000.00) 43246.08

Enrollment Information:

Online ID - 921
 1st Day of Enrollment - 03/01/2015
 Last Day of Enrollment - 04/30/2015
 Effective Date - 05/01/2015
 Payroll Date - 05/01/2015

CROWN COMPANY

Start | Summary | Quick Nav | Deductions Total **\$0.00**

[Start Here](#)
[Personal Data](#)
[Job Information](#)
[Family Data](#)
[Medical](#)
[Healthcare HSA](#)

Family Information > WAYNE P SMITH

If you are adding dependents, please enter the information as accurately as possible. Otherwise, please review and make any corrections as applicable.

Your Dependents

- Susan Smith** Spouse Remove ✕ [Edit](#)
- Mary E. Smith** Child Remove ✕ [Edit](#)

[Add New](#)


NOTE: Adding or removing dependent information does not automatically change benefit coverage. You must enroll/remove each dependent from each benefit to confirm benefit participation.

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[Learn More](#)
[User Guide](#)



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Your Locked-In Benefit Elections 

Benefit	Election	Cost*
	Basic PPO - Employee and Family	\$265.45
	\$0.00 Annual Contribution	\$0.00
	Option 1/Employee and Family	\$44.37
	Waive Plan	\$0.00
	VSP - Employee and Spouse	\$4.35
	Waive Plan	\$0.00
	\$20,000	\$1.33
	Waive Plan	\$0.00
	Waive Plan	\$0.00
	Waive Plan	\$0.00
	\$0.00 Annual Contribution	\$0.00
	Waive Plan	\$0.00
	Waive Plan	\$0.00
		\$315.50

WeCare provides a **wide array of reports**. You can access complete database listings, open enrollment reports, benefits details, and other reports. You can customize them using various **filter and sorting** options.

The screenshot displays the WeCareWorks Administration Portal interface. At the top left is the WeCareWorks logo with the text "Administration Portal". To the right is the Crown Company logo. Below the logos, there is a navigation bar with four tabs: "Employee Management", "Reports and Extracts" (which is highlighted in orange), "Data Management", and "Administrative Functions". The main content area is divided into several sections, each with a light blue header:

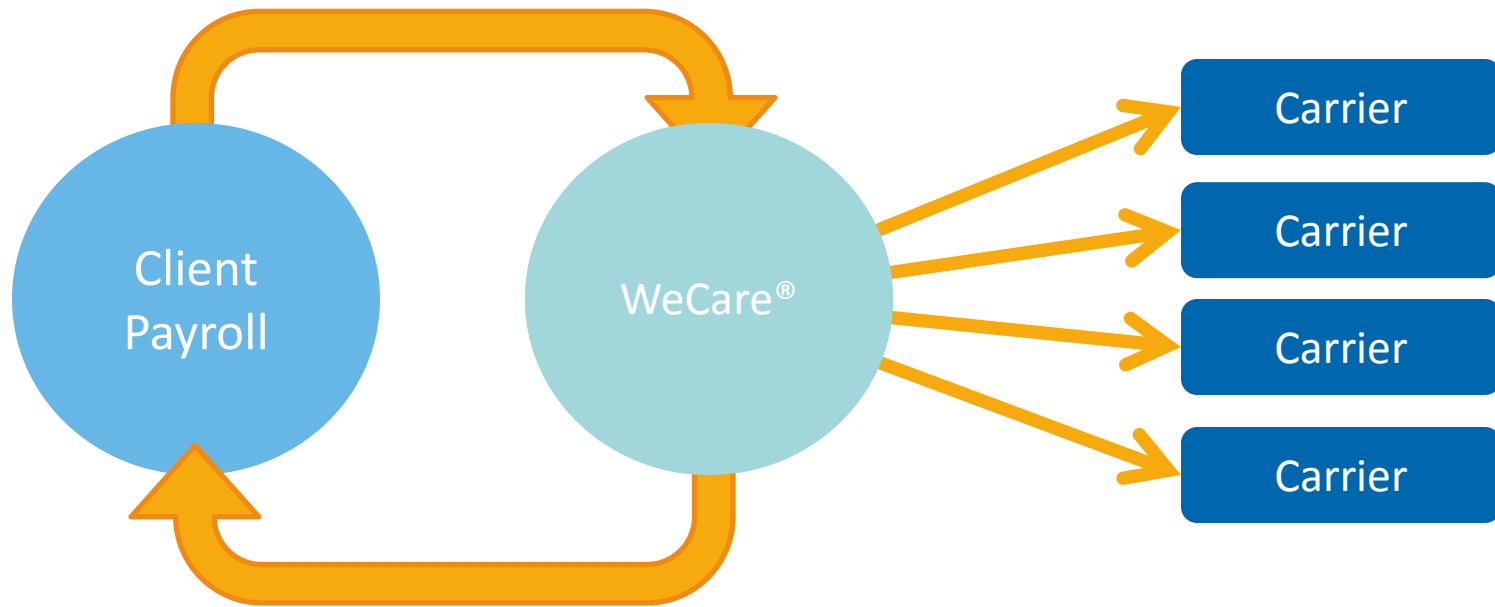
- Transaction Summaries:** This section contains a table with two columns: "Filters" and "Basic Data to Include".
 - Filters:** Includes "Company:" (dropdown menu set to "ALL"), "Participation:" (dropdown menu set to "Changes Only"), and "Choose A Benefit:" (dropdown menu set to "1-All Benefits").
 - Basic Data to Include:** Includes "Personal Data:" (dropdown menu set to "No") and "Job Info:" (dropdown menu set to "No").
 - A "Run Report" button is located to the right of the "Choose A Benefit:" dropdown.
- Eligibility Files:** This section contains two rows of dropdown menus and "Run Report" buttons:
 - "Select Eligibility:" (dropdown menu set to "Health Plan Eligibility w/ Changes")
 - "Select EOI:" (dropdown menu set to "Pending EOI Term Life")
- Database/Changes:** This section contains three rows of dropdown menus and "Run Report" buttons:
 - "Select Date:" (dropdown menu set to "3/1/2013")
 - "Select Change:" (dropdown menu set to "In Employees Added")
 - "Select Database:" (dropdown menu set to "Employee Census")
- Enrollment Report Files:** This section contains four rows of dropdown menus and "Run Report" buttons:
 - "Enrollment Reports :" (dropdown menu set to "Accessed")
 - "Custom Reports :" (dropdown menu set to "ACH Information")
 - "LEMS:" (dropdown menu set to "LEMS Active Report")
 - "Production By Source :" (dropdown menu set to "Run Report")

Reports can be delivered in many different formats including Excel, HTML, and PDF. Using these custom templates, you can easily reconfigure these reports to **match the needs of your carriers, TPAs, and other plan providers.**

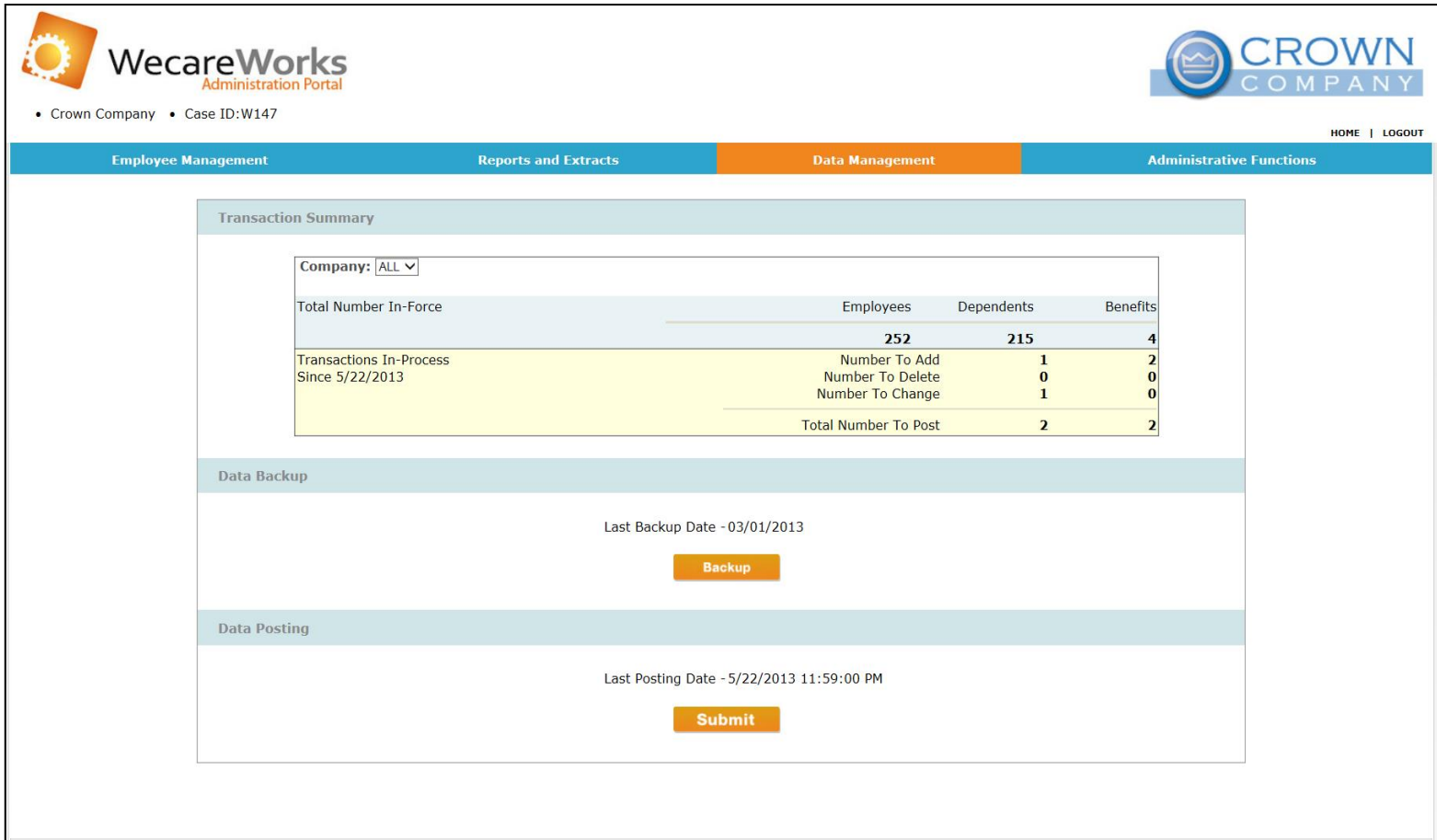
Transaction Summary For 1-All Benefits 3_15_2015 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AE
19	467	467	JONES	JANET	1	ALL	BLXX	Basic Life		Waive Pla	0	0								Waive Pla	0	0						
20	467	467	JONES	JANET	1	ALL	DEN1	Dental		Waive Pla	0	0								Waive Pla	0	0						
21	467	467	JONES	JANET	1	ALL	DSA1	Dependent Care FSA		Waive Pla	0	0								Waive Pla	0	0						
22	467	467	JONES	JANET	1	ALL	FSA1	Healthcare FSA		Waive Pla	0	0								\$0.00 Ann	0	0						
23	467	467	JONES	JANET	1	ALL	HSA1	Healthcare HSA		Waive Pla	0	0								\$0.00 Ann	0	0						
24	467	467	JONES	JANET	1	ALL	LTD1	Long Term Disability		Waive Pla	0	0								Waive Pla	0	0						
25	467	467	JONES	JANET	1	ALL	MED1	Medical		Waive Pla	0	0		#####	Basic PPO	265.45	530.9	wecare	#####	Basic PPO	265.45	530.9						
26	467	467	JONES	JANET	1	ALL	STD1	Short Term Disability		Waive Pla	0	0								Waive Pla	0	0						
27	467	467	JONES	JANET	1	ALL	VIS1	Vision		Waive Pla	0	0								Waive Pla	0	0						
28	467	467	JONES	JANET	1	ALL	VTL1	Term Life Employee		Waive Pla	0	0								Waive Pla	0	0						
29	467	467	JONES	JANET	1	ALL	VTL2	Term Life Spouse		Waive Pla	0	0								Waive Pla	0	0						
30	299	299	SMITH	WAYNE	1	ALL	AM01	Group Accident		Waive Pla	0	0								Waive Pla	0	0						
31	299	299	SMITH	WAYNE	1	ALL	AM02	Group Critical Illness		Waive Pla	0	0								Waive Pla	0	0						
32	299	299	SMITH	WAYNE	1	ALL	AM07	Group Hospital Indei		Waive Pla	0	0		5/1/2015	Option 1/	44.37	88.74	wecare	#####	Option 1/	44.37	88.74						
33	299	299	SMITH	WAYNE	1	ALL	BLXX	Basic Life		Waive Pla	0	0								Waive Pla	0	0						
34	299	299	SMITH	WAYNE	1	ALL	DEN1	Dental		Waive Pla	0	0								Waive Pla	0	0						
35	299	299	SMITH	WAYNE	1	ALL	DSA1	Dependent Care FSA		Waive Pla	0	0								Waive Pla	0	0						
36	299	299	SMITH	WAYNE	1	ALL	FSA1	Healthcare FSA		Waive Pla	0	0								\$0.00 Ann	0	0						
37	299	299	SMITH	WAYNE	1	ALL	HSA1	Healthcare HSA		Waive Pla	0	0								\$0.00 Ann	0	0						
38	299	299	SMITH	WAYNE	1	ALL	LTD1	Long Term Disability		Waive Pla	0	0		5/1/2015	Waive Pla	0	0	wecare	#####	Waive Pla	0	0						
39	299	299	SMITH	WAYNE	1	ALL	MED1	Medical		Waive Pla	0	0		5/1/2015	Basic PPO	265.45	530.9	wecare	#####	Basic PPO	265.45	530.9						
40	299	299	SMITH	WAYNE	1	ALL	STD1	Short Term Disability		Waive Pla	0	0								Waive Pla	0	0						
41	299	299	SMITH	WAYNE	1	ALL	VIS1	Vision		Waive Pla	0	0		5/1/2015	VSP - Emp	4.35	8.69	wecare	#####	VSP - Emp	4.35	8.69						
42	299	299	SMITH	WAYNE	1	ALL	VTL1	Term Life Employee		Waive Pla	0	0		5/1/2015	\$20,000	1.33	2.66	wecare	#####	\$20,000	1.33	2.66						
43	299	299	SMITH	WAYNE	1	ALL	VTL2	Term Life Spouse		Waive Pla	0	0								Waive Pla	0	0						

WeCare can include a **payroll interface**, making duplicate entries a thing of the past. Your payroll system provides WeCare the necessary employee data so enrollment can be accurate and automatic.



Then WeCare provides your payroll system with the necessary **Payroll Deduction** data. Both systems remain synchronized and up-to-date automatically.



WecareWorks
Administration Portal

• Crown Company • Case ID: W147

HOME | LOGOUT

Employee Management Reports and Extracts **Data Management** Administrative Functions

Transaction Summary

Company: ALL ▾

Total Number In-Force	Employees	Dependents	Benefits
	252	215	4
Transactions In-Process Since 5/22/2013	Number To Add	1	2
	Number To Delete	0	0
	Number To Change	1	0
	Total Number To Post	2	2

Data Backup

Last Backup Date - 03/01/2013

Backup

Data Posting

Last Posting Date - 5/22/2013 11:59:00 PM

Submit

WeCare is an exceptional product -- supported by exceptional service – that provides **exceptional value** to you, your staff, and your employees.

