Managing Your Employee Roster

Adding a New Hire

Step 1: Go to your employee roster. Click the "Add a New Employee" button.

Step 2: Enter the correct information for the new employee, assign him/her a benefit group, and then click the "Create Employee" button.

Step 3: Instruct the employee to go to DC Health Link and create an account through the Employee "GET STARTED" button.

Terminating an Employee

Step 1: Go to your employee roster. Hover over the end of the employee's row on the Employee Roster and select the trashcan icon to initiate the termination.

Step 2: Enter date of termination where prompted and select "Terminate Employee".

NOTE: You can also terminate an employee by adding a termination date to the employee census template and uploading that roster. To do so, select "Upload Employee Roster," download the roster template, enter the information for the employee(s) you wish to terminate, include a date of termination, save the document and upload the roster by clicking "Upload Employee Roster". You will only need to include the information for the employees you are terminating.

NOTE: Once you terminate an employee they will no longer show up on the "Active" tab. To see their information and confirm their termination, click 'FILTER BY' and select "Terminated" to see their date of termination and updated status.

NOTE: Employee terminations must be reported within 60 days. Coverage will be terminated the last day of the month in which the termination occurs.

Rehiring an Employee

Step 1: Go to your employee roster. Click 'FILTER BY' and select "Terminated"

Step 2: Click the "Rehire" button for the employee that you wish to rehire

Step 3: Enter the rehire date when prompted

Updating Census Information

Step 1: Go to your employee roster. Hover over the name of the person that you wish to update and select the pencil icon to initiate the process updating an employee's information. You may need to update the DOB, SSN, or benefit package of an employee if they are unable to link to their employer.

Note: If the employee has linked to the company, all changes must be made in the employee's account.

Step 2: You can now update the employee's information. When you are finished updating, click the "Update Employee" button.

Note: If the employee has linked to the company, all changes must be made in the employee's account.

KEY: Understanding Your Employee Roster

EMPLOYEE NAME	SSN	DOB	HIRE DATE	DATE ADDED TO ROSTER	BENEFIT PACKAGE	STATUS	ENROLLMENT STATUS (COVERAGE KIND)
Cheryl **Anniston**	***-**-8488	12/17/1968	10/28/2014	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health)
John **Butch**	***-**-5468	08/20/1968	08/12/2013	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Health), Coverage Selected (Dental)
Emma **Curtis**	***-**-8484	12/12/1984	01/14/2016	03/17/2016	District deli benefits package	Employee Role Linked	
Andre **Davis**	***-**-0001	07/21/1970	11/09/2015	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Waived (Health)
Felicia **Davis**	***-**-4984	09/09/1983	10/09/2006	03/17/2016	District deli benefits package	Eligible	
Michelle **Leonard**	***-**-1651	01/02/1968	11/29/2006	03/17/2016	District deli benefits package	Employee Role Linked	Coverage Selected (Dental)
					District		

Status

Eligible = the Employee is eligible for employer sponsored insurance but has not yet linked to you as their employer

Ineligible = the Employee is ineligible for employer sponsored insurance at this time

Employee Role Linked = the Employee is eligible for employer sponsored insurance, created an account, and has linked to you as their employer

Enrollment Status

Coverage Selected (Health) = Employee selected a health plan

Coverage Selected (Dental) = Employee selected a dental plan

Coverage Selected (Health), Coverage Selected (Dental) = Employee selected a health plan and a dental plan

Coverage Waived = Employee waived coverage

Blank = Employee has not made a plan selection or waived coverage