



# Administrative Override Quick Guide

**Administrative override** is a Life Event option available to administrators only. It allows for open access to make any change to an employee's benefit enrollment without a specified timeframe. It's very important to understand how this event may affect all aspects of the enrollment. For example, if an update is made to a benefit outside of a 30 day window, confirm if it will feed and be accepted by the carrier.

1. Log into **HR Admin**
2. **Search** for the employee
3. Select **Life Events** on the Left Toolbar of the Employee's Profile
4. Click on **New Life Event**

## Life Events

Life Event

Event	Event Date	Coverage Change Date	Created On	Status
Back	New Life Event			

6. After entering the **Event Date**, a **Termination Reason** field with drop-down will pop up. Choose if applicable.

Event Date:  
01/01/2017

Termination Reason:

- Termination of Employment (COBRA)
- Termination of Employment for gross misconduct (Non-COBRA)
- Retirement (COBRA)
- Death (COBRA)
- Other Non-COBRA Employment Termination
- Voluntary Coverage Waive (Non-COBRA)
- Divorce (COBRA)
- Child becomes ineligible (COBRA)
- Subscriber no longer eligible (Non-COBRA)
- Adoption (Non-COBRA)
- Annulment (COBRA)
- Birth (Non-COBRA)
- Disability (COBRA)
- Legal Separation (COBRA)
- Marriage (Non-COBRA)

▶ **ACA Timeline**

▶ **Life Events**

▶ **Audit**

5. Scroll to the last Life Event option and select **Administrative override**. Enter the **Event Date** (effective date of the Life Event). Add any necessary notes and click **Continue**.

Life Event:

- Dependent Gains Coverage (Remove Coverage)
- Dependent Loses Coverage (Add Coverage)
- Dependent Judgement Decree or Court Order
- Gain Eligibility Medicare/Medicaid
- Lose Eligibility Medicare/Medicaid
- Administrative override**

Event Date:

Event Date

Notes:

Notes

Back

Continue

7. You are then prompted to walk through a standard MarketLink 1.0 employee enrollment to make the necessary updates.

\*\*\* Remember to go back to the **Admin** tab, and then **Home** when your enrollment is complete. Select **Open Life Events** under **Things that need your attention** to accept the changes you have made. If you do not Accept/Reject the Life Event, it will remain open and the employee will be able to make updates.