

HWSE_Dependent_Beneficiaries 04142011

Generated from iRise
04/14/11 12:04 PM

3 Manage dependents



1 Introduction and Overview

Introduction and Overview

Welcome to the simulation start page. This page will guide you through the primary scenarios for this section of the HRII project. Below are a few notes to help guide you through the use of an iDoc.

Toolbar Controls

Simulation

Document

Use these buttons to switch between the Document View and Simulation View. GUI Specifications will be presented in the Document View.

- The Toolbar**
Use the toolbar controls to navigate, toggle views and show/hide comments.
- Guides**
Guides are often created to help guide you through the simulation. Guides may indicate where to click or what values to enter to help you understand the functionality of the pages.

To show or hide guides:
Click on the Guides link in the bottom toolbar, or Click View > Guide in the top toolbar
- Providing Feedback/Adding Comments**
You can add comments directly to the simulation and provide feedback to the project team.

To add comments to a page:
Click the Add Comments button on the bottom toolbar. Enter your comment in the text box and click Save.

Project Contacts

For questions or comments pertaining to this project please contact:

Business Analyst: [\[ba\]](#)
 Visual Designer: [\[ia\]](#)

HRII

[task /scenario name]

This document is intended to present the proposed functional design and navigational user flows for this part of the HRII project. As a primary reviewer and approver, it is requested that you use this simulation to validate the proposed functionality and provide feedback to the project team.

The content, images, color representations and layout are dependent upon finalization of the business requirements and graphic design treatment.

This simulation is not intended to convey the final look and feel.

Included in this project (click to visit page) [Change Log](#)

<p>Features:</p> <ul style="list-style-type: none"> Benefits Enrollment Manage Dependents Manage Beneficiaries Election Confirmations Document Library 	<p>Sample Pages: (limited functionality)</p> <ul style="list-style-type: none"> Sample page with Mega Menu Benefits Enrollment in Progress Top Down Flow Summary - Suspended Elections Change Benefits
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ATTENTION – Legal Notice
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- Access to the information contained on this document is restricted to authorized individual ADP associates.
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2 Change Log

[Project] Change Log				
Date	Editor	Area of Impact	Description	Version
[Date]	[Editor]	[AreaImpact]	[Description]	[Version]

Done

4 Add/ Update Dependent

ADP Welcome, Caetano Veloso

Home People Organization Process Reports Setup

Preferences Support Logout

Working On... My Favorites My History

Dependents

You may add or change any dependent listed.

First Name	M	Last name	Birth Date	SSN	Relationship	Gender	Disabled	Full Time Student
[firstname]	[m]	[lastname]	[birthdate]	[ssn]	[relationship]	[gender]	[disabled]	[fulltimestudent]

Submit Cancel

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If the user was not allowed to update the dependent, the name would not be hyperlinked.

Client Defined Text;

- 4.1 if on Manage Dependents No Dependents - ManageNoDepInstructions DMSG8
- if on Manage Dependents Add Dependents - ManageDepAddInstructions DMSG9
- if on Manage Dependents Update Dependents - ManageDepUpdateInstructions DMSG10
- if on Manage Dependents Delete Dependents - ManageDepDeleteInstructions DMSG41
- if on Manage Dependents Add/Update Dependents - ManageDepAddUpdateInstructions DMSG42
- if on Manage Dependents Add/Delete Dependents - ManageDepAddDeleteInstructions DMSG43
- if on Manage Dependents Update/Delete Dependents - ManageDepUpdateDeleteInstructions DMSG44
- if on Manage Dependents Add/Update/Delete Dependents - ManageDepAddUpdateDeleteInstructions DMSG45

5 Add/Update/Delete Dependent

The screenshot displays the ADP web application interface. At the top, there is a navigation bar with the ADP logo, a welcome message for 'Caetano Veloso', and links for 'Preferences', 'Support', and 'Logout'. Below this is a secondary navigation bar with tabs for 'Home', 'People', 'Organization', 'Process', 'Reports', and 'Setup', along with a search bar. The main content area is titled 'Dependents' and contains a message: 'You may add, change, or delete any dependent listed. Any dependent you delete will no longer be enrolled in benefits.' A table lists dependent information with columns for 'First Name', 'Relationship', 'Gender', 'Disabled', and 'Full Time Student'. A 'Confirm deletion' dialog box is overlaid on the table, asking 'Are you sure you want to delete Jane A Montgomery from your dependent list?' with 'OK' and 'Cancel' buttons. The table has a 'Reveal' button and a checkbox for each row. At the bottom of the page, there are links for 'Product Feedback', 'About', 'Privacy', and 'Legal', and a copyright notice for 'Copyright 2010 Automatic Data Processing, Inc.'

First Name	Relationship	Gender	Disabled	Full Time Student
[firstname]	[relationship]	[gender]	[disabled]	[fulltimestudent]

6 Delete Dependents

The screenshot shows the ADP web application interface. At the top, there is a navigation bar with the ADP logo, a welcome message for Caetano Veloso, and links for Preferences, Support, and Logout. Below this is a secondary navigation bar with Home, People, Organization, Process, Reports, and Setup. A search bar is also present. The main content area is titled 'Dependents' and contains a table of dependent information. A 'Confirm deletion' dialog box is overlaid on the table, asking for confirmation to delete Jane A. Montgomery. The table has columns for First Name, Relationship, Gender, Disabled, and Full Time Student. A 'Submit' button is at the bottom left of the table area.

First Name	Relationship	Gender	Disabled	Full Time Student
[firstname]	[relationship]	[gender]	[disabled]	[fulltimestudent]

Confirm deletion
Are you sure you want to delete Jane A Montgomery from your dependent list?
OK Cancel

Submit Cancel

7 Edit Dependent

ADP Welcome, Caetano Veloso Preferences Support Logout

Home People Organization Process Reports Setup Search

Working On... My Favorites My History

Dependents

Update Dependents

Overwrite or add information in any of the fields. Click Reset to clear all field entries.

Required Fields:

First Name: [firstname] **Middle Name:** [m]

Last Name: [lastname] **Suffix:** []

Birth date: [birthdate] (mm/dd/yyyy) [Reveal](#) **Social Security Number:** [ssn] [Reveal](#)

Gender: Male [v] **Relationship:** [v]

Full Time Student

Disabled

Disability Date: [] (mm/dd/yyyy)

Contact Information

Use My Address

Address Line 1: []

Address Line 2: []

Address Line 3: []

Country: United States [v]

State: [v]

City: [v]

ZIP Code: []

Done Cancel Reset

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Client Defined Text Area; UpdateDepInstructions DMSG12

8 Add Dependent

ADP Welcome, Caetano Veloso

Preferences Support Logout

Home People Organization Process Reports Setup

Search

Dependents

Add Dependents

Enter information about your dependent in the fields below. Click Other Actions to add another dependent or to clear all field entries.

*** Required Fields**

First Name: **Middle Name:**

Last Name: **Suffix:**

Birth date: (mm/dd/yyyy) [Reveal](#) **Social Security Number:** [Reveal](#)

Gender: **Relationship:**

Full Time Student

Disabled

Disability Date: (mm/dd/yyyy)

Contact Information

Use My Address

Address Line 1:

Address Line 2:

Address Line 3:

Country:

State:

City:

ZIP Code:

[Add Another](#)
[Reset Form](#)

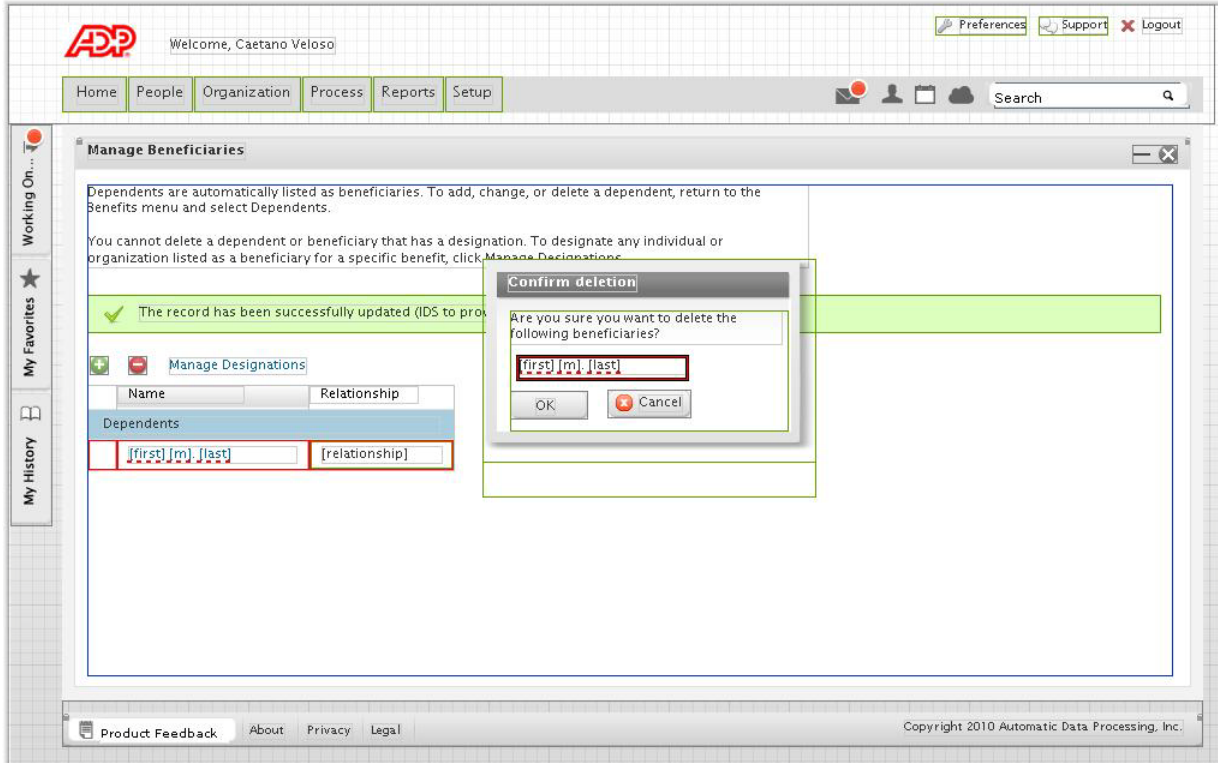
Product Feedback About Privacy Legal Copyright 2010 Automatic Data Processing, Inc.

Client Defined Text Area; AddDepInstructions DMSG11

9 Delete Dependent w Warning

The screenshot shows the ADP web application interface. At the top, there is a navigation bar with the ADP logo, a welcome message for Caetano Veloso, and links for Preferences, Support, and Logout. Below this is a secondary navigation bar with Home, People, Organization, Process, Reports, and Setup. A search bar is located on the right side of this bar. On the left side, there is a vertical sidebar with 'Working On...', 'My Favorites', and 'My History' sections. The main content area is titled 'Dependents' and features a yellow warning box at the top stating: 'Warning: The following records have been marked for deletion: Jane A Montgomery. To permanently delete the selected items, click Submit. To discard this action, click cancel.' Below the warning is a text box with the instruction: 'You may delete any dependent listed. Any dependent you delete will no longer be enrolled in benefits.' A 'Reveal' button is positioned above a table of dependents. The table has columns for First Name, M, Last name, Birth Date, SSN, Relationship, Gender, Disabled, and Full Time Student. A single row is visible with placeholder text: [firstname], [m], [lastname], [birthdate], [ssn], [relationship], [gender], [disabled], [fulltimestudent]. At the bottom of the table area are 'Submit' and 'Cancel' buttons. The footer contains 'Product Feedback', 'About', 'Privacy', 'Legal', and 'Copyright 2010 Automatic Data Processing, Inc.'

18 Manage Beneficiaries



Client defined text; ManageBeneficiaries-Instructions DMSG51 (paragraph 1) DMSG52 (paragraph 2)

19 Edit Beneficiary (Dependent)

Welcome, Caetano Veloso

Preferences Support Logout

Home People Organization Process Reports Setup

Search

Working On... My Favorites My History

Manage Beneficiaries

Edit Beneficiary

You may change information about a beneficiary.

Because this beneficiary is also a dependent, you can only change contact information on this page. To change other personal information, you must go to Myself > Benefits > Dependents.

First Name: Jane **Middle Name:** Anne **Last Name:** Montgomery **Suffix:**

Relationship: Spouse **Birth date:** xx/xx/xxxx **Reveal** **Social Security Number:** xxx-xx-1256 **Reveal**

Contact Information

Use My Address

Address Line 1: [address1]

Address Line 2: [address2]

Address Line 3: [address3]

Country: [country]

State:

City: [city]

Zipcode: [zipcode]

Submit Cancel

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20 Add Beneficiary

Welcome, Caetano Veloso

Home People Organization Process Reports Setup

Preferences Support Logout

Search

Manage Beneficiaries

Add Beneficiary

You may add information about a beneficiary.

Required Fields

I would like to add a:

Person

First Name: Middle Name: Person

Last Name: Suffix:

Relationship:

Birth Date: (mm/dd/yyyy) Reveal Social Security Number: Reveal

Contact Information

Use My Address

Address Line 1:
Address Line 2:
Address Line 3:

Country: United States
State: New York
City:
ZIP Code:

Submit Cancel Other Actions

Add Another
Reset Form

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Client defined text; AddBeneficiaries - Instructions DMSG53

21 Edit Beneficiary (Beneficiaries)

ADP Welcome, Caetano Veloso [Preferences](#) [Support](#) [Logout](#)

Home People Organization Process Reports Setup

Working On... My Favorites My History

Manage Beneficiaries

Edit Beneficiary

You may change information about a beneficiary.

*** Required Fields**

I would like to add a: Person

First Name: [firstname]	Middle Name: [m]	Person
Last Name: [lastname]	Suffix: []	
Relationship: []		
Birth Date: [birthdate] (mm/dd/yyyy) Reveal	Social Security Number: [ssn] Reveal	

Contact Information

Use my address

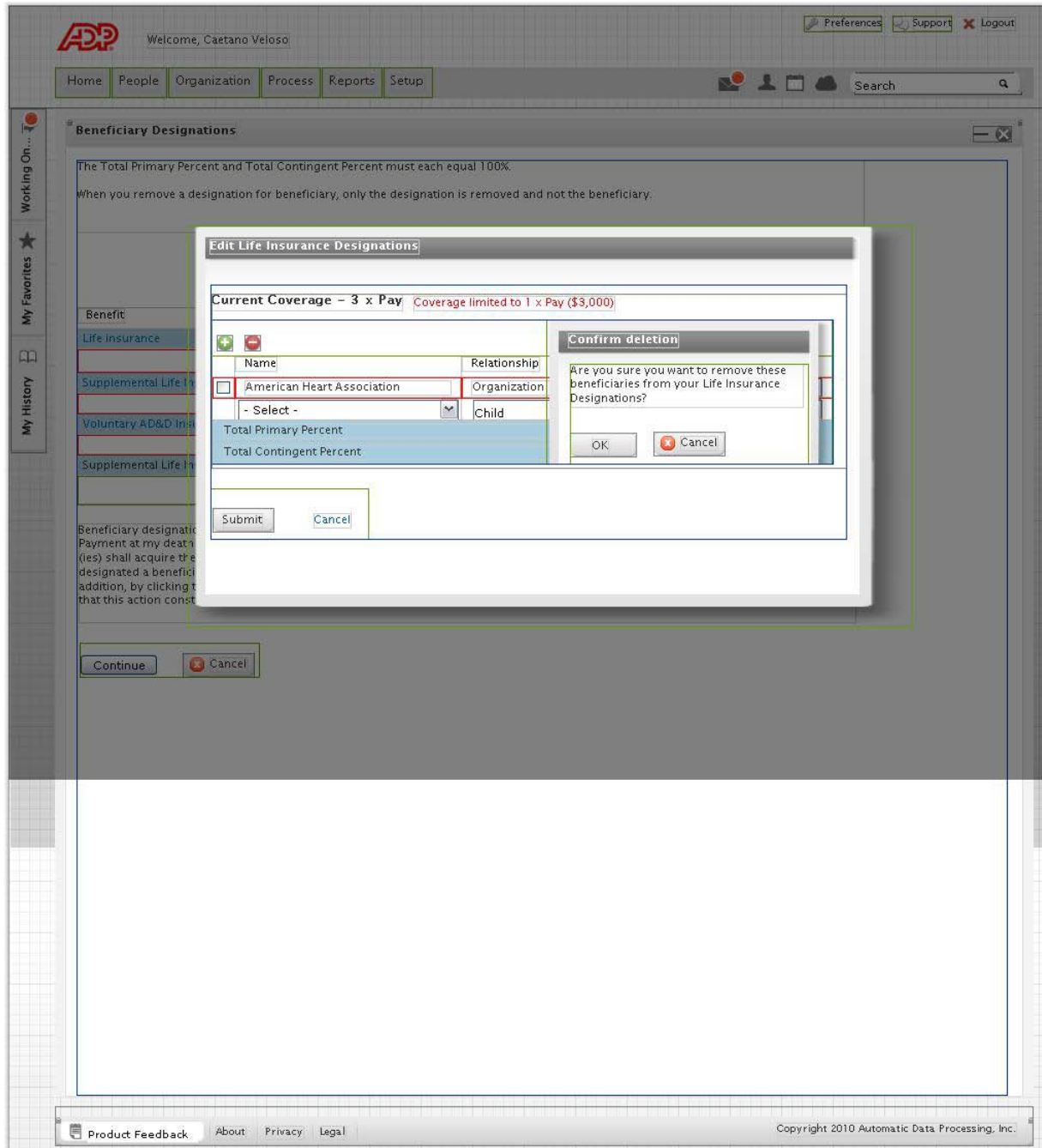
Address Line 1: [address1]
Address Line 2: [address2]
Address Line 3: [address3]
Country: United States
State: New York
City: [city]
ZIP Code: [zipcode]

[Other Actions](#)

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Client defined text; UpdateBeneficiaries - Instructions DMSG54

22 Beneficiary Designations



Client Defined Text; BeneficiaryDesignations - Instructions DMSG56 (paragraph 1) DMSG57 (paragraph 2)

Client Defined Text; BeneficiaryDesignations - Certification DMSG58

23 Beneficiary Email Notification

The screenshot shows the ADP web application interface. At the top left is the ADP logo and a welcome message: "Welcome, Caetano Veloso". To the right are links for "Preferences", "Support", and "Logout". Below this is a navigation bar with tabs for "Home", "People", "Organization", "Process", "Reports", and "Setup". A search bar is located on the right side of this bar. On the left side, there is a vertical sidebar with icons for "Working On...", "My Favorites", and "My History". The main content area displays a "Beneficiary Designations" dialog box titled "Email Address". The dialog contains the text: "Please tell us if you would like an email sent to notify you that your updates have been accepted." Below this text are three radio button options:

- I would like an email sent to the address shown below: jmontgomery@abc.com
- I would like an email sent to the following address: [text input field]
- I do not wish to have an email sent at this time.

At the bottom of the dialog are "Continue" and "Cancel" buttons. The footer of the application includes "Product Feedback", "About", "Privacy", "Legal", and "Copyright 2010 Automatic Data Processing, Inc."

24 Beneficiary Confirmation

ADP Welcome, Caetano Veloso [Preferences](#) [Support](#) [Logout](#)

Home People Organization Process Reports Setup

Beneficiary Designations

Confirmation

i You have completed the enrollment, and your transaction is being processed. Once your transaction is complete, a message will be sent to your inbox. You may wait here, or return at a later time. (IDS to provide better message...)

Click Print to print a copy of your elections.
Click **Done** to return to the enrollment page.

Personal Information *?*

Name: Mr. John E. Montgomery Sr.
Address 1: 34 Broad St.
Address 2:
City: Roseland State: NJ Zip Code: 07068

Beneficiary Designations

i Client defined text goes here...

Benefit	Name	Relationship	Percent	Designation
Life Insurance	Joe Montgomery	Child	50%	Primary
Supplemental Life Insurance	There are currently no designations for this benefit.			
Voluntary AD&D Insurance	Joe Montgomery	Child	50%	Primary

Print Done

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Client Defined Text: Confirmation - Notifications

