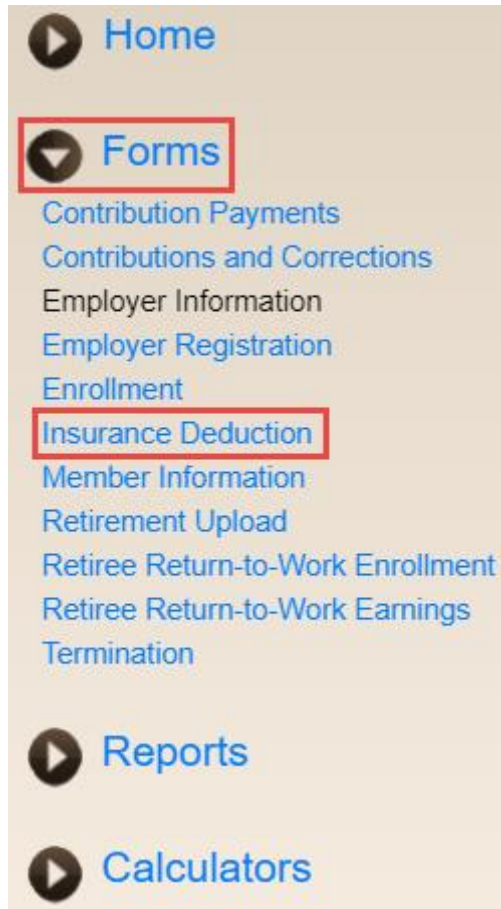


Purpose: To provide detailed instructions for employers who do not participate in the Office of Group Benefits insurance plan to input health and life insurance deductions online.

1. Log into www.lsers.net and locate Insurance Deduction under Forms option.



2. There are two methods to enter data.
 - A. Click Choose File and Preview File;
 - B. Click Manual Update to begin.

Insurance Deduction [?]

***NOTE:** Changes made between the **1st** and **23rd** will be effective the next month; any changes made after the 23rd will be effective the following month. Example: Changes made September 7th would be effective on the October benefit payment. Changes made September 24th would be effective on the November benefit payment.

Employer Name

Employer ID

A No file chosen

B

- The input screen will appear. Changes made between the 1st and the 23rd will be effective the next month; any changes made after the 23rd will be effective the following month.

Insurance Deduction ?

*NOTE: Changes made between the 1st and 23rd will be effective the next month; any changes made after the 23rd will be effective the following month. Example: Changes made September 7th would be effective on the October benefit payment. Changes made September 24th would be effective on the November benefit payment.

A Employer Name

B Employer ID

Reset

Validate **G**

Submit **H**

C SSN

Current Health Deduction
\$43.31

Current Life Deduction

SSN

Current Health Deduction
\$102.15

Current Life Deduction

F **Add**

Name

D Operation Code

Operation Code

Name

Operation Code

Operation Code

E **Delete**

New Health Amount
\$

New Life Amount
\$

Delete

New Health Amount
\$

New Life Amount
\$

- Employee ID: Will be prefilled with your Employer Number
- Employer Name: Will be prefilled with your Employer Name
- SSN: Enter Employee SSN, Tab to next field and information will populate
- Operation Type: Choose Add, Change or Delete
- Delete the record from the batch submission
- Add more records
- You can validate entered data before submission
- Submit entered data to LSERS for immediate updates

- Any rejected updates can be reviewed in the [Insurance Update report](#).