

Entering salary updates into the Milliman system:

Log in to the Milliman site > Look up member by last name >
Chose HR Tool from the blue menu at top >

In the far-right column, under Tools > Choose Add Pay Level

Enter new annual pay amount with no dollar sign or comma
(decimal point is okay to use).

Enter the effective date *

***Note:**

Salary updates take place in the system on the 20th of each month for the next calendar month. If you want benefits adjusted / effective on the 1st of a month, you should enter the effective date between the 15th and the 19th of the month prior.

The system will show what you enter, and the billing will retro adjust up to two months.