

Release 1819

**Service Request 82183
COBRA IDOC Text Changes**

Test Plan

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Testing Overview

This document addresses the test cases constructed to verify the correct installation of Release 1819. The test is made up of the following steps:

1. Navigate to the Employee Documents Document Selection Menu screen (IDOC)
2. Generate IDOC for Separation
3. Generate IDOC for Layoff
4. Generate IDOC for Retirement
5. Generate IDOC for Reduction in Hours
6. Generate IDOC for Approved Leave without Pay

Navigate to the Employee Documents Document Selection Menu Screen (IDOC)

Description

To navigate to the Employee Documents Document Selection Menu screen, perform the following steps:

- Enter IDOC and any Employee ID, then press Enter
- Press F8 to page forward to the second screen

Generate IDOC for Separation

Description

To generate the IDOC for an employee who is separating from the University, perform the following steps:

- Select All COBRA Notification Documents and press F5
- Select Separation and press F5

Verification

Visually verify step #5 of the instructions to confirm the IDOC contains the following text:

“Make photocopies of all pages of this completed Application for COBRA Continuation. Send one copy to each health plan carrier (medical, dental, and/or vision) with whom you wish to continue coverage.”

Generate IDOC for Layoff

Description

To generate the IDOC for an employee who is being laid-off from the University, perform the following steps:

- Select All COBRA Notification Documents and press F5
- Select Layoff and press F5

Verification

Visually verify step #5 of the instructions to confirm the IDOC contains the following text:

“Make photocopies of all pages of this completed Application for COBRA Continuation. Send one copy to each health plan carrier (medical, dental, and/or vision) with whom you wish to continue coverage.”

Generate IDOC for Retirement

Description

To generate the IDOC for an employee who is retiring from the University, perform the following steps:

- Select All COBRA Notification Documents and press F5
- Select Retirement and press F5

Verification

Visually verify the IDOC to confirm the following text now appears:

“Note: If you are eligible and have made arrangements to continue your UC medical, dental, or vision coverage into retirement, you are not eligible for COBRA.”

Visually verify step #5 of the instructions to confirm the IDOC contains the following text:

“Make photocopies of all pages of this completed Application for COBRA Continuation. Send one copy to each health plan carrier (medical, dental, and/or vision) with whom you wish to continue coverage.”

Generate IDOC for Reduction in Hours

Description

To generate the IDOC for an employee who has a reduction in hours, perform the following steps:

- Select All COBRA Notification Documents and press F5
- Select Reduction in Hours and press F5

Verification

Visually verify step #5 of the instructions to confirm the IDOC contains the following text:

“Make photocopies of all pages of this completed Application for COBRA Continuation. Send one copy to each health plan carrier (medical, dental, and/or vision) with whom you wish to continue coverage.”

Generate IDOC for Approved Leave without Pay

Description

To generate the IDOC for an employee who is taking an approved leave without pay, perform the following steps:

- Select All COBRA Notification Documents and press F5
- Select Approved Leave without Pay and press F5

Verification

Visually verify step #5 of the instructions to confirm the IDOC contains the following text:

“Make photocopies of all pages of this completed Application for COBRA Continuation. Send one copy to each health plan carrier (medical, dental, and/or vision) with whom you wish to continue coverage.”