

Updating Employee Earnings

As the Plan Administrator, you are responsible of the prompt reporting and updating of each employee's insurable income to RWAM, so that benefit coverage is kept current and, if applicable, increased to the maximum allowable. RWAM will notify you of members who become eligible for additional coverage as a result of their new wage.

The employer is responsible for the **prompt reporting and updating** of each employee's insurable income to RWAM so that **benefit coverage is current** to avoid any discrepancies in the event of a Life or Disability claim.

→ To begin, log into your Plan Administrator Account at: <https://planadministrator.rwam.com>

STEP 1

- Using the search bar on the left side of the screen, enter the employee's certificate number or last name.
- Click Go.

STEP 2

- Click on the employee's name.
 - This will take you to their plan details / certificate information.

NOTE: Any employee whose hours have increased, and who was NOT previously insured because they did not meet minimum hours requirement should be treated as a new employee and be provided with an Enrolment Form to apply for coverage. Refer to planadministrator.rwam.com/resources for tutorials on how to add an employee.

NOTE: An employee whose hours have decreased and dropped below minimum hours requirement will no longer be eligible for coverage. RWAM must be notified immediately to arrange termination of coverage. Refer to planadministrator.rwam.com/resources for tutorials on how to terminate an employee's coverage.

https://planadministrator.rwam.com/home.aspx

RWAM Plan Administrator Services

Home Certificates Benefit Booklets Monthly Billing

Welcome

SEARCH

Certificate # or Surname

(Use * as wildcard)

999999

Group #

Go

WELCOME TO RWAM PLAN ADMINISTRATOR SERVICES

To view, change or transfer an existing Certificate, please enter a Certificate # or Surname

To create a new Certificate, click on the 'Add New Certificate' option to the left.

Attention – New changes to this web site now allow you to send an enrolment form to the employee to fill in personal information and provide an e-signature. Once the first page of the certificate is completed, the "send" button at the bottom of the form will be available.

Quick Links

Add New Certificate

Certificate Search Results

SEARCH RESULTS - 1 CERTIFICATES FOUND FOR "TUDOR".

Show Terminated

Displaying results 1 to 1.

Name	Birth Date	Cert. #	Group #	Status	Status Date
KENNETH TUDOR	19601023	1111111	999999	Active	20221214

STEP 3

- On the Certificate Information page, click on the Employee Information tab.

Certificate Information

Name: KENNETH TUJODR Certificate #: 1111111 Status: Active
 Group: 9999 - THE ABC COMPANY INC. Division: 1 - ABC TESTING GROUP INC. Class: A - MANAGEMENT

Employee Information Beneficiary Address & Banking COB Dependents

EMPLOYEE INFORMATION

Surname* TUJODR First Name* KENNETH

STEP 4

- Edit the Earnings (\$) field with the new earning details for your employee.

Occupation Code 4
 Occupation TRAINING MANAGER
 Department Code
 Intern Employee ID
 Earnings (\$) 75000.00 Per* Annually Please select a frequency
 Hours Worked per Week* 40.00
 Min Hours Per Week 24.00
 Effective Date* 20221214 YYYYMMDD
 Weekly Earnings (\$) 1442.30

Action
 Save Certificate Save as Draft Cancel

STEP 5

- Update the Effective Date to reflect the date of change for the new earnings details.
- RWAM requires:
 - the effective date of the change in earnings.
 - the new earnings rate (excluding any bonuses, overtime pay, dividends, expense allowances or other extra compensation).
 - any increase or decrease in earnings due to a change in hours worked per week or for any other reason.

STEP 6

- Once completed, click Save Certificate.
 - There is no need to Send Form for Signing.

Save Certificate Save as Draft Cancel

Congratulations!

You have successfully completed updating an employee's earnings in the Plan Administrator Services website.

Home

→ Certificate saved successfully.

