

Navigating Benelogic

- The web address is <https://stanfordhrp.benelogic.com>.
- User ID is whatever comes before @stanford.edu, i.e. denise17@stanford.edu user id would be denise17
- Initial login password is first name of user plus 2016, i.e. Denise Livengood would be Denise2016 (first initial of first name is capitalized – password is case sensitive)
- You will be required to change password and set security questions and answers

Human Resources Portal

Important Information

- Your password is unique to your account.
- Benelogic is not responsible for any lost, stolen, or otherwise disclosed passwords.
- Benelogic is not responsible for any transactions that occur by unauthorized access to your account.
- For your security, Benelogic employees cannot access your password.

Sign In

User ID

Password

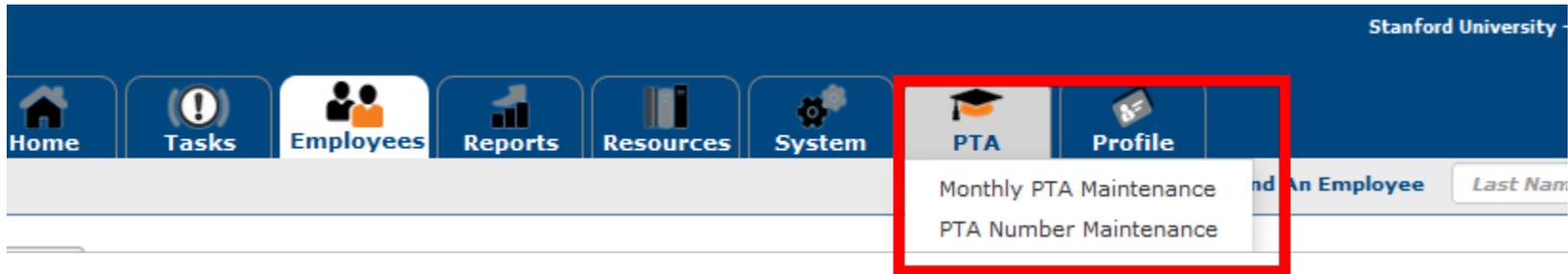
[Forgot Password?](#)

By clicking **Sign In**, you are stating that you have the right to use this system and the account is assigned to you. Unauthorized use of this system, including accessing an account not assigned to you, is prohibited and may be prosecuted under the law.

Sign In

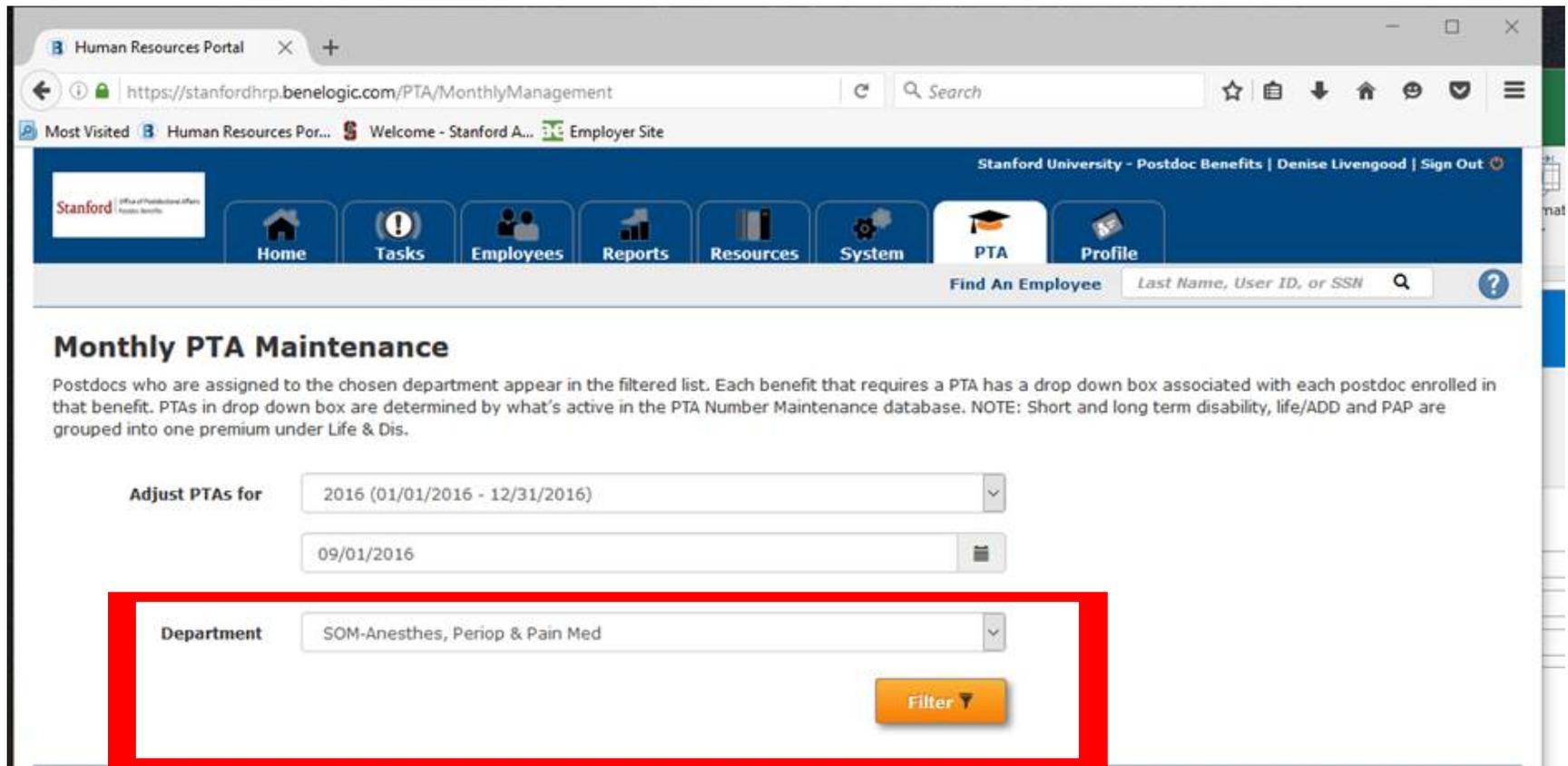
Once logged in, you will see a menu bar with various tabs. You will hover over the PTA tab and choose one of the two options.

- Monthly PTA Maintenance allows you to set the PTA for the current month
- PTA Number Maintenance allows you to create new PTAs to assign to postdocs

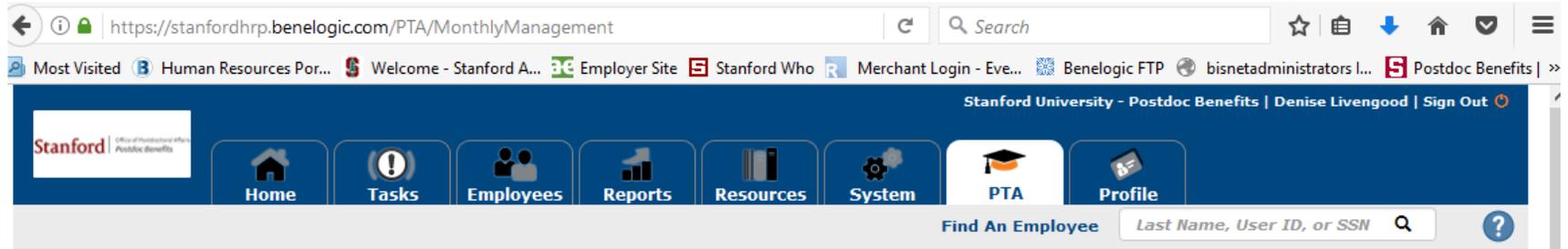


Monthly PTA Maintenance

- Unknown whether the location is set to match your permitted location assignments. If not, you will click on the down arrow and choose the location you want then click Filter.



- The list of your postdocs will appear
- You can change the number of rows to display by adjusting the count
- You change PTA by clicking the arrow next to the premium amount
- If you need to change the PTA, and you don't see it in the dropdown list, you will need to create it in PTA Number Maintenance
- Click Save after making changes
- You can export the list of postdocs and the associated PTAs into an Excel spreadsheet by clicking the Export button



Monthly PTA Maintenance

Postdocs who are assigned to the chosen department appear in the filtered list. Each benefit that requires a PTA has a drop down box associated with each postdoc enrolled in that benefit. PTAs in drop down box are determined by what's active in the PTA Number Maintenance database. NOTE: Short and long term disability, life/ADD and PAP are grouped into one premium under Life & Dis.

Adjust PTAs for

Department

Filter ▼

 Export

Displaying Employees Per Page

Search:

Name	ID	Medical	Premium Dental	Premium Vision	Premium Life & Dis	Premium Start Date	End Date			
Aldhalimi, Abir	06166970	1027995-100-EAFG	\$614.71	1027995-100-EAFG	\$41.42	1027995-100-EAFG	\$6.51	1027995-100-EAFG	\$21.85	09/06/2016 (none)
Baca, Quentin	4830592	1182950-101-PAE	\$1,567.53	1182950-101-PAEV	\$41.42	1027995-100-EAFG	\$6.51	1027995-100-EAFG	\$21.85	07/01/2016 (none)
Corder, Gregory	5925544	1153780-100-DHBE	\$614.71	1153780-100-DHBE	\$41.42	1153780-100-DHBE	\$6.51	1153780-100-DHBB	\$21.85	08/05/2013 (none)
Fahrenbach, Victoria	5779819	1027995-100-EAFG	\$614.71	1027995-100-EAFG	\$41.42	1027995-100-EAFG	\$6.51	1027995-100-EAFG	\$21.85	07/01/2016 (none)
Feinstein, Amanda	6003131	1111111-111-ZZZZ	\$614.71	1111111-111-ZZZZ	\$41.42	1111111-111-ZZZZ	\$6.51	1111111-111-ZZZZ	\$21.85	09/02/2014 (none)

PTA Number Maintenance

- New PTAs are created in this screen
- Current PTAs can be edited from this screen
- PTAs that are no longer in use can be archived

The screenshot shows a web browser window with the URL <https://stanfordhrp.benelogic.com/PTA/NumberList>. The navigation bar includes the Stanford logo, a 'Home' button, and several menu items: 'Tasks', 'Employees', 'Reports', 'Resources', 'System', 'PTA', and 'Profile'. A search bar is located on the right side of the navigation bar with the placeholder text 'Last Name, User ID, or SSN'. The user is logged in as 'Denise Livengood'.

PTA Number Maintenance

Listing of all Project Task Awards created under a specific Department. To edit an existing PTA, click on a row. To add one, click **Add New PTA**.

Department

Include Archived PTAs

[+ Add New PTA](#)

Displaying PTA Numbers Per Page

EduAct Number	Name	Begin Date	End Date	Guarantee Account	Status
1027995-100-EAFGT	Anesthesia Research	09/01/2002	08/31/2026	Yes	(in use)
1095504-203-DAAAO	Adult Fellowship Programs	08/01/2015	07/31/2020	No	
1111111-111-ZZZZZ	Benefits Pool	09/01/2001	08/31/2026	No	(in use)
1131528-200-DAAPD	Pediatric Anesthesia	05/10/2012	05/09/2020	No	
1153780-100-DHBBF	Scherrer unrestricted PTA	05/01/2016	04/30/2018	No	(in use)
1182950-101-PAEVZ	Giffard T32 2016	07/01/2016	06/30/2017	No	(in use)
1193962-100-PAIAI	Gross	01/01/2017	12/31/2017	No	
1193988-100-PAIFS	Mackey T32 2016 (1st year)	07/01/2016	06/30/2017	No	(in use)

Modifying a PTA

Within the available list, click on the name of the PTA you want to edit. The following screen will open up

Modify an Existing PTA

Fill out the form below to modify the PTA, and then click **Save**.

Current Department	SOM-Anesthes, Periop & Pain Med		
PTA Name	<input type="text" value="Anesthesia Research"/>		
Project - Task - Award	<input type="text" value="1027995"/>	—	<input type="text" value="100"/> — <input type="text" value="EAFGT"/>
Is this a Guarantee account?	<input type="text" value="Yes"/>		
Begin Date	<input type="text" value="09/01/2002"/>		
End Date	<input type="text" value="08/31/2026"/>		
	<input type="button" value="Cancel"/>	<input type="button" value="Save ✓"/>	

You can:

- Change the name
- Update the P, T and A
- Adjust the dates (you will not be able to adjust the Begin Date to a later date if you have previously used it with the current Begin Date)
- Click Save when Finished

To create a new PTA

Click on “Add a new PTA

PTA Number Maintenance

Listing of all Project Task Awards created under a specific Department. To edit an existing PTA, click on a row. To add one, click **Add New PTA**.

Department	<input type="text" value="SOM-Anesthes, Periop & Pain Med"/>
Include Archived PTAs	<input type="checkbox"/>

Add New PTA

Add New PTA

Fill out the form below to add a new PTA, and then click **Save**.

Current Department	SOM-Anesthes, Periop & Pain Med		
PTA Name	<input type="text"/>		
Project - Task - Award	<input type="text"/>	-	<input type="text"/>
Is this a Guarantee account?	<input type="text" value="No"/>		
Begin Date	<input type="text" value="02/01/2017"/>		
End Date	<input type="text" value="12/31/2017"/>		

Cancel

Save ✓