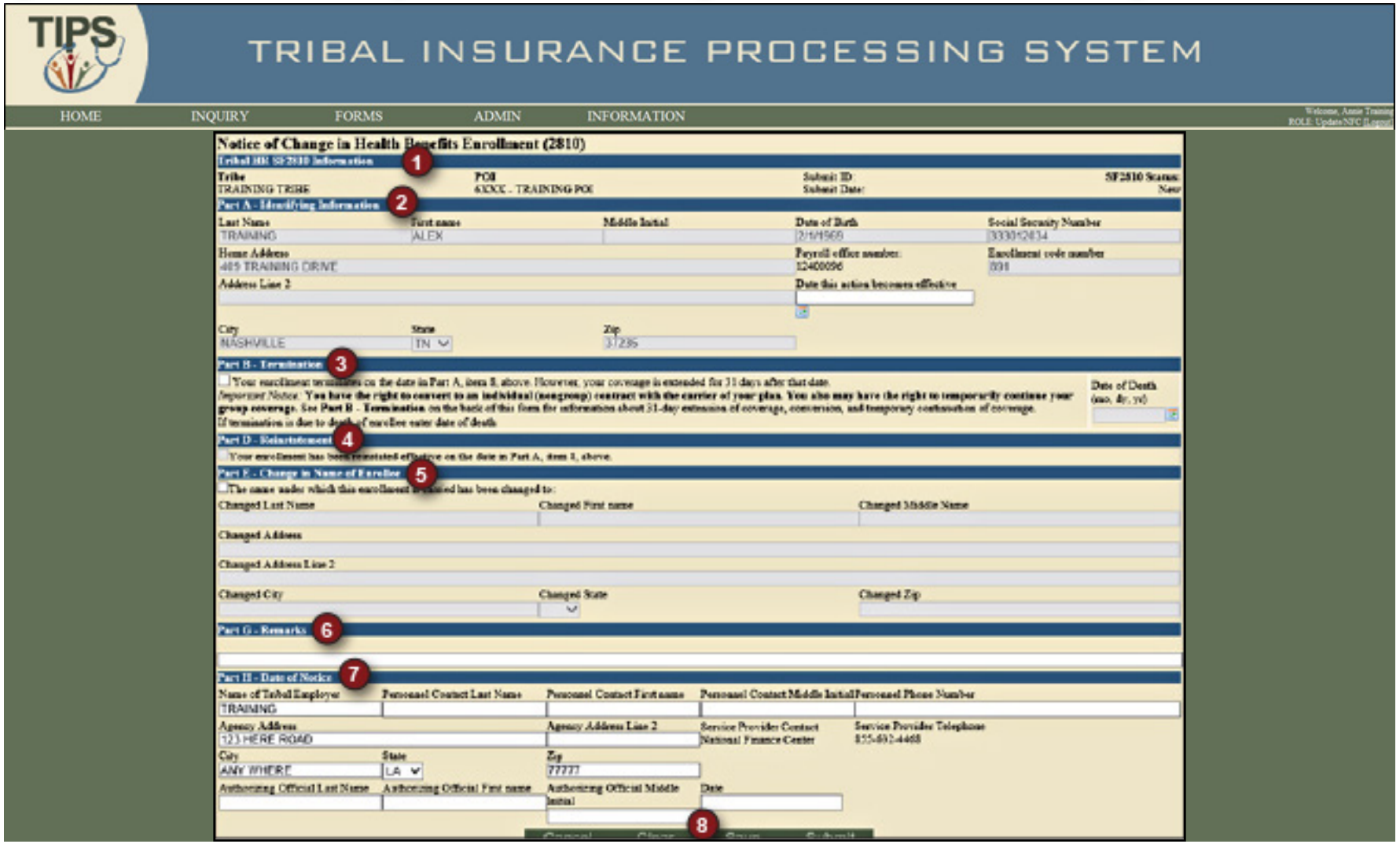
# TIPS SF 2810 Guide

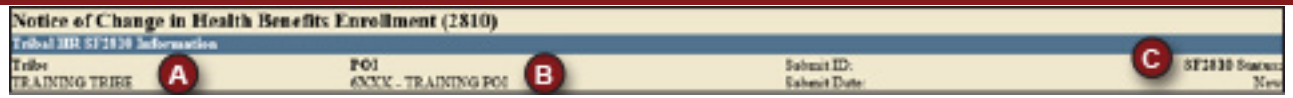
## *Introduction – SF 2810 in TIPS*

**This guide is intended to help users understand how to complete key fields in the SF 2810 form. TIPS will prompt users to enter any missing information upon submission of the SF2810.**

1. Tribal HR SF 2810 Information
2. Part A – Identifying Information
3. Part B – Termination
4. Part D – Reinstatement
5. Part E – Change in Name of Enrollee
6. Part G – Remarks
7. Part H – Date of Notice
8. Finalizing a form

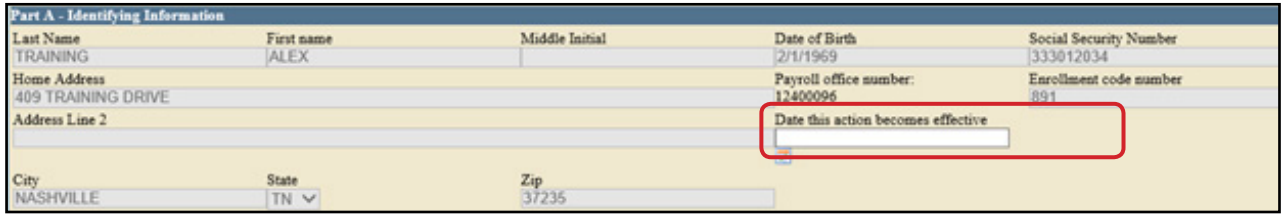


## 1. Tribal HR SF 2810 Information




**A. Tribe:** TIPS will automatically select the user's Tribe when creating a new SF 2810
**B. Billing Unit / POI:** TIPS will automatically select the user's Billing Unit / POI when creating a new SF 2810
**C. SF 2810 Status:** The status of the form is indicated in the top right. The status will update once the form has been saved or submitted

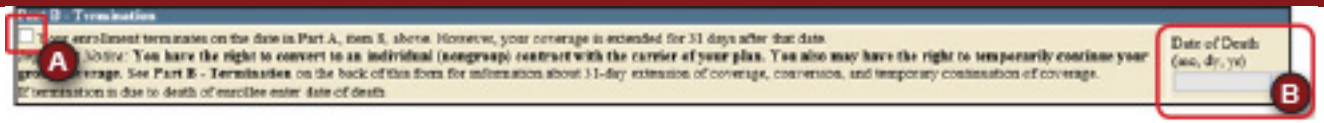
## 2. Part A – Enrollee Information




***Please note that all identifying information fields besides the effective date of action will be pre-populated based on enrollment information contained in TIPS.***

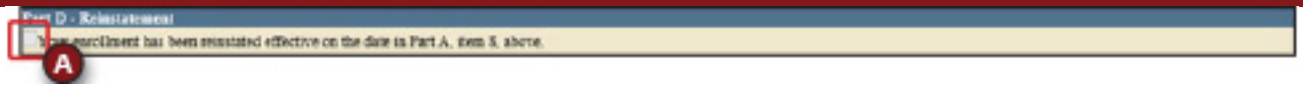
**A. Date this action becomes effective:** Required for all SF 2810s. Designated Terminations, Reinstatements, and Name Changes will become effective on the date entered into this field

## 3. Part B – Termination



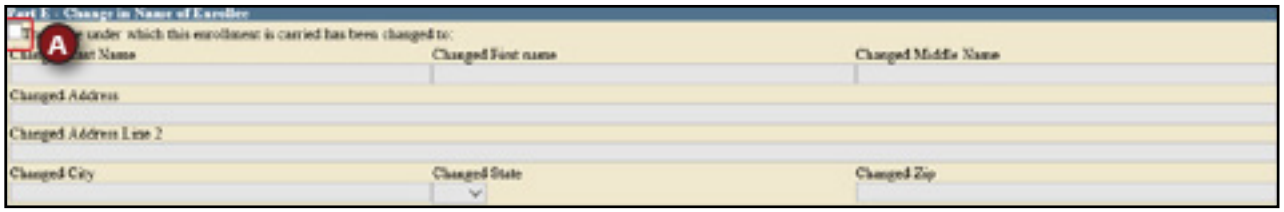

**A. Termination Checkbox:** When this box is checked, TIPS will terminate your employee's enrollment of the effective date of action in Part A
**B. Date of Death:** If termination is due to death of enrollee, enter date of death

## 4. Part D – Reinstatement




**A. Reinstatement Checkbox:** When this box is checked, TIPS will reinstate your employee's enrollment with the effective date of action in Part A

## 5. Part E – Change in Name of Enrollee

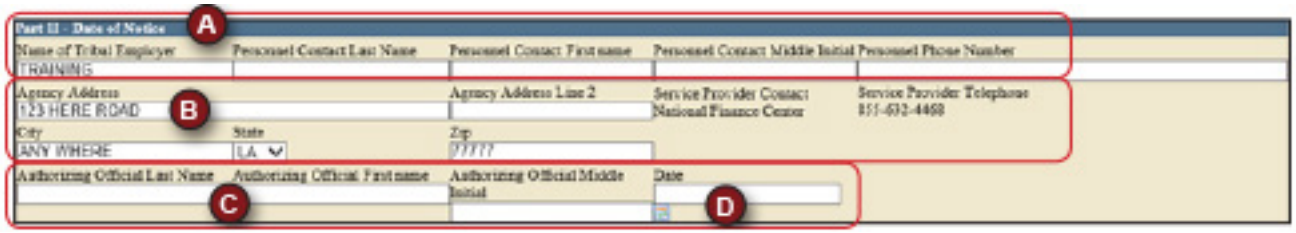



**A. Change in Name of Enrollee Checkbox:** A SF 2810 can be used to change the name or Address of an employee. If this box is checked, TIPS will change the name and/or address of the employee based on the information entered into the fields in this section

## 6. Part G – Remarks


**A. Remarks:** Used by the Tribal Employer to include notes. These notes are stored in TIPS, but will not be seen by anyone other than the Tribal Employer

## 7. Part H – Date of Notice




**A. Tribal Employer Personnel Information:** Tribal Employer Personnel submitting SF 2810s are required to submit their First Name, Last Name and Phone Number
**B. Tribal Employer Address Information:** Tribal Employer Address information must be specified
**C. Authorizing Official Information:** Authorizing Official Information must be specified
**D. Date:** The date in which the SF 2810 is entered into TIPS must be specified

## 8. Finalizing a Form


**A. Mark for Deletion:** Deletes the non-processed and non-billed records
**B. Cancel:** Exits form and returns the user to the homepage
**C. Clear:** Deletes all data from the fields allowing the user to start the form again
**D. Save:** Saves the form for future edits. To save this form, the following fields are required: POI, First Name, Last Name, and Social Security Number
**E. Submit:** Validates the form and releases it to TIPS