



Processing a Life Event

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar life event, you can update your benefits to better fit your needs. Specific instructions for **Divorce** can be found on page 3.

Processing a Life Event

From your homepage:

1. Select **Menu**.
2. Select **Benefits**.
3. Select **Change Benefits**.
4. Use the Change Reason drop-down menu to select a **Change Reason** for the benefit change.
5. Select **Submit**.

This now initiates an action item for you to make coverage changes.

6. From the homepage, select **My Tasks**.
7. Select the **Change Benefit Election** action item and Select **Let's Get Started**.
8. Answer the Health Questionnaire for Tobacco Use and select **Continue**. Select **Continue** again to proceed with benefit selection.
9. Select **Manage** to update your elections.
10. Since we are Reporting a Life Event outside of open enrollment, you may only add or remove from the current elections you are enrolled in. Select **Confirm and Continue**.

Note: if you are completing a qualified life event from mid-October to December 21, you will need to complete your qualified event for the current benefits year. Then you will receive an open enrollment Workday event to update your next benefits year, as well.



*Selection	Benefit Plan Details	You Pay (Monthly)
<input type="radio"/> Select	Aetna HDHP Health Savers Plan	\$183.00
<input checked="" type="radio"/> Waive		
<input type="radio"/> Select	Aetna PPO Plus	\$156.00



11. If you are adding a dependent that is not listed on your record, select **Add Dependent**. Then select **OK** to proceed.

12. Input all required information for dependent.

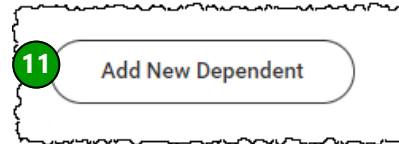
13. Select **Save**.

14. Enter the **Dependent's Social Security Number** and select **Save**.

15. Modify your remaining coverage options, if needed.

16. Once you have completed all coverage elections, select **Review and Sign**.

17. Now that your coverage elections are confirmed select the **Check Box** and proceed by selecting **Submit**.






Updating Benefit Elections: Divorce (All Employees)

This guide will provide how to effectively update your benefits in the event of divorce. Please follow the steps below to complete this process.

Updating Benefit Elections: Divorce

From your homepage:

1. Select **Menu**.
2. Select **Benefits and Pay**.
3. Expand **Benefits**, and then select **Dependents**.
4. Select **Edit** beside the spousal record.
5. Select **Effective Date**, and then select **Change Dependent > Divorce** as the **Reason**.
Note: *Effective Date* is the official date of divorce.
6. Scroll down to **Relationship** and change relationship from spouse to **Ex-Spouse**.
7. Select **Submit**.
8. This will automatically kick off the divorce event. The employee will see it in their My Tasks inbox and will enroll in benefits from there by selecting **Let's Get Started**.

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3 Dependents

4 Edit

5 Effective Date & Reason

5 Effective Date *

10/18/2023

5 Reason

× Change Dependent > Divorce

6 Relationship

Relationship *

× Ex-Spouse

7 Submit

8 Change Benefit Elections

7 second(s) ago - Effective 10/18/2023

Initiated On 10/18/2023

Submit Elections By 11/17/2023

8 Let's Get Started