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Enrolling In or Changing Your Benefit Plans

Purpose:

To define the process employees can take to enroll in or make changes in their benefit plans.

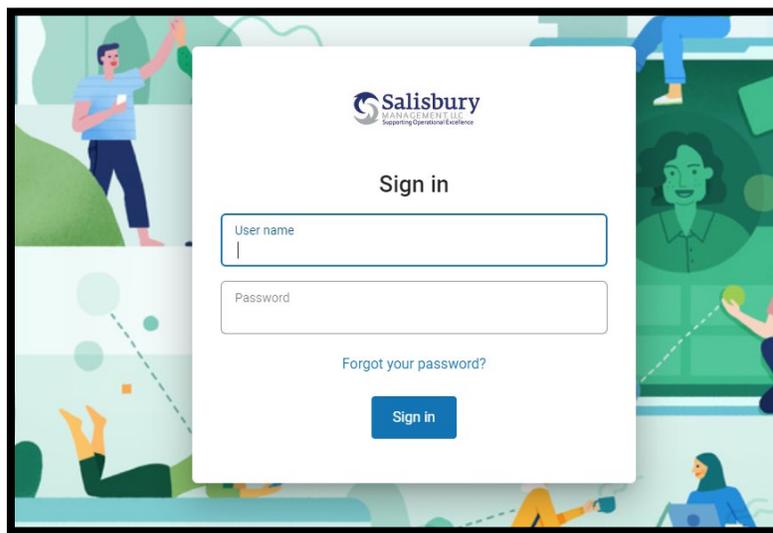
Definitions:

Life Event Section: The section within the UKG platform employees should navigate to, to newly elect, make changes to or terminate their benefit plans.

Qualified Life Event (QLE): An event outside of an employee's initial eligibility period or open enrollment that allows employees to make changes to their benefit plans, i.e., gaining or losing other coverage; over-age dependent; death; divorce or gaining a new dependent because of marriage; birth, adoption; or placement for adoption.

A. Procedure: Electing or Making changes to your Benefit Plans

1. If this is your first-time logging into UKG, enter your username and password. If you have already setup your account password, you may use the single-sign-on (SSO) link available in Microsoft Office to login without entering your password.



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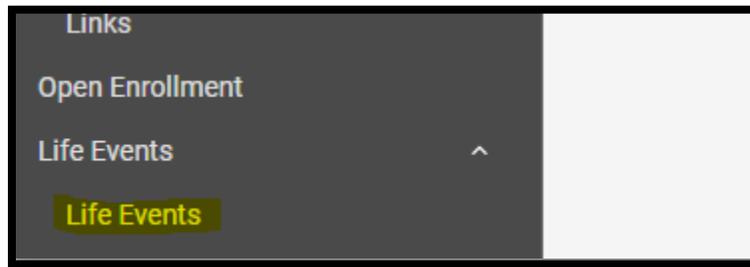
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2. Go to the Employee Self-Service tab



3. Go to the Life Events section in the left-hand toolbar.



4. Choose a Life Event from one of the following:

- Newly Elect my Coverage
- Add coverage mid-year
- Cancel coverage for myself or others
- I have a change to my HSA

Life Events

About Life Events

Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible to complete. Begin by selecting an event that most closely describes your circumstances.

Description	Message	Status
Add Coverage mid-year	You can use this event to elect coverage for yourself, spouse or child dependent mid-year and outside of your new hire event. It can include the birth of a child, adoption, legal guardianship, marriage or domestic partnership. It can also include loss of previous coverage. If you are a new hire, go to the Newly Eligible event.	Not Started
Cancel coverage from Myself or Others	This life event allows you to cancel coverage for yourself and/or remove a member(s) from your coverage. If you are canceling coverage for yourself, other members will automatically be cancelled from coverage.	Not Started
I have a change to my HSA	This life event is used to newly elect HSA mid-year or change your HSA contribution amount.	Not Started
Newly Elect My Coverage	WELCOME!	Not Started



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5. Enter the date the event took place.
 - This date will auto-populate for the Newly Elect my Coverage event.
 - For all other events use the date the event takes place, i.e., date of marriage, divorce, or date new coverage will begin or end.

About This Life Event

When did this happen?

What was the reason?

6. Certain events will pend and wait for administrator's approval. These events will require you to upload additional documentation.
7. Follow the instructions available in your event to review what support documents are required. *See below instructions on how to upload documents.*
8. Enter on the 'Next' arrow available in the upper right-hand corner to take you to the next section throughout your enrollment experience.



9. There are several links to webpages and forms within the plan sections to provide further details on your benefit plans.
 - Links should open in a new window. Be sure to return to your enrollment page to complete your elections.
 - If purchasing life insurance above certain limits, you will be required to complete Evidence of Insurability. This link is available in the employee and spouse life insurance offer.



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Employee Optional Life Plan Information

You can elect coverage in increments of \$1,000. You cannot elect coverage less than \$10,000.

NOTICE: If you are electing a coverage volume greater than \$200,000, you will be required to complete a Statement of Health or Evidence of Insurability (E of I). The amount of coverage above \$200,000 will pend until your E of I is approved. You will leave this site to complete E of I. Be sure to return back to complete the rest of your enrollment.

Enter on this link to complete E of I.

10. You can save a draft of your elections and return later. Be sure to return prior to your enrollment deadline.
11. Review your summary of benefits carefully and print a copy for your records prior to submitting your enrollment.
12. Submit your enrollment.

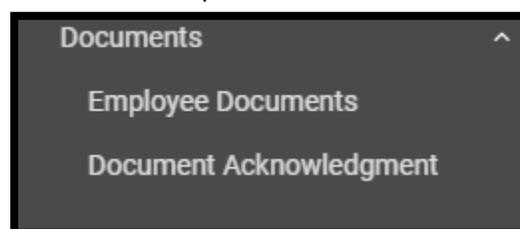


B. Troubleshooting:

1. If you receive an error message that a dependent is not available or not eligible for the coverage, go back to the beneficiary and dependent section (left-hand toolbar) and confirm the following:
 - The date of birth, SSN, gender, and relationship is complete for each dependent.
 - You have selected the designation as dependent, beneficiary or both.
 - Dependent children are not older than 26 years old.
2. If you are not able to get back to the dependent/beneficiary section. Try declining the benefit and then un-declining.
3. Save your document.
4. Read all instructions. The system will prompt you and help you through the error.

C. Uploading Documents:

1. Documents supporting your life event should be uploaded to the documents section of your self-service account.

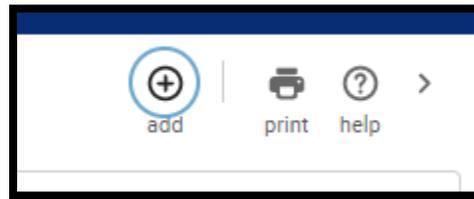


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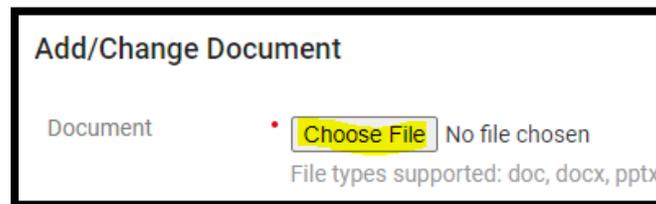
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2. Enter on the documents section in the left-hand toolbar.
3. Enter on the add (+) icon in the upper right-hand corner.
- 4.



5. Search your computer for the document.



6. Ensure to name the document to clearly identify what the document is. Examples are:
 - **marriage certificate**
 - **birth certificate**
 - **divorce decree**
 - **Domestic Partner affidavit**
 - **spouse waiver**
 - **gain coverage**
 - **loss of coverage**
 - **wellness docs**
7. Select the documents category Benefits Life Event.
8. If uploading wellness documents, choose Benefits Wellness
9. Email benefits@salisburygmt.com to alert the Benefits Team of your document submission.

