

Benefits Life Events – Training Guide

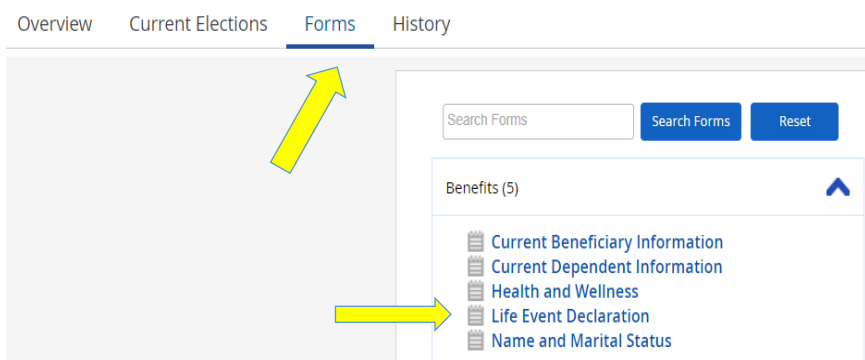
1. On your Dayforce Dashboard, go to Benefits

The Benefits should be on your Home Screen. If not, look under the Main Menu (3 lines top left).



2. Complete Life Event Declaration

- Click on the Forms Tab
- Click on Life Event Declaration
- Event date should be today's date
- Please select the appropriate Life Event under the drop down
- Upload supporting documents
- Comments section: Enter date of event (marriage, birth, etc.) Click Submit.



Life Event Declaration

Life Event Declaration

Orthouse, Demetria L
Status: Active Employee Number: 120233

Life Event Information

Use this form to declare a life event. Select the date for the life event and specify the type. Both fields are required.

Event Date* **Life Event***

Supporting Documents

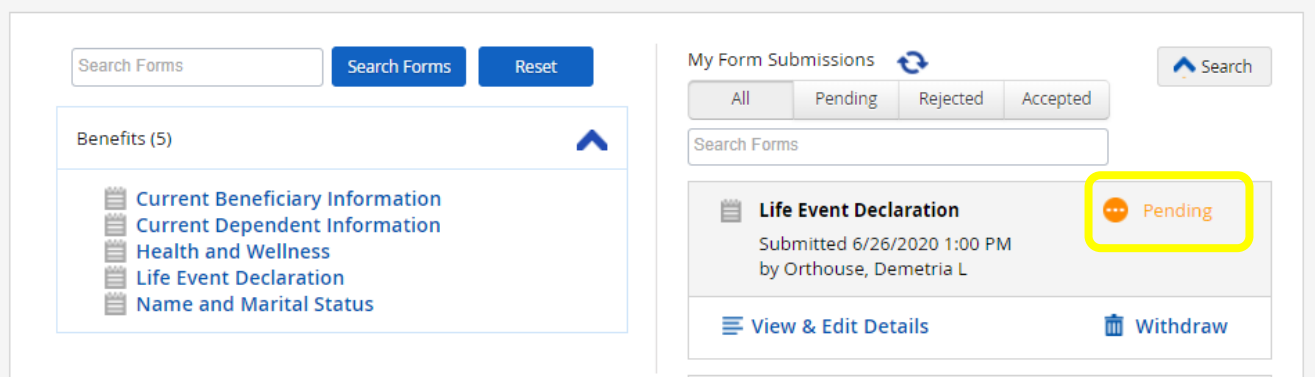
Please attach additional details if desired.

Comment

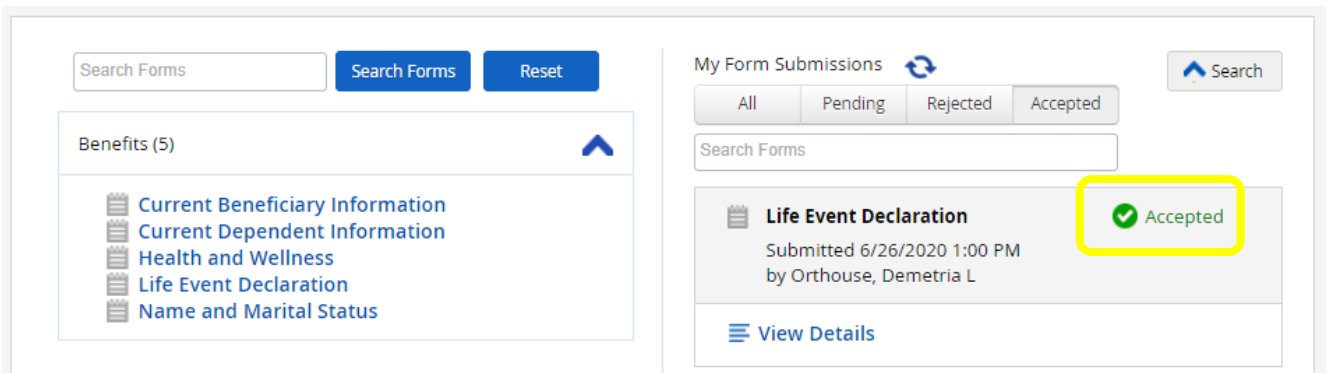
Add comment to the employee's file.

3. Pending Approval – My Form Submissions

The Life Event Declaration form will show as pending until approved by the Benefits Team. The Benefits Team will contact you if there are any questions.

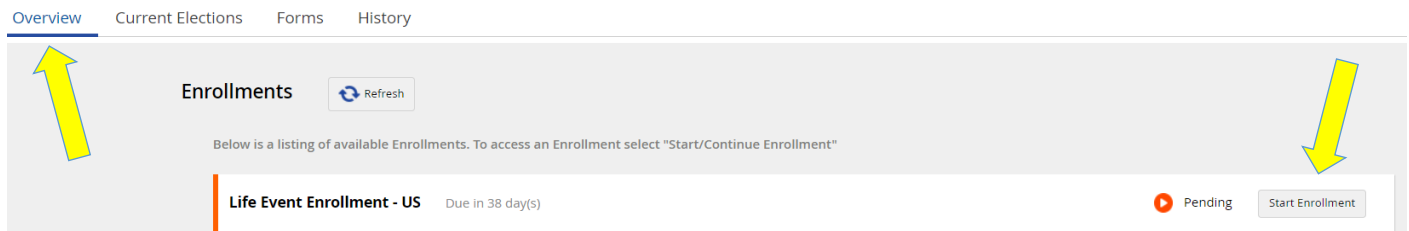


- Once approved, then you can continue on to enrollment. If you don't see that it has been accepted, click on the circle arrows next to My Form Submissions to refresh the screen or contact the Benefits Team.



4. Life Event Enrollment

- Click on Overview
- Click on Start Enrollment on the right
- If the Life Event is approved, but you don't see the enrollment, contact the Benefits Team.



5. Start Life Event Enrollment

Next you will see information regarding qualifying life event. Click on Next.

Life Event Enrollment - US

Your Current Elections \$0.00

Introduction Profile Event Details Elections Confirmation Summary

Life Event Enrollment - US
Due in 58 day(s) - 8/20/2020

Close Next

If you have a qualified change in status, you can make changes to your benefit elections by completing this enrollment within 60 days of the change. The change to your benefits must be consistent with a qualified family status change. For example, if you have a new baby, you can enroll the child as a dependent under your current healthcare plan and/or Flexible Spending Account (FSA) Plan for healthcare and/or Dependent Care, but you may not remove another dependent that is already covered. Examples of qualified family status changes that qualify for a Life Event Enrollment are: Birth, Marriage, Divorce or Legal Separation.

Close Next

Enrollment

Health Plans

- Medical Plans
- Dental Plans
- Vision Plans

FSA - Dependent and Health Plans

- FSA Dependent and Health Plans

6. Current Dependent Information

Here is where you can add new dependents. Click on “Add” to enter any newly eligible dependents. Don’t “Remove” eligible dependent who you don’t want to enroll at this time – you can remove dependents from the Plan enrollment in later steps. When finished, click on Next.

Life Event Enrollment - US

Your Current Elections \$0.00

Introduction Profile Event Details Elections Confirmation Summary

Profile Forms

Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

Current Dependent Information

Below is the list of your current dependents. You have the ability to Add, Edit, and/or Remove dependent(s).

+ Add

Name	Relationship	Birth Date	View/Edit	Remove
Aaliyah C Orthouse	Child	1/13/2014	View/Edit	Remove

7. Event Details

Select the event that applies to you and fill out the required information. Once finished, click on Next.

Life Event Enrollment - US Your Current Elections

Introduction Profile **Event Details** Elections Confirmation Summary

Event Details

Select the event that applies to you below, once selected, please proceed by selecting "Next".

Close Save Draft Back Next

If you have a qualified change in status, you can make changes to your benefit elections by contacting the Benefits Team in writing within 60 days of the change. The change to your benefits must be consistent with a qualified family status change. For example, if you have a new baby, you can enroll the child as a dependent under your current healthcare plan and/or Flexible Spending Account (FSA) Plan for healthcare and/or dependent care, but you may not remove another dependent that is already covered. Examples of qualified family status changes are:

- Birth, Adoption, placement for Adoption or Legal Guardianship
- Legal Marriage
- Domestic Partner (NANA & LPR only)
- Divorce or Legal Separation
- Dependent(s) lost coverage elsewhere
- Dependent(s) gained coverage elsewhere
- Dependent(s) have aged out of the Plan(s)
- Dependent Death
- Employee lost coverage elsewhere
- Employee gained coverage elsewhere
- A Court Order requiring coverage of a dependent child(ren)

Close Save Draft Back Next

Click Next

8. Benefit Elections – Medical, Dental, Vision and FSA

Select your benefit options. Click on the down arrow for the benefit you want to modify. Once finished, click on Next.

Life Event Enrollment - US Your Current Elections

Introduction Profile Event Details **Elections** Confirmation Summary

Benefit Elections

Select your benefit options below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

Health Plans

- Medical Plans
- Dental Plans
- Vision Plans

FSA - Dependent and Health Plans

Please be aware that you can not increase your contribution amount if you are decreasing the number of dependents in your family. If you are increasing the number of dependents, then you may increase your annual contribution amount.

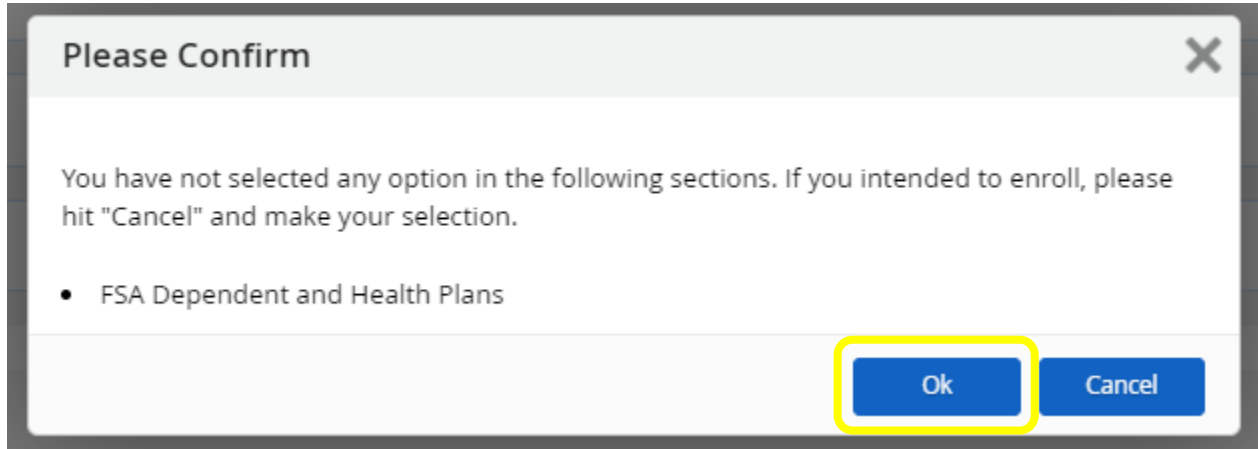
- FSA Dependent and Health Plans

Close Save Draft Back Next

Click Next

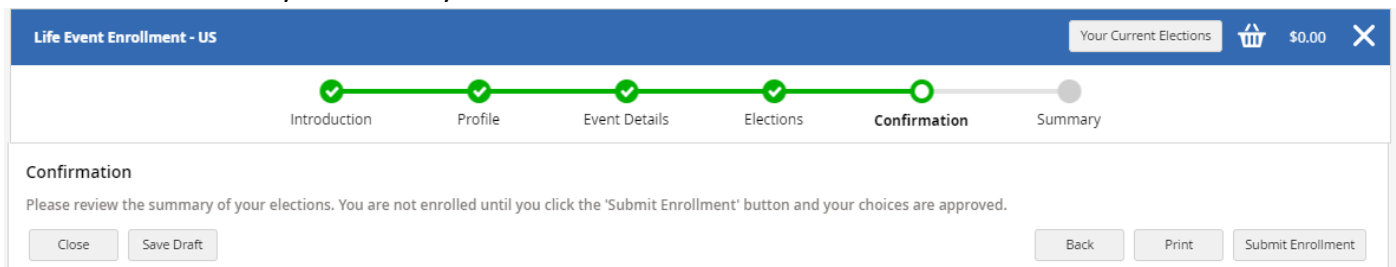
9. Flex Spending Account Enrollment (FSA) – OPTIONAL

- If you choose not to enroll in the FSA, you will receive a notification to confirm. Click on OK to continue.



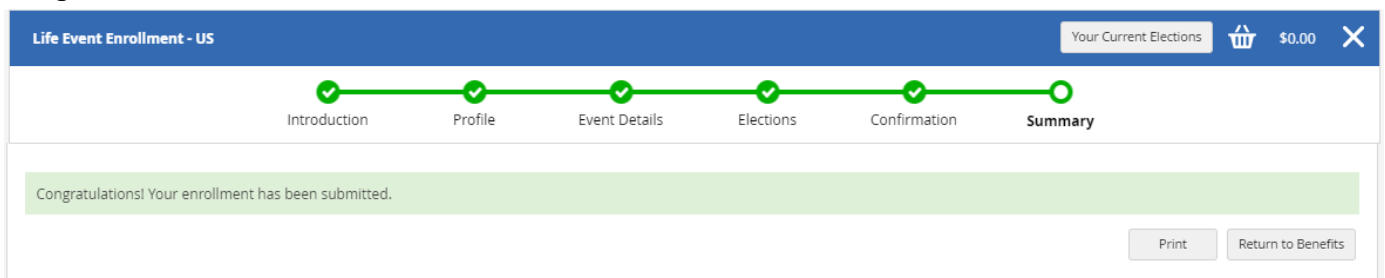
10. Confirmation

Next, you'll get the opportunity to review and make any changes to your enrollments. Once you are sure of your benefit enrollments, click on Submit Enrollment. At the top right corner, you will also see the dollar amount of your monthly benefit deduction.



11. Summary

You will know that your benefit enrollment has been successfully submitted once you see the green Congratulations notification.



Your enrollment will require approval from the Benefits Team. They will contact you if there are any questions.

Note: You may want to consider changing or updating your beneficiaries at this time. To do so, please follow the Beneficiary Update Training Guide.