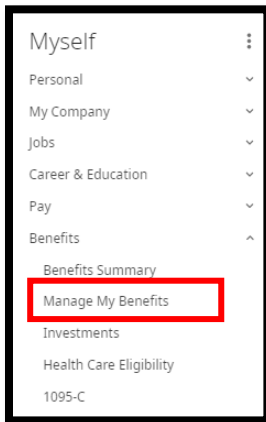
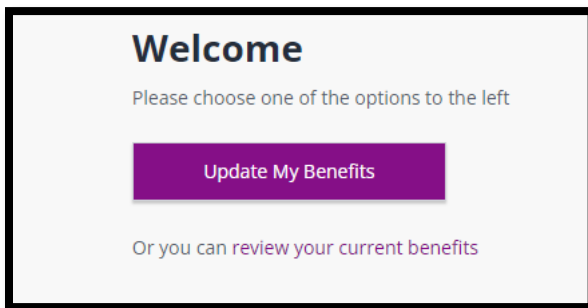


How to Create a Life Event: Legal Separation

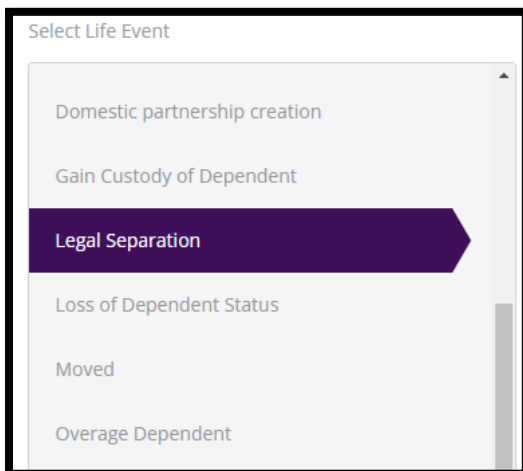
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Legal Separation



5. In the Event Date field enter the Date of Legal Separation

Select Life Event

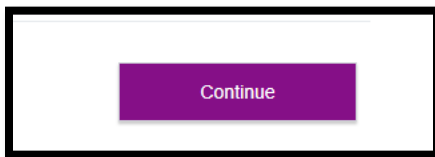
- Divorce
- Domestic partnership creation
- Gain Custody of Dependent
- Legal Separation**
- Loss of Dependent Status
- Moved

Legal Separation

Legal Separation is a qualified change in status, so you may make certain changes to your benefits. The coverage changes must be consistent with your change in status.

Event Date *
03/15/2022

6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

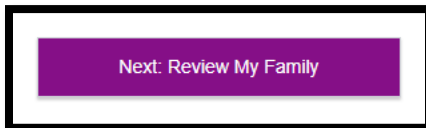
Verify your Personal Information and make changes if needed

This information is used for:

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.

8. Click Next: Review My Family button at the bottom right of your screen



9. Click Remove to Remove Family Member

Current Family Members

[Redacted Name]

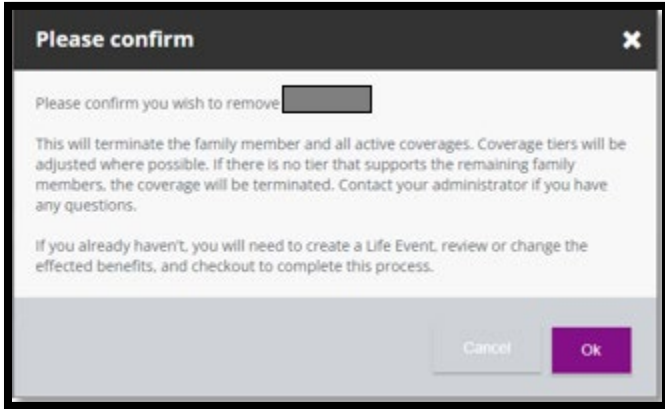
Spouse

Born [Redacted Date]

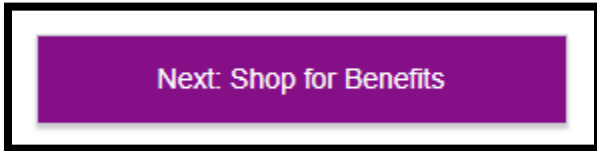
[View Details](#)

Remove [Edit](#)

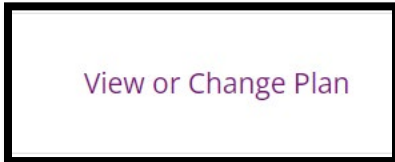
10. Click Ok to confirm Family Member Removal



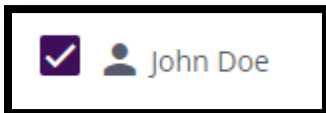
11. Click Next: Shop for Benefits



12. Select which benefits you need to edit and click View or Change Plan

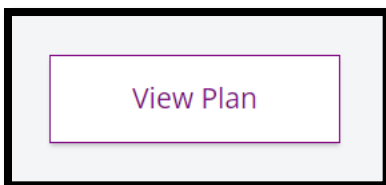


13. Click the check box next to the individuals you want on the plan

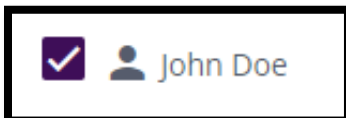


14. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

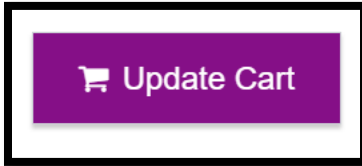
15. Click on View Plan



16. Make sure box is checked for Yourself and any Dependents



17. Click Update Cart



18. If you are participating in an HMO you will need to update your Primary Care Provider Information

19. Click Continue and update remaining benefits as needed

20. Ensure you View or Change Plan for Guardian Fraud Warning to Review and Checkout

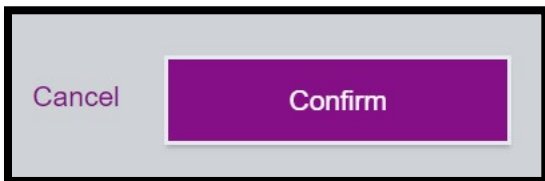
21. Review the Fraud Warning and Click I agree



22. Complete the E-signature by clicking the box

Please indicate that you have read and understand the above statements by checking the box:

23. Click Confirm

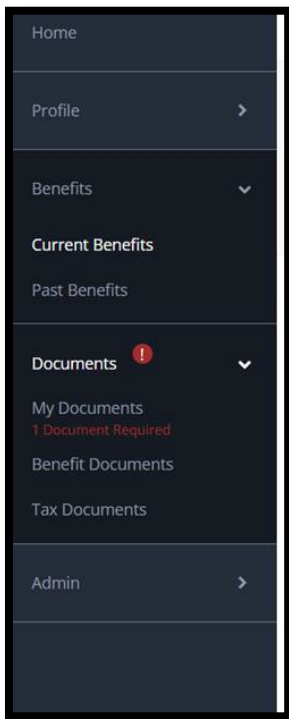


24. Click Review and Checkout

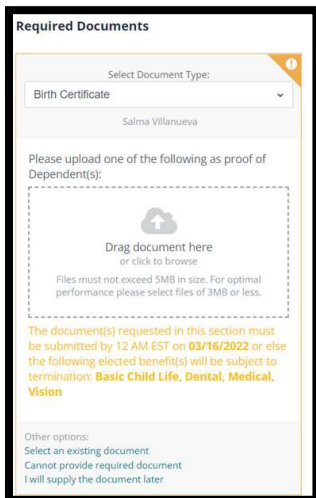
25. Finalize your Checkout

26. Now Upload your documents (e.g., court order)

27. From the home screen select Documents>My Documents



28. Upload your document, select from the Document Type dropdown and click or drag the document in the upload section.



29. Once you complete the life event and upload the document. Benefits will review the life event to ensure all documentation is correct and plan information updated accordingly.

30. Once the event is approved, plans are updated with the carriers within 3-7 business days.