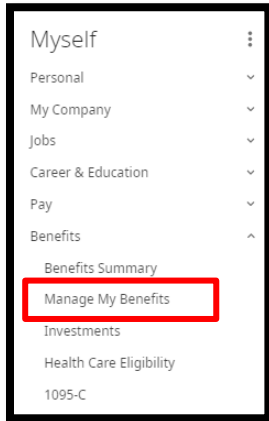


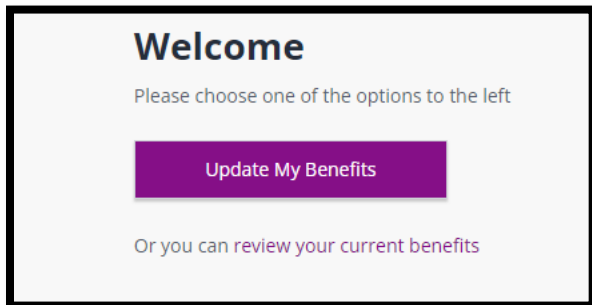
# Qualifying Life Events

## How to Create a Life Event: Employment Status Change

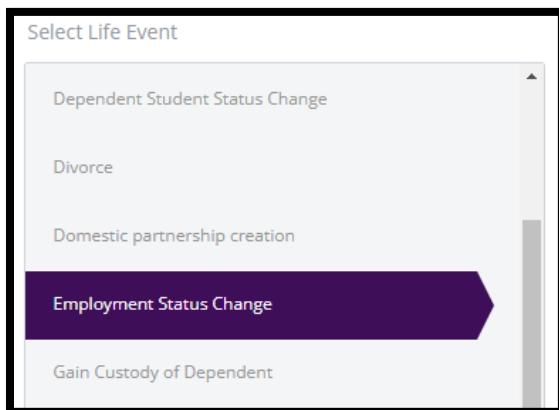
1. Log in to UKG Pro <https://n12.ultipro.com/default.aspx> using Google Chrome or Edge
2. Navigate to Myself>Benefits>Manage My Benefits (NOTE: This will open a new tab in your browser, make sure your pop-up blockers are off)



3. From the Home page select Update My Benefits



4. From the menu on the left choose Employment Status Change



5. In the Event Date field enter the Date of Employment Status Change

Select Life Event

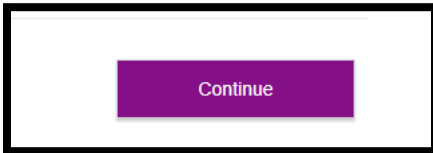
- Dependent Student Status Change
- Divorce
- Domestic partnership creation
- Employment Status Change**
- Gain Custody of Dependent
- Legal Separation

**Employment Status Change**

When your employment status changes, you may change your plan coverage, change plan options, or change plan types. The coverage changes must be consistent with your change in status.

Event Date \*  
04/15/2022

6. Click Continue at the bottom right of your screen



7. Verify/Edit your Personal Information

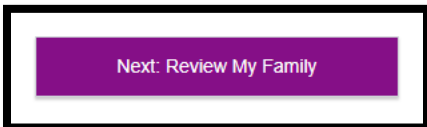
Verify your Personal Information and make changes if needed

**This information is used for:**

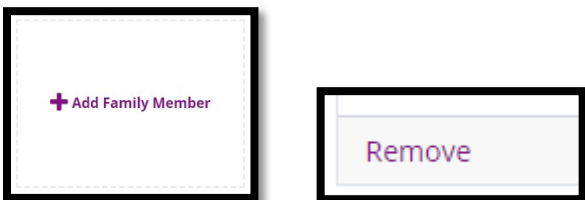
- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

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

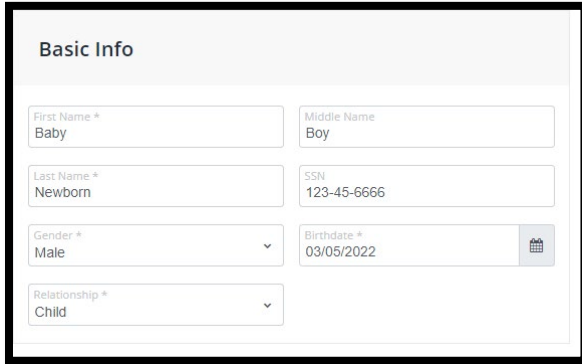
8. Click Next: Review My Family button at the bottom right of your screen



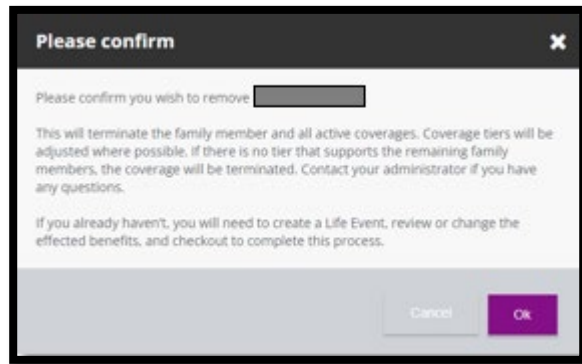
9. Click Add or Remove Family Members if needed



10. Enter the Basic Info for added Family Member or confirm Removal of Family Member if needed

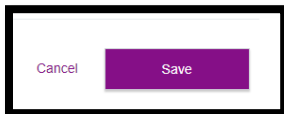


A form titled "Basic Info" with several input fields. The fields are: First Name \* (Baby), Middle Name (Boy), Last Name \* (Newborn), SSN (123-45-6666), Gender \* (Male), Birthdate \* (03/05/2022), and Relationship \* (Child). There are asterisks next to First Name, Last Name, Gender, and Relationship. A calendar icon is next to the Birthdate field.



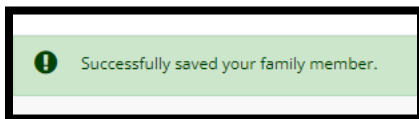
A dialog box titled "Please confirm" with a close button (X) in the top right. The text inside says: "Please confirm you wish to remove [redacted]". Below this, it explains: "This will terminate the family member and all active coverages. Coverage tiers will be adjusted where possible. If there is no tier that supports the remaining family members, the coverage will be terminated. Contact your administrator if you have any questions." It also states: "If you already haven't, you will need to create a Life Event, review or change the effected benefits, and checkout to complete this process." At the bottom, there are "Cancel" and "Ok" buttons.

11. Click Save if added Family Member. If not, go to Step 13



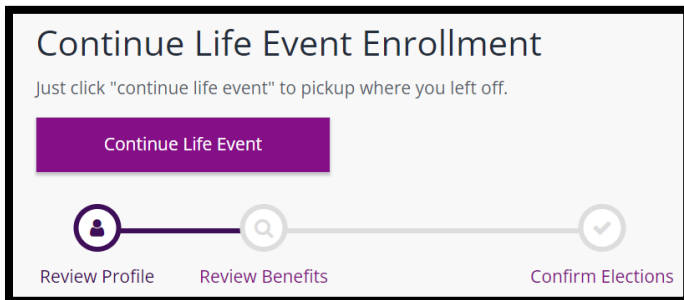
A button labeled "Cancel" and a button labeled "Save".

12. You have now Successfully saved your family member

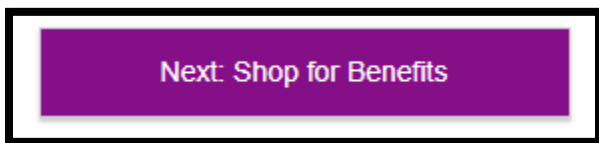


A green notification box with a green exclamation mark icon and the text "Successfully saved your family member."

13. Now click Continue Life Event or Shop for Benefits

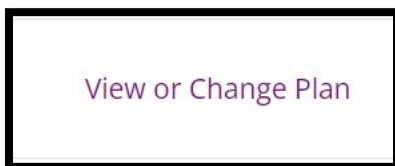


A screen titled "Continue Life Event Enrollment" with the instruction "Just click 'continue life event' to pickup where you left off." There is a purple button labeled "Continue Life Event". Below this is a progress bar with three steps: "Review Profile" (with a person icon), "Review Benefits" (with a magnifying glass icon), and "Confirm Elections" (with a checkmark icon). The "Review Profile" step is currently active.



A purple button labeled "Next: Shop for Benefits".

14. Select which benefits you need to add your new dependent to and click View or Change Plan



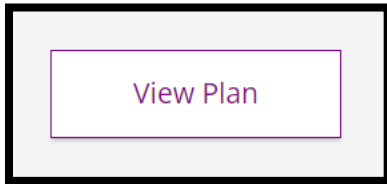
A button labeled "View or Change Plan".

15. Click the check box next to dependent for coverage

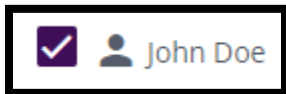


16. Next scroll down to Select a Plan, this will default to your current selection or you can choose a new plan if you desire

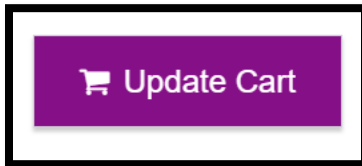
17. Click on View Plan



18. Click the check box next to the new dependent



19. Click Update Cart



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

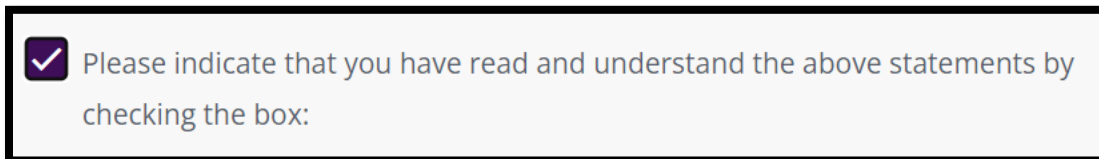
21. Click Continue and update remaining benefits as needed

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

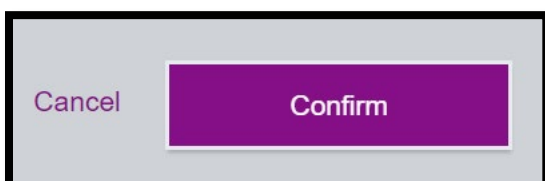
23. Review the Fraud Warning and Click I agree



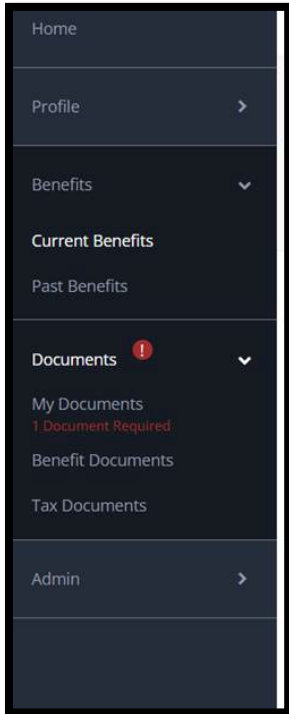
24. Complete the E-signature by clicking the box



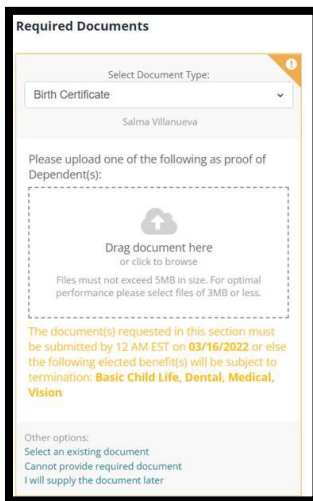
25. Click Confirm



26. Click Review and Checkout
27. Finalize your Checkout
28. Now Upload your documents if applicable
29. From the home screen select Documents>My Documents



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



31. 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.
32. Once the event is approved, plans are updated with the carriers within 3-7 business days.