

CHANGE BENEFITS



You must have a **Qualifying Life Event** in order to add or remove insurance coverage outside of annual enrollment. If you are adding a Dependent(s) to your plan, a Dependent Event must be completed before initiating a Benefit Event. Please refer to the Manage Dependents job aid for assistance.

From the **Benefits** worklet:

1. Under Change, click **Benefits**.
2. Complete the Change Benefits form as follows and then click **Submit**.
 - a. Select a **Change Reason**.
 - b. Click the Calendar icon to enter the **Benefit Event Date** that the Benefit Event Change happened. **Benefit Event changes must be entered within 30 days of the benefit event.*
 - c. Click the **Select Files** button to add any necessary attachments that were not attached when documenting the Dependent Event.
3. Press **Submit**.
4. A box will appear in the middle of your screen that says, “You have submitted” with a green checkmark. Press **Open** under this message.
5. Click **“Let’s Get Started.”**
6. If applicable, make updates to your **Health Care Elections** by selecting **Manage**. Press **Select** or **Waive** for each election. If you are already enrolled in a Health Care plan, your current Coverage will already be selected. To change your current Coverage, complete the following steps:
 - a. Click **Manage** under the Health Care plan.
 - b. Click **Confirm and Continue**.
 - c. Select the dependent you wish to add or remove.
7. If you have enrolled a new dependent, you will be prompted to enter a **Social Security Number (SSN)**.
 - a. If you do not have the SSN (such as for a newborn), select **Reason ID is Not Available**, and enter a supporting comment. *You will be notified later to update the SSN for tax purposes.*
8. Press **Save**.
9. If eligible, manage your **Flexible Spending Accounts** (Healthcare and/or Dependent Care), or enroll. Complete the appropriate fields on the **Contributions** page.
 - a. Click **Manage** or **Enroll** under the Healthcare FSA or under the Dependent Care FSA.
 - b. Click **Select** then **Confirm and Continue**.
 - c. Enter the amount you would like to contribute **Annually**. The **Per Paycheck** amount will automatically populate.
 - d. Click **Save**.



Employees who are not enrolled in the **Pelican HSA 775** plan can enroll in the FSA.

10. If eligible, Manage or enroll in the **Insurance Benefit Plans** that appear.
 - a. Click **Manage** or **enroll** under the desired insurance plan.
 - b. Click **Select** or **Waive** coverage.
 - c. Click **Confirm and Continue**.
 - d. Complete the appropriate fields under **Coverage Level**.
 - e. Click **Save**.
11. Click **Review and Sign**.
 - a. Review your **Elected Coverages, Waived Coverages, Costs, and Beneficiary Designations** (if applicable).
 - b. If your benefit elections are incorrect, press the back arrow at the top left corner of your screen and you will be taken back to the home screen to make the appropriate edits or you can select **Save for Later** and you will be taken back to your Workday homepage. In order to access the event, you will have to go to your Workday inbox.
 - c. If your benefit elections are correct, check the **I Accept** check box to provide an electronic signature confirming your changes.
 - d. Click **Submit**.
12. Click **View Benefits Statement** in the middle of your screen to print and save a PDF copy of your Elections Confirmation for your records.



The process will route to a Benefits Partner for approval. Once approved, you will be able to view your updated benefits elections the day they become effective.

QUALIFYING LIFE EVENTS

You must have a qualifying life event (QLE) in order to add or remove insurance coverage outside of annual enrollment. Below is a list of qualifying life events and the documentation that is required to add/delete for each event.

- To **add a dependent** based on an event below, you will need to attach 2 documents in one file: 1) Dependent Verification document as listed above and 2) QLE document listed below that corresponds to your specific event.
- To **remove a dependent**, attach the QLE document listed below that corresponds to your specific event.

EVENT	QUALIFYING LIFE EVENT DOCUMENTS
Birth, Adoption, Marriage, Legal Custody (add)	See the Dependent Verification section of this document above
Death of Covered Dependent (remove)	Copy of certified death certificate or other official document
Divorce (remove)	Copy of official divorce, annulment or legal separation decree
Gain of other group coverage, Medicaid, or LA Chip (remove)	Proof of other coverage that includes effective date of coverage and names of covered persons <i>(For example, a letter from employer or insurance company that coverage is through, or an official state document regarding Medicaid/LA Chip coverage)</i>
Loss of other group coverage, Medicaid, or LA Chip (add)	Proof of loss of other coverage that includes coverage termination date and names of persons losing coverage. <i>(For example, a letter from employer or insurance company that coverage was through, or an official state document regarding Medicaid/LA Chip coverage)</i>
Marriage – Gain of coverage on new spouse’s plan (remove)	Copy of certified marriage certificate AND proof of active enrollment on spouse’s plan on company letterhead; must show coverage effective dates of each dependent



You have **30 days** from the date of the event to make the changes. After 30 days, you will need to wait until Open Enrollment to make changes.