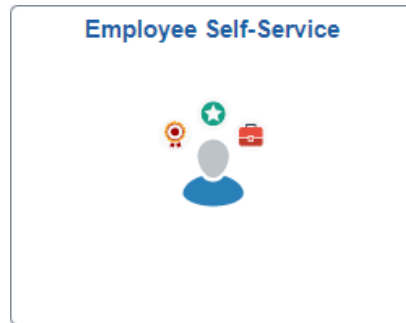


Life Event Employee Help sheet

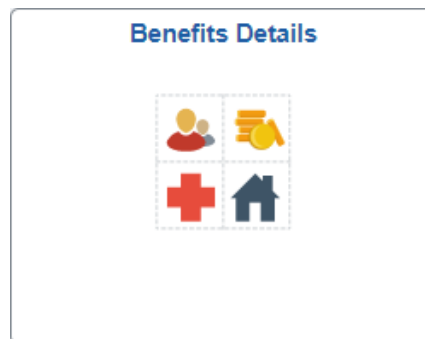
This guide will walk you through submitting a Life Event request. Please be aware, a supporting document may be required. For more information about which documents are required for which events. Please refer to this [page](#).

1. Log into PeopleSoft. For help with logging into PeopleSoft [\(Employee Self Service\)](#)

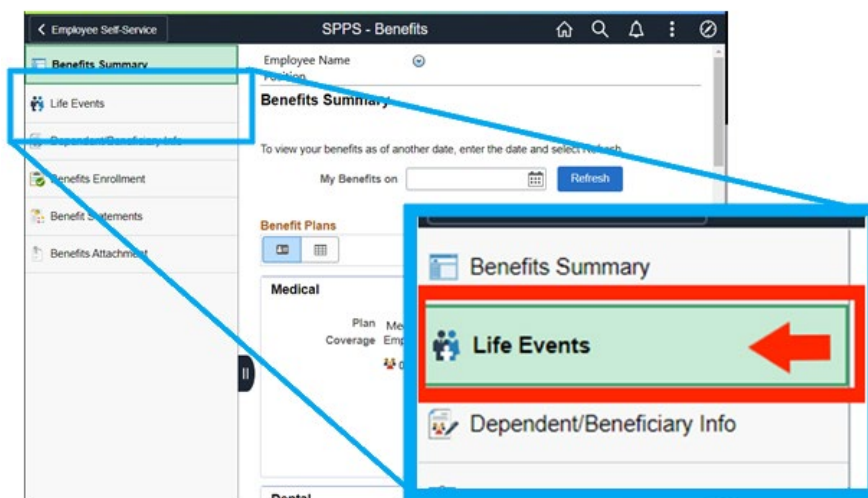
2. Select the Employee Self-Service tile.



3. Select the Benefits Details tile.



4. On the left side of the webpage, select Life Events.



5. Select the Event Type.

Some events must be completed within certain time frames. The time frame to complete the event will display below the Start Life Event button, after selecting the event.

6. Enter the day of the event.

7. Click Start Life Event. If the Start Life Event button does not turn blue, re-click on the life event type.

NOTE: the As of Date cannot be a future date.

Employee Name

There are some events that involve you as the Employee or your family members.
Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

☐ I got married

☐ I had a baby

☐ I adopted or gained legal custody/guardianship of a child

☐ I got divorced/legally separated

☐ Loss/Gain of other coverage

☐ New court order

☐ Legal guardianship change

☐ Deceased dependent

*As Of

Start Life Event

The Life Event must be completed within **X** days of your qualifying event or you will not be eligible to change your Benefit elections.

8. Read the page about life events and then click Next.

Change Coverage

Qualifying Period 5/14/2025-6/14/2025
Elizabeth Nygren (Elizabeth)

* Coverage Change Event
Complete

Document Upload
Not Started

Benefits Summary
Not Started

Dependent/Beneficiary Coverage
Not Started

Coverage Change Event

Elizabeth Nygren (Elizabeth)

This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices.

This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.

Cancel

Next >

9. Upload your supporting documents:

- A. Click Add Attachment
- B. Click My Device
- C. Find the supporting document and click Open
- D. Then click Upload
- E. And click save

Document Upload

Instructions

Supporting documentation is required for each life event. For example, supporting documentation for the birth of a child may include a birth certificate, or hospital crib card. Supporting documentation for a marriage could include a marriage license; for a divorce, a copy of the divorce decree. Supporting documentation must include a listed date, and is subject to approval.

Document List

Document	Upload Requirement	Approval Required
Supporting Documents	Optional	✓

Attachments

You have not added any Attachments.

Choose From

My Device

Add Attachment

Open

Upload

Save

10. The document then goes to benefits for approval. When it is approved, it will show Approved under the Status. You will also receive an email from the benefits team, that your Life Event has been approved.

Verify that your Life Event now shows "PENDING APPROVAL". If not, you have not submitted the form correctly. Click Save to submit the form

Change Coverage

Qualifying Period

Document Upload

Instructions

Supporting documentation is required for each life event. For example, supporting documentation for the birth of a child may include a birth certificate, or hospital crib card. Supporting documentation for a marriage could include a marriage license; for a divorce, a copy of the divorce decree. Supporting documentation must include a listed date, and is subject to approval.

Document List

Document	Upload Requirement	Approval Required
Supporting Documents	Optional	✓

Attachments

Add Attachment

Attachments

Attachments	Description	Attached By	Attached	Status
Benefits_Details.png	Benefits_Details.png	09/07/2020	02:38:37 PM	Pending Approval

If at any point you need to exit the Life Event, do **NOT** click Cancel. Cancel will cancel the life event. **Click Exit** in the top left corner to leave the Life Event, and save the spot where you are.

Change Coverage

Qualifying Period 9/1/2020 - 9/30/2020

Document Upload

▼ **Instructions**

Supporting documentation is required for each life event. For example, supporting documentation for the birth of a child may include a birth certificate, or hospital crib card. Supporting documentation for a marriage could include a marriage license; for a divorce, a copy of the divorce decree. Supporting documentation must include a listed date, and is subject to approval.

▼ **Document List**

Document	Upload Requirement	Approval Required
Supporting Documents	Optional	✓

Are you sure you want to exit and continue this Life Event later? Select No to go back, or Yes to continue.