# Life Event Enrollment

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#### Preface

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#### **Overview**

This document describes how eligible employees can create a life event using Unified Self Service. NEOGOV provides several life events such as death, divorce, and marriage.

#### Create a Life Event

1. Log on to the Unified Self Service Dashboard and click Benefits.

NEOGOV 👪 D	ashboard $\checkmark$ Q Search for employees or po	ositions
CA (	Dashboard Dashboard My Onboarding	g
Human Resources Director Human Resources <u>My Profile</u>	announcement Benefits Open En	rollment
🔒 Dashboard	It is that time of year again to sign up for heal	th benefits! Even if you plan to waive some or all of benefits, you still n
:= Tasks	Enroll in Benefits	
器 People		
Time & Attendance		
\$ Pay	My Tacks	View All Tasks (0)
Performance		
i∰ Recruiting		
Reports		
<u> </u>	You ha	ave zero tasks to do!
(O) Settings	Check bac	ck later for any new tasks.

2. Select the Life Events tab and click Create Life Event. The Create Life Event dialog appears.

Benefits						
Coverages	ependents & Beneficiaries	Open Enrollment	Life Events			
		L				
Life Events						Create Life Event
Events Pending F	Poof					
Event Type Title	Description	Event Date	\$ Ever	t Status 🗘	Proof Required	Upload Proof of Event 🗘
BIRTH OF CHILD	Birth of Child	05/25/2022	Pene	ing Proof	$\checkmark$	🖞 Upload
« < 1 > »	10 v items per page					Showing 1 - 1 of 1 items
Life And Work Ev	et History					
Event Type Title	Description	Event Date	Proof Required	Proof Received	Event Status	Proof of Event \$
BIRTH OF CHILD	Birth of Child	07/15/2021	$\checkmark$		Submitted	L⊥ Download
NEW HIRE	New Employee	12/16/2021			Submitted	
$\ll$ $\langle$ 1 $\rangle$ »	10 v items per page					Showing 1 - 2 of 2 items

3. For **Event Type Code**, click the magnifying glass icon, select the desired event, and click **Save**. NEOGOV displays an**Enrollment Period** and **Status** for the code.

Event Type Code *		
		Q

Select Event Type Code							
Event Type Code							
Ente	er text						
				Search Reset			
1 record	l(s) are selected.			Clear Selection			
	Event Type Code	Description	Enrollment Period	Proof Required			
	BIRTH OF CHILD	Birth of Child	30	Yes			
	CHG OF STATUS SP	Spouse change of		No			
	DIVORCE	Divorce	30	Yes			
	MARRIAGE	Marriage	30	Yes			
	NEW HIRE	New Employee	60	No			
	RETIREE	Initial Enrollment f	60	No			
~~	< 1 > >>	10 v items	per page	Showing 1 - 6 of 6 items			
		Cancel Sa	ve				

4. For **Event Date**, click the calendar icon and select the date you create the event in NEOGOV. Contact your Administrator for any questions.



5. If needed, enter Comments and attach supporting documents; click Save.

Create Life Event	Cancel Save
Please select a life event, like getting married or the birth of a chi required information to start a new open enrollment period.	ld, and provide the
Event Type Code *	
MARRIAGE	
Enrollment Period 30 days Status Pending Proof *Event Date 06/09/2022	
Comments	
Proof of Life Event	
Drag and drop file here, or <u>click here to upload</u>	

NEOGOV displays a confirmation and places your life event underLife and Work Event History .

Life Event Created           Vour Life Event will be reviewed and, if everything looks right, will be approved           shortly.							
Life And V	Vork Event	History					
Event Type Title	e	Description	Event Date 🗘	Proof Required	Proof Received \$	Event Status	Proof of Event \$
BIRTH OF CHILI	D	Birth of Child	07/15/2021	$\checkmark$		Submitted	_ L Download
NEW HIRE		New Employee	12/16/2021			Submitted	
MARRIAGE		Marriage	06/09/2022	$\checkmark$	$\checkmark$	Submitted	U Download
《 〈 1	> » (	10 🗸 items pe	r page				Showing 1 - 3 of 3 items

Once submitted, your benefits administrator will review and approve. Once approved, you can enter the enrollment event. See the NEOGOV New Hire Benefits Enrollment document for more information.