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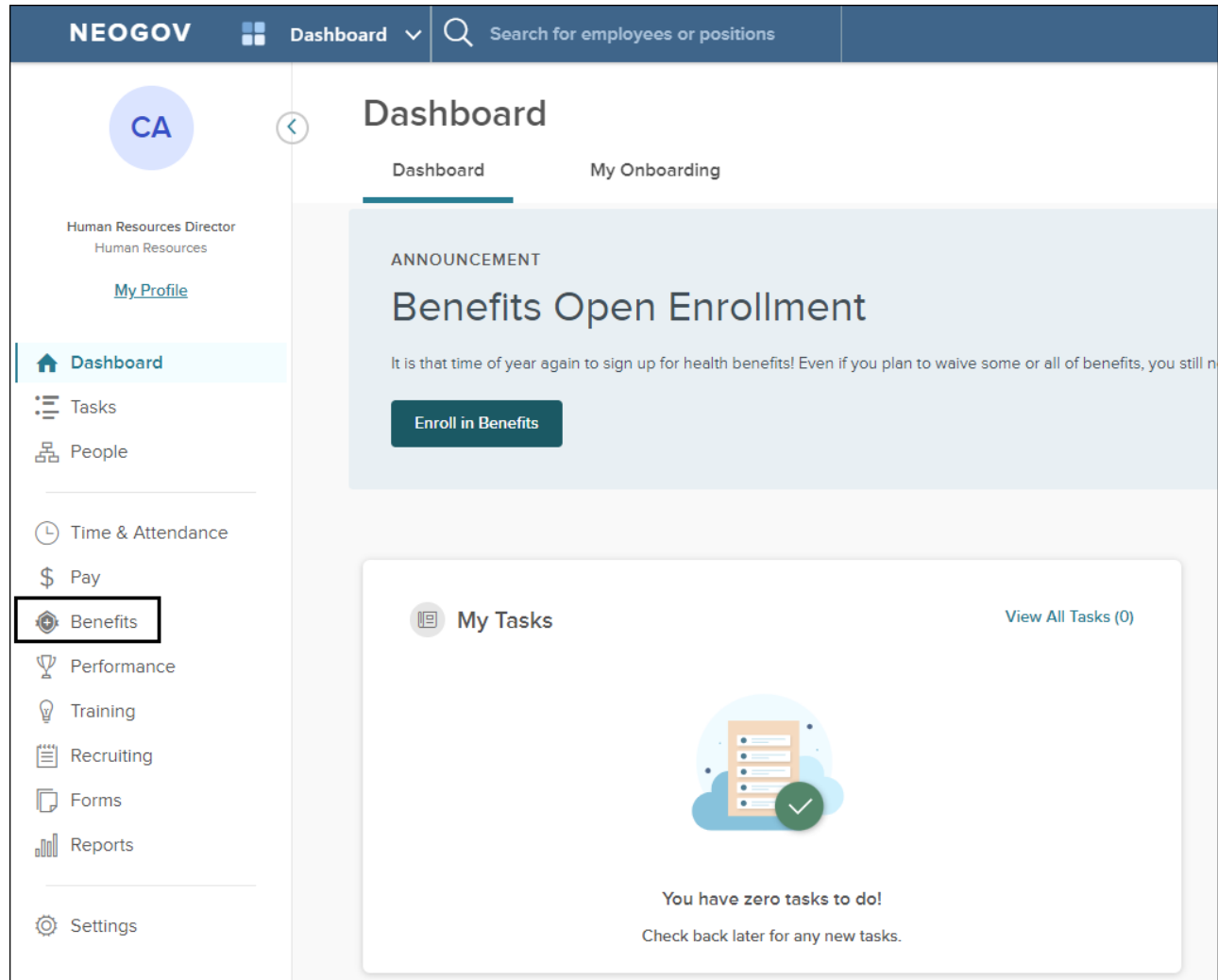
2. Select the **Life Events** tab and click **Create Life Event**. The **Create Life Event** dialog appears.

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 *

Select Event Type Code

Event Type Code

Enter text

Search   Reset

1 record(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

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Cancel   Save

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

*Event Date

	Jun ⬍	2022⬍	
Su	Mo	Tu We Th	Fr Sa

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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 child, and provide the required information to start a new open enrollment period.

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 click here to upload

NEOGOV displays a confirmation and places your life event under **Life and Work Event History** .

Life Event Created
Your Life Event will be reviewed and, if everything looks right, will be approved shortly.

Life And Work Event 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	☑	☑	Submitted	⤓ Download
NEW HIRE	New Employee	12/16/2021	☐	☐	Submitted	
MARRIAGE	Marriage	06/09/2022	☑	☑	Submitted	⤓ Download

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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.