



Title: Attach Dependent Documents for New Hires or Job Changes

Role: Agency Benefit Coordinators

Attach Dependent Documents for New Hires, Job Changes or Qualifying Life Events

Use this procedure to find an employee benefit event and attach supporting documentation for dependents; these steps will work for New Hire events, Job Change events and qualifying Life Events. The benefit event can be In Progress or Submitted, but cannot be Successfully Completed. Once the benefit event elections are approved by DBM Employee Benefits Division (EBD), the Agency Benefits Coordinator can no longer access the event to make elections changes or attach supporting documentation.

Follow this procedure only for attaching supporting documentation. If you need to add dependents or make election changes on behalf of the employee, follow the applicable Job Aide; these Job Aides also include the steps to attach supporting documentation.

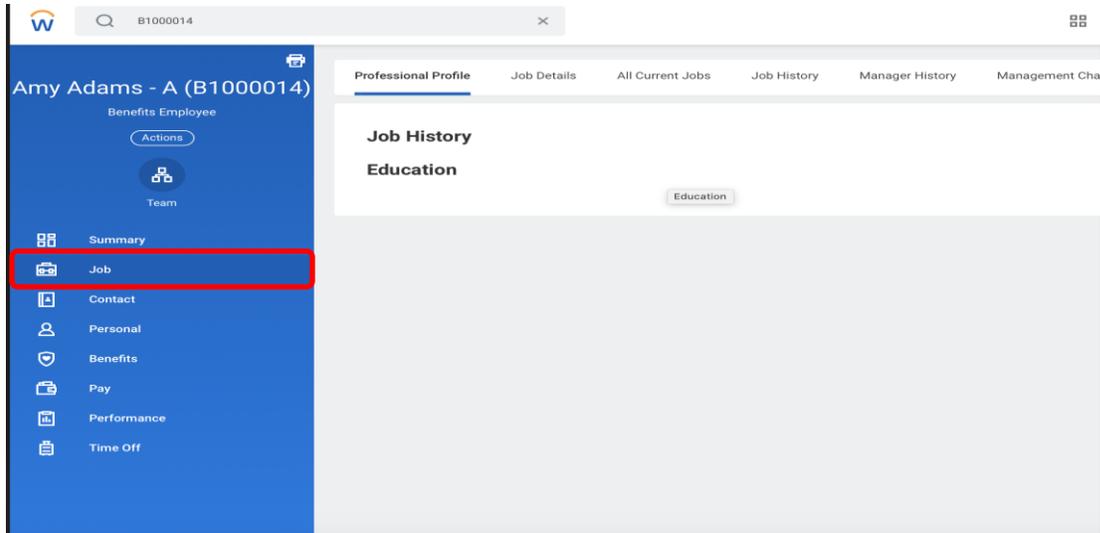
Procedure:

1. Search for the employee by entering the W number or name in the **Search Box** and click the **ENTER key**.
2. The Search will return the employee that meets the search criteria you entered. Click on the employee name.

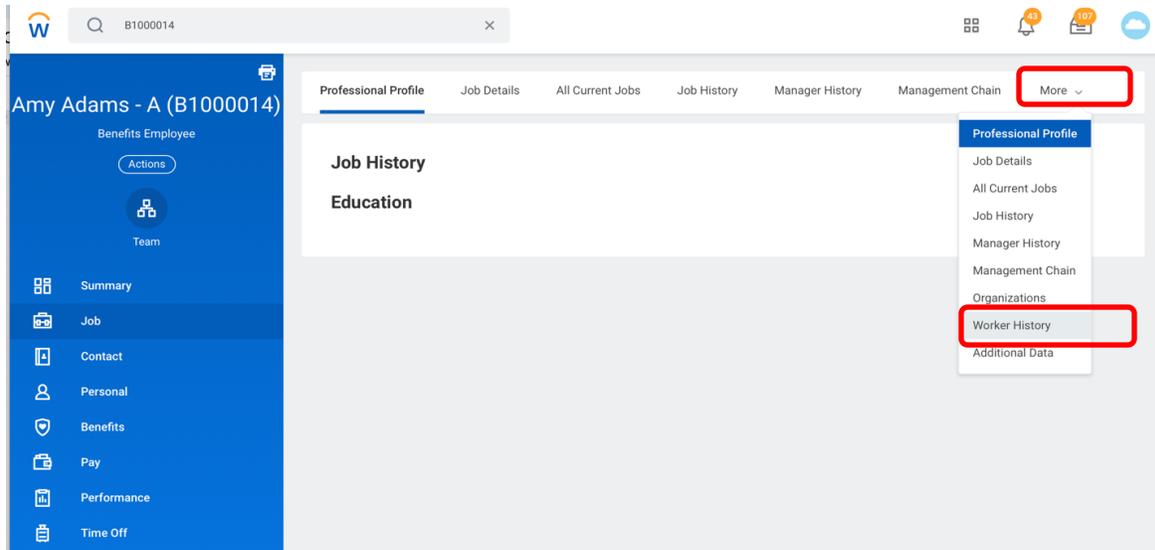
Search Results

Categories	Search Results 1 items
Common	Common
Organizations	Amy Adams - A (B1000014) Benefits Employee SPS Benefits Division A Baltimore - 301 W. Preston St Employee
Payroll	
People	
Processes	Tip: try selecting another category from the left to see other results
Procurement	
Revenue	
Security	
Staffing	
All of Workday	

- Click on **Job** of the employee profile and look for the **Worker History** tab



- You may have to click **More** to find the **Worker History** tab depending on the size of your computer screen



- Find the **Benefit Change - New Hire (or Benefit Change - Job Change or Benefit Change – Life Event)** Event in the Worker History for the employee.

Worker History 10 items

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Benefit Change - New Hire (Manual) : Amy Adams - A (B1000014) on 07/22/2020	07/22/2020	08/03/2020 03:09:30 PM			In Progress	Amy Adams - A (B1000014)



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- Click the **Related Actions and Preview** icon on the Benefit Change – New Hire event. In the menu, hover over **Benefits** and then click the **Enroll in Benefits** hyperlink.

Worker History 12 items

Business Process
Dependent Event: Amy Adams - A (B1000014) Benefits Employee on 09/18/2020
Personal Information Change: Amy Adams - A (B1000014)
ID Change: Amy Adams - A (B1000014)
Benefit Change - Employee: Birth/Adoption: Amy Adams - A (B1000014) on 07/31/2020
Benefit Change - New Hire (Manual): Amy Adams - A (B1000014) on 07/22/2020

Action Event

Benefit Change - New Hire (Manual)

- View Benefit Elections Internals
- Cancel Enrollment
- Enroll in Benefits**
- Hold Event

Initiated On 09/18/2020 02:47:22 PM

Effective Date 07/22/2020

- Click on the **Let's Get Started** button to proceed to the next page to enroll the employee in benefits

Change Benefit Elections

Initiated On 08/03/2020

Submit Elections By 09/19/2020

Let's Get Started



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8. The **Enrollment** page will display.



Refer to the [Elect or Change Benefit Elections](#) job aid for instructions on how to complete benefit elections for the employee.

9. Click the **Review and Sign** button to proceed with attaching documents.



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10. The **View Summary** page will display.

View Summary
New Hire (Manual) for Amy Adams - A (B1000014) [Action](#)

Projected Total Cost (Monthly)
\$318.92

- Your Benefit Elections will not take effect unless you check the 'I AGREE' box below and click the 'SUBMIT' button.
- IMPORTANT** - If a new dependent has been added, the required supporting documentation **MUST** be submitted/ attached to your enrollment event. *Any new dependent added without having the correct documentation attached will NOT BE APPROVED FOR COVERAGE.*
- If you have any questions on the correct/required documentation please review the [New Dependent Required Supporting Documentation](#) link on the SPS Benefits Help Center (<https://dbm.maryland.gov/spa/Documents/New%20Dependent%20Required%20Supporting%20Documentation.pdf>) or contact your Agency Benefits Coordinator (ABC) for assistance prior to submitting your enrollment elections.

Selected Benefits 5 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical CaseFirst BCBS EPO (Employee)	08/01/2020	08/01/2020	Employee + Spouse	Darren LeGallo		\$142.86
Prescription Drug - (Employee)	08/01/2020	08/01/2020	Employee + Spouse	Darren LeGallo		\$74.80
Dental United Concordia DPPO (Employee)	08/01/2020	08/01/2020	Employee + Spouse	Darren LeGallo		\$23.26
Life Ins - Guaranteed	08/01/2020	08/01/2020	\$50,000			\$26.00
MetLife (Employee) Life Ins - Supplemental	08/01/2020	08/01/2020	\$100,000			\$52.00
MetLife (Employee)						

Waived Benefits 5 items

Benefit	Waived
Healthcare FSA	Waived

11. Scroll down to the **Attachments** section and attach any required new dependent supporting documentation using the **Select files** button.

Attachments

Drop files here

or

Select files



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12. Scroll down to the **Electronic Signature section**. If everything is correct check the **I Accept button** at the bottom of the page and click the **Submit button**.

Electronic Signature

ELECTRONIC SIGNATURE/LEGAL NOTICE/DEPENDENT ATTESTATION:

Your Name and Password are considered to be your "Electronic Signature" to this submission, with all the legal effect of any other signature by you. The electronic signature or I Agree" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions and you authorize payroll deductions from your paycheck or pension allowance, if applicable
2. For those waiving health insurance coverage: You understand that you have been provided with the opportunity to enroll in group health coverage, but you are declining ei
3. You are making the following attestation:
 - I understand that I cannot cancel or change my enrollment elections except during an Open Enrollment period or as the result of a qualifying change in status permiss
 - I certify that I am not covered under another State of Maryland employee's or retiree's membership for any coverage for which I am enrolling during this Open Enrollm
 - For those enrolling any new dependents: I certify that my covered dependents are not covered under another State of Maryland employee's or retiree's membership fo
 - For those enrolling any new dependents: I certify that the required supporting documentation is submitted/attached to my open enrollment event.
 - I understand that any new dependent added in an Open Enrollment event without having the correct documentation attached will be removed from coverage following
 - I understand that any new dependent added in a Life Event without having the correct documentation attached will not be enrolled in benefit elections.

*I understand that if I willfully misrepresent my eligibility or the eligibility of my dependents during this enrollment, or fail to take the necessary action to remove ineligible de
required to repay the full value of the lesser of any claims or insurance premiums, and I may face criminal investigation and prosecution.*

*By filing this form electronically for your enrollment elections you are consenting to submission by electronic means and agree that electronic filing does not invalidate your
an electronic signature satisfies that law, and a record or signature cannot be denied legal effect merely because it is in electronic form.*

I Accept

After clicking the Submit button, the event/elections route to DBM Employee Benefits Division for review and approval. If there are any issues with the elections or supporting documentation DBM EBD will return the event to the initiator (either the employee or the ABC). The elections will not be in effect until DBM EBD has approved the event.