

Benefits Supporting Documentation Naming Convention for ABCs and Employees/Retirees



PROCESS STEPS:

Follow the naming convention guide when attaching supporting documentation when completing a Life Event or Enrolling a new hire in benefits. Documents will be scanned and uploaded in the employee or retiree's Worker's Profile in the SPS system.

It is important when scanning documents to always be aware of a few key aspects concerning documents:

1. Supporting Documentation should be scanned and uploaded individually.
2. Are the pages in the document one or two sided?
3. When scanning, are all of the staples removed so there's no pages attached to one another.
4. Did all of the pages of the document scan properly?

DOCUMENTS	NAMING CONVENTION	WD FOLDER	UPLOADING NOTES
Enrollment Form + Life Event Supporting Documentation	W#EForm	Benefits	When Uploaded into WD put a note in the comment section with the Life Event being keyed.
Life Event Supporting Documentation includes documentation showing Loss of Coverage, Gains Coverage Elsewhere, Death Certificates, Divorces, etc.			
Dependent documentation will be uploaded separately from the enrollment form.			
Marriage Certificate	W#MC<Insert Spouse First Name>	Benefits	
Birth Certificate	W#BC<Insert Child's First Name>	Benefits	Temporary documentation for newborns should be scanned with the enrollment form.
Grandchild Documentation	W#GC<Insert Child's First Name>	Benefits	
Other Child Relative Documentation	W#OCR<Insert Child's First Name>	Benefits	

Example: W123456MCJane