

# Change Benefit Elections – New Hires and Job Changes

## QUICK REFERENCE GUIDE



### PROCESS STEPS:

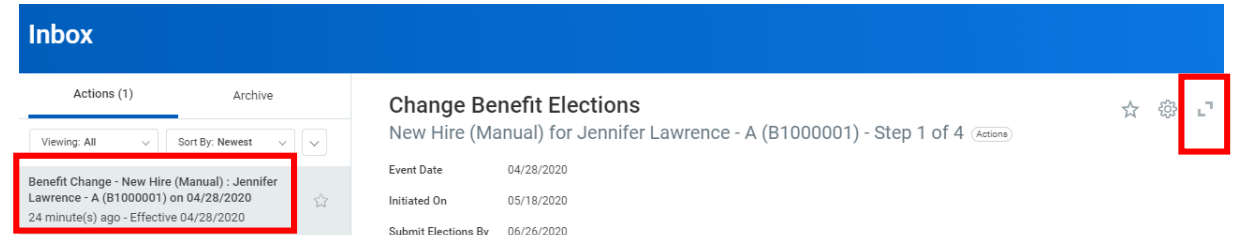
The example used in the guide is an **Employee: New Hire event**.

As a new hire you will receive a **Benefit Change – New Hire** event to make benefit elections. If you are an existing employee with a benefits eligibility change you will receive a **Benefit Change – Job Change** event to make benefit elections or benefit election changes. Please note, **existing elections will carry forward for Job Change events unless you either Waive the coverage or make a change.**

1. From the SPS homepage, click the **Inbox** icon.



2. View to ensure the **Employee: New Hire (or Benefit Change – Job Change, if applicable)** event is selected and then click the double arrows to expand the screen.



3. On the Change Benefit Elections page, for each benefit plan you choose to enroll in, click the **Elect radio button** next to the plan.

**For Benefit Change – Job Change events**, if you have current elections these are indicated with a **BLUE Elect radio button**, Benefits that have been waived are indicated with a **BLUE Waived radio button**.

#### General Instructions:

- To **enroll in a plan**, select the "Elect" button next to the plan.
- To **enroll a dependent(s)**, click in the Enroll Dependents block and select "Add Dependent from Enrollment" from the drop-down list.
- After selecting "Add Dependent" you will see a screen that shows the required supporting documentation for each dependent type. On the last page of this enrollment required supporting documentation (birth certificate, marriage certificate, etc.) for each dependent you added. **Your coverage will not go into effect if the required is not received.**
- You **only need to setup a new dependent one time**. Once you have added the dependent the first time, you can select the dependent for other coverages by selecting the Enroll Dependents block.

#### Health Care Elections 8 items

Benefit Plan	Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)
Medical - UnitedHealthcare PPO (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive			
Prescription - Drug - (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	X Academy Lawrence ...	Employee + Child	\$59.90
Dental - Delta Dental DHMO (Employee)	<input type="radio"/> Elect			

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### PROCESS STEPS:

4. If you wish to add a dependent to coverage, go to the **Enroll Dependents column** on the desired coverage and click on the 3 bars on the right-hand side of the field.



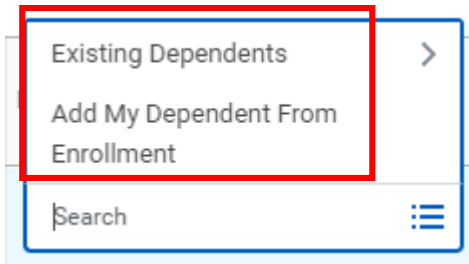
**For Benefit Change – Job Change events, please verify the dependents you wish to cover appear next to each coverage election.**

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/> 	Employee
Medical - CareFirst BCBS PPO (Employee)	<input type="radio"/> Elect		

5. If the dependent you want to add to the coverage IS already setup in the system select the **Existing Dependents** option.

If the dependent you want to add IS NOT already setup in the system, select the **Add My Dependent From Enrollment** option.



6. After selecting **Add My Dependent From Enrollment option** you will see a page that details the supporting documentation required for each dependent type.

**Please review this page BEFORE clicking the OK button to understand the required documentation DBM Employee Benefits Division MUST receive PRIOR to adding a new dependent to coverage.**

**All newly added dependents on a New Hire or Job Change event will require supporting documentation attached to this event PRIOR to submitting these elections.**

#### Add My Dependent From Enrollment

Jennifer Lawrence - A (B1000001) [Actions](#)

36 second(s) ago - Effective 04/28/2020

During a qualifying life event or Open Enrollment you have the ability to add dependents to medical, dental, prescription, life insurance and/or AD&D coverage.

#### Translation of Non-English Documentation:

If you submit dependent documentation that is written in a language other than English, it must be translated by an official translator – someone other than you or your dependent(s). Get college or university. The translation of each document must be signed by the translator and notarized.

#### DEPENDENT RELATIONSHIP = SPOUSE:

##### Eligibility Criteria (Spouse):

- Lawfully married to an employee or retired employee as recognized by the laws of the State of Maryland or in a jurisdiction where such marriage is legal

##### Required Documentation (Spouse):

- Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official, such as the Clerk of Court):
  - From the court in the County or City in which the marriage took place; or
  - From the Maryland Division of Vital Records for marriages that occurred at least six months prior to enrollment; or
  - From the Department of Health and Mental Hygiene (DHMH) website: [www.dhmh.maryland.gov](http://www.dhmh.maryland.gov) (Click Online Services) – also [www.vitalcheck.com](http://www.vitalcheck.com)

#### DEPENDENT RELATIONSHIP = CHILDREN (Biological Child, Adopted Child or Step-child):

##### Eligibility Criteria (Children):

- Under age 26
- Except for grandchildren and legal wards, no requirement to reside in your home
- May be eligible for coverage under own employer
- May be married or unmarried, or;

##### Required Documentation (Biological Child):

OK Cancel Indicate showing lineage  
Temporary Documentation.

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### PROCESS STEPS:

7. Complete the Add My Dependent information by entering information for all of the fields with a RED \* next to them.

First enter the First Name, Last Name, Relationship, Date of Birth and Gender of the new dependent.

#### Add My Dependent From Enrollment

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##### Name

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

##### Personal Information

Relationship \*

Date of Birth \*

Age 2 years, 3 months, 16 days

Gender \*

Citizenship Status

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

8. Scroll down the page to complete the National ID by clicking the ADD button.

If the dependent does not have a SSN or ITIN National ID do not click the ADD button.

#### National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Country \*

National ID Type \*

Identification #

Issued Date

Expiration Date

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### PROCESS STEPS:

9. Scroll down the page to **complete the Address information.**

**Address**

Use Existing Address  301 W Preston Room 507 for Jay Lawrence - A, Jennifer Lawrence - A, Jim Lawrence - A, Kay Lawrence - A, Kim Lawrence - A, Richard Lawrence - A, Selena Lawrence - A

Country  United States of America

Address Line 1 301 W Preston Room 507

Address Line 2

City Baltimore City

State Maryland

Postal Code 21201

County

**Phone & Email**

Country Phone Code

Phone Number

Phone Extension

Email Address

OK Cancel

10. Click the **OK** button to continue.



11. You will be returned to the elections page where you will see your new dependent has been added to the coverage selected.

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - CareFirst BCBS EPO (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input checked="" type="checkbox"/> Academy Lawrence	Employee + Child

12. Once a dependent is added to a plan, they will now appear in your **Existing Dependents** list and **DO NOT NEED** to be added again. Add the dependent to other coverage by clicking the prompt and selecting **Existing Dependents**.



General Instructions:

- To enroll in a plan, select the "Elect" button next to the plan.
- To enroll a dependent(s), click in the Enroll Dependents block and select "Add Dependent" from the drop-down menu.
- After selecting "Add Dependent" you will see a screen that shows the required supporting documentation (birth certificate, marriage certificate, etc.). Your coverage is not received.
- You only need to setup a new dependent one time. Once you have added a dependent to a plan, you can select the dependent from the drop-down menu for each dependent you wish to add. Your coverage is not received.

Existing Dependents

- Academy Lawrence...
- Jay Lawrence... - A
- Jim Lawrence... - A
- Kay

Search

Health Care Elections 8 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Prescription - Drug - (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input checked="" type="checkbox"/> Academy Lawrence	Employee

# Change Benefit Elections – New Hires and Job Changes

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### PROCESS STEPS:

13. If you added a new dependent and did not complete a National ID, you will receive a screen requiring you to either complete the ID or complete a reason why you do not have an ID.

Dependent	National ID Type Name	*Identifier ID Entered / Reason ID is Not Available
Wynne Lawrence	Social Security Number (SSN)	<input type="radio"/> Identifier ID Entered <input type="text"/> <input type="radio"/> Reason ID is Not Available <input type="text"/>

14. Complete any other election changes, as desired.

15. At the bottom of the screen you will see multiple options for how to proceed.

Choose  to continue making election choices

Choose  If you want to come back and complete your elections at a later time

Choose  to return to elections made on an earlier page

17. The last page is the **Benefit Elections Review page**. Review the elections to ensure all are correct and **each election reflects the correct dependents**.

### Change Benefit Elections

Benefit Elections Review for New Hire (Manual) - Step 4 of 4

#### > Details

- 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 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](http://www.aryland.gov/sps/Documents/New%20Dependent%20Required%20Supporting%20Documentation.pdf) link on the SPS Benefits Help page or contact your Agency Benefits Coordinator (ABC) for assistance with your enrollment elections.

#### Elected Coverages 6 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employer
Medical - CareFirst BCBS EPO (Employee)	05/01/2020	05/01/2020	Employee + Child		Academy Lawrence		
Prescription - Drug - (Employee)	05/01/2020	05/01/2020	Employee + Child		Academy Lawrence		
Dental - United Concordia DPPO	05/01/2020	05/01/2020	Employee + Child		Academy Lawrence		

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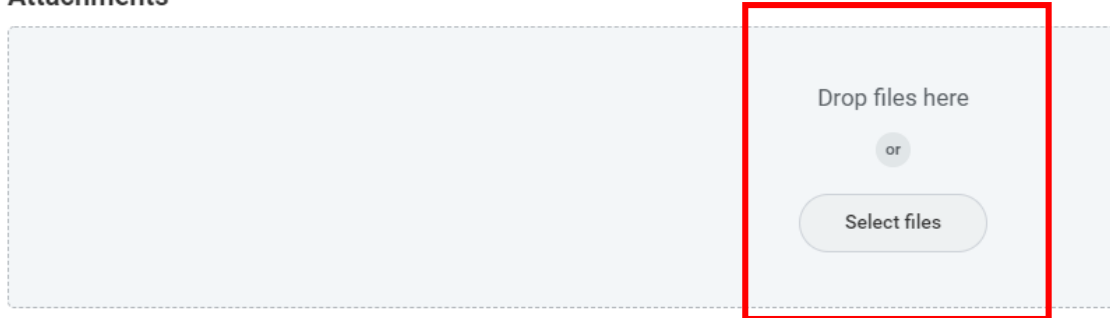


### PROCESS STEPS:

18. Scroll down to the **Attachments section**. This is where you **MUST** attach any required dependent documentation using either the **Drop files here** option or the **Select files** button.

**All newly added dependents on a New Hire or Job Change event will require supporting documentation attached to this event PRIOR to submitting these elections.**

#### Attachments



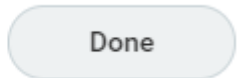
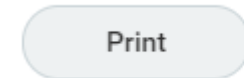
You may review the required supporting documentation again either on the **SPS Benefits Help Center** or from the **Benefits icon** on the SPS Homepage.

19. Scroll down to the **Electronic Signature section**. Read the **Electronic Signature text** and click the **I Agree** box.

20. Click the **Submit** button.



21. On the **Submit Election Confirmation** page you have the option to print a copy of the election change using the **Print** button. If no print copy is desired, click the **Done** button.



The event has now been submitted to DBM Employee Benefits Division (EBD) for review. The election change will not go into effect until DBM EBD approves the election change. The employee will receive a SPS and email notification once the event is approved if you have a work and/or personal email address in SPS.

**If during review EBD identifies missing supporting documentation or any other issues they will return the event to the employee.** The employee will be notified via SPS and email notification if you have a work and/or personal email address in SPS. **Until the issue returned to the employee is corrected and/or the required supporting documentation attached, the benefit elections will not go into effect.**