

How to Access Enrollment Events from Your Inbox

QUICK REFERENCE GUIDE



PROCESS STEPS:

EE06

Use this procedure to access Enrollment Events from your SPS Inbox. Periodically, you will receive tasks in your SPS Inbox related to benefits. It is important to check your Inbox when you get an email or if you have initiated an event that is not yet completed.

When there is an action for you to take in your SPS Inbox, you will get a notification to your email address if the email address is populated in SPS. If you have a primary work email address populated in SPS, the notification will go to that email address. If not, it will go to the home email address if one is populated in SPS.

1. From the **SPS Welcome/Homepage**, click on **Go to All Inbox Items**

2. From the **Inbox**, click on the benefit event you want to access and click on the **Let's Get Started** button

Use the applicable Quick Reference Guide/Job Aide and/or onscreen instructions to complete the task.

The screenshot displays the SPS user interface. At the top, it says "Hello There" and "It's Friday, August 12, 2022". Below this is a section titled "Awaiting Your Action" which contains a notification for a "Benefit Change - Employee: Birth/Adoption : James Garner - A (B1000020) on 08/12/2022". A red circle highlights the "Go to All Inbox Items (1)" link below the notification. To the right of the notification are "Quick Tasks" buttons: "Submit My Time", "Request Time Off", and "Time Off Balance". Below the notification is a "MENU" section with a home icon. The main content area is titled "Inbox" and shows a list of items with "Actions" and "Archive" tabs. The first item is the same benefit change notification, with a "Let's Get Started" button below it.

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Check your SPS Inbox regularly for benefits related tasks that require your action to complete.

Some examples of benefits related tasks that will appear in the SPS Inbox are:

Qualifying Life Events

- Employees who initiate a qualifying Life Event will have an event to elect or change health benefit elections after DBM Employee Benefits Division (EBD) reviews/approves the Life Event.

Change Benefit Elections – Job Change

- Employee who experience a job change that results in a change in benefits eligibility will receive an event in their SPS Inbox to elect or change health benefit elections.

Change Benefit Elections – New Hire

- New employees eligible for benefit elections will receive an event in their SPS Inbox to enroll in health benefits

Once you complete a task, it will no longer appear in your SPS Inbox. You may have to refresh your Inbox before the item disappears from your Inbox.