Initiate a Life Event On Behalf of an Employee

Use this procedure to initiate a life event on behalf of an employee. Examples of life events include birth/adoption, marriage, divorce, death of dependent, etc. When you perform this initial task, you are initiating the event and submitting the applicable documentation. You will have an opportunity later in the process to change the benefit elections after DBM Employee Benefits Division has reviewed and approved the benefit event.

Procedure:

1. **Search for the employee** by typing the name or W# in the Search Box and hitting the **Enter** key.

On behalf of: Benefits Coordinator - A01 (B2000001)

Q B1000014

**Click on the employee name** in the Search Results.

Search Results

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

2. Click the **Actions** icon below the employee's name. In the menu, hover over **Benefits** and then click the **Change Benefits** icon.
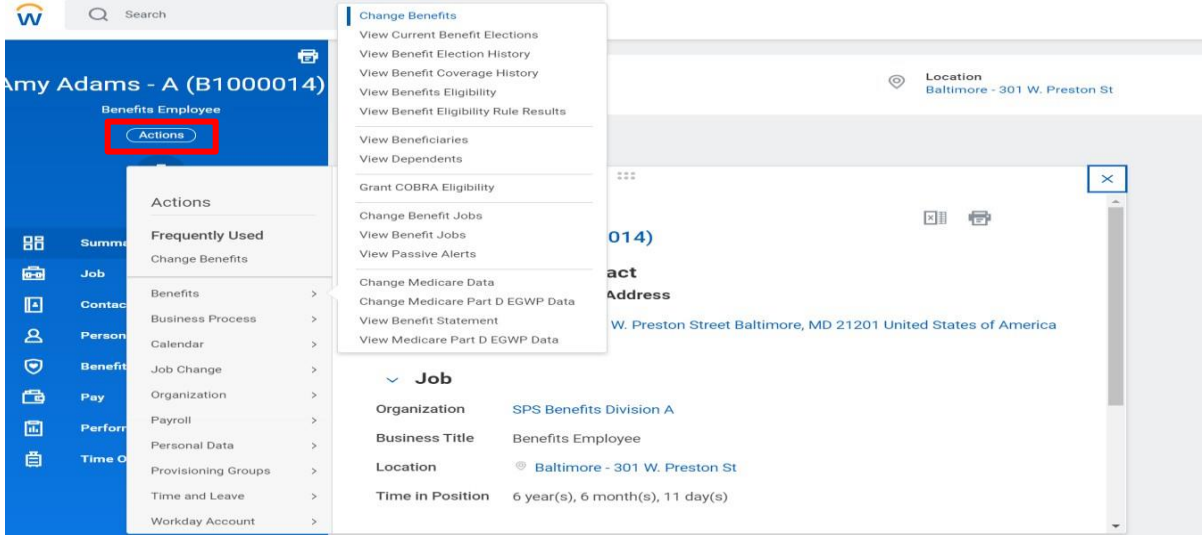
3. **On the Change Benefits page**, select the applicable **Change Reason** from the drop down box.
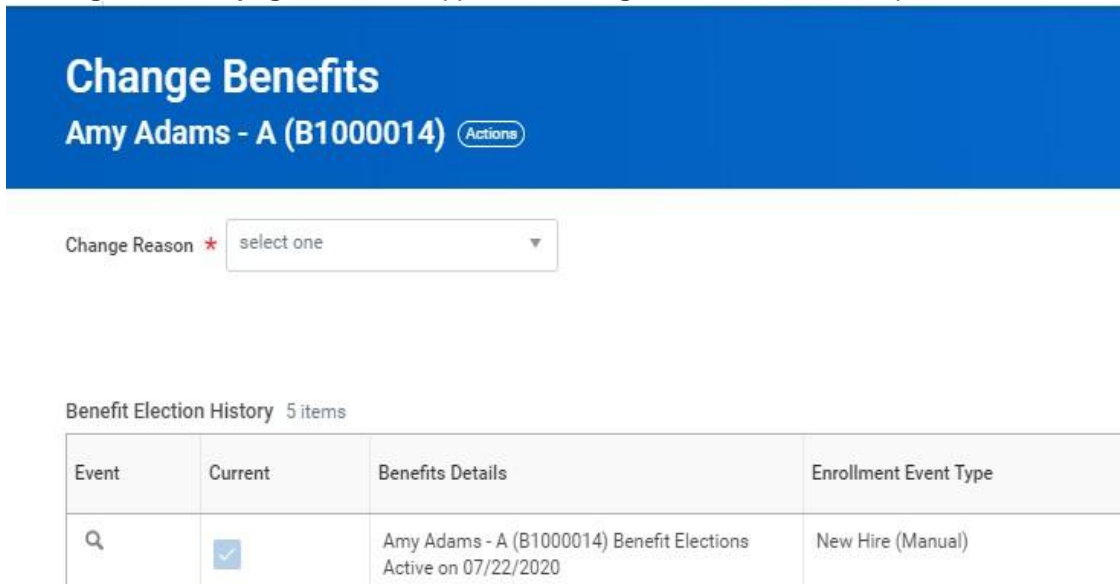
Note that as an ABC, you should only be selecting a Change Reason that starts with "Employee:".

The table below identifies the required supporting documentation that is required for each Change Reason.

Benefit Event Type/Change Reason	Required Documentation
Employee: Birth/Adoption	**Biological child:** • Copy of child's official state birth certificate with name of the employee listed as the child's parent. ** Official birth certificate required within 60-days. **Adopted Child:** • **Pending Adoption**: Notice of placement for adoption on adoption agency letterhead or copy of court order placing child pending final adoption. • **Final Adoption**: Copy of final adoption decree signed by a judge or a state-issued birth certificate showing employee as parent. **Step-Child:** • Copy of child's official state birth certificate with name of spouse of employee listed as child's parent. • Copy of employee's official state marriage certificate signed by Clerk of the Court, Registrar, etc.
Employee: Change in Dependent Daycare	**To Reduce the Annual Amount:** • Letter from the daycare provider on letterhead indicating a reduction in rate or a reduction in hours with the effective **To Cancel:** • Letter from the daycare provider on letterhead indicating the last day the dependent attended the daycare.
Employee: Child Support Order	Copy of child support order
Employee: Death of Dependent	Death certificate
Employee: Dependent Arriving in US	In addition to the documentation required to show proof of relationship, a copy of the passport with the arrival date indicated and proof of permanent residency. **For children:** • One of the following – letter from school, daycare provider or pediatrician on letterhead indicating address on file, driver's license/identification card, or lease agreement. **For spouse:** • One of the following – driver's license/identification card, mortgage/lease agreement, letter from

Employee: Dependent Leaving US	One of the following – • Copy of flight itinerary, • Copy of Lease agreement or mortgage. • Letter from employer on letterhead indicating permanent address on file. For children - letter from school/daycare on letterhead indicating permanent address on file.
Employee: Divorce	Divorce decree
Employee: Gains Coverage Elsewhere	Letter from other employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents and the effective date of the new coverage. Copy of the child's official state birth certificate.
Employee: Legal Guardianship	Copy of Legal Ward/Testamentary court document, signed by a judge.
Employee: Loses Coverage Elsewhere	Letter from previous employer (on company letterhead) or the insurance provider. The letter must list the names of your covered dependents and the effective date of the loss of coverage.
Employee: Marriage	Official State marriage certificate (must be a certified copy and dated by the appropriate State or County official after the date of marriage, such as the Clerk of Court).

4. Enter or select the **Benefit Event Date** by either directly keying the date or using the calendar to select the date.

This is the date that the life event occurred. For example, a child was born on January 15th –

the
Benefit Event Date is January 15th.

The **Submit Elections By date** will automatically populate based on the date entered for the **Benefit Event Date**. It will populate to 60 days after the **Benefit Event Date**.

In general, the **Benefit Event Date** can NOT be greater than 60 days in the past except for the following:

Benefit Event Type	Benefit Event Date
Employee: Death of Dependent	Date can be > 60 days in the past
Employee: Divorce	Date can be > 60 days in the past
Employee: Gains Coverage Elsewhere	Date can be in the future
Employee: Loses Coverage Elsewhere	Date can be in the future

Change Benefits
Amy Adams - A (B1000014) (Actions)

Change Reason ∗ Employee: Birth/Adoption ▾

Benefit Event Date ∗ 08 / 03 / 2020 📅

Submit Elections By ∗ 10 / 01 / 2020 📅

Open Elections for   AD&D
Child Life
Dental
Dependent Care FSA
Healthcare FSA
➕ More (5)

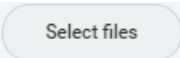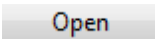## Attachments

Drop files here

or

Select files

5. Attach the applicable document for the event.

• In the **Attachments** section, click the **Select Files** Select files button.

• Browse to the document on your computer and select it.

• Click the Open Open button to attach the required documentation.

ℹ️ See the table in step 3 for details on which documents should be attached for each **Change Reason**.

The document that you attached will be displayed in the **Attachments** section.

 If you need to attach additional documents, click the Upload [Upload] button. You can attach additional documents one at a time, or select multiple documents to attach at once.

6. Click the **Submit** [Submit] button.

 Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

*   Click the **Cancel** [Cancel] button to cancel the process and start at another time.

7. You will receive a message the event has been submitted to DBM Employee Benefits (EBD) and the Central Benefits Partner for review.

You have submitted
Benefit Event: Amy Adams - A (B1000014) on 08/03/2020 (Actions)

Up Next

Central Benefits Partner

Change Benefit: Please Review and Approve Documentation (Employee Event)

> **Details and Process**

8. Click the **Done** [Done] button.

ℹ️ The life event change that you initiated will be routed to the Central Benefits Partner at the Employee Benefits Division to review and approve the documentation. Once the event is approved, you will receive a task in your SPS My Tasks box to change benefit elections. See the **Elect or Change Benefit Elections** job aid for instructions on how to complete the elections.

In Job > Worker History you can view the event status and see the event has been routed to DBM Employee Benefits Division.

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Benefit Event: Amy Adams - A (B1000014) on 08/03/2020	08/03/2020	08/03/2020 03:50:40 PM			In Progress	Abimbola Ajaiyeoba (W2013117) Britney Davis (W1088367) Cheryl Hill (W1066244) Delphine TUCKER-MBAH (W1074153) DEVIN BUTLER (W2118012) ⊕ More (22)

Worker History 12 items

9. The System Task **Initiating a Life Event on Behalf of an Employee** is complete.