

Employee Self-Service Birth/Adoption Life Event done through Self-Service

Main Menu > Self Service > Benefits>Life Event

Instructions

ACORN Page

PURPOSE: The Life Event Change allows you to add a new dependent to your benefit coverages due to a birth, adoption, or gained legal custody/guardianship of a child. Through this process you have the ability to review current benefits, dependent and beneficiary information.

IMPORTANT! Before beginning, you will be asked to provide some of the following documents and information during the Life Event. Be sure to scan and save the documentation to your computer in order to upload the documents in the system.

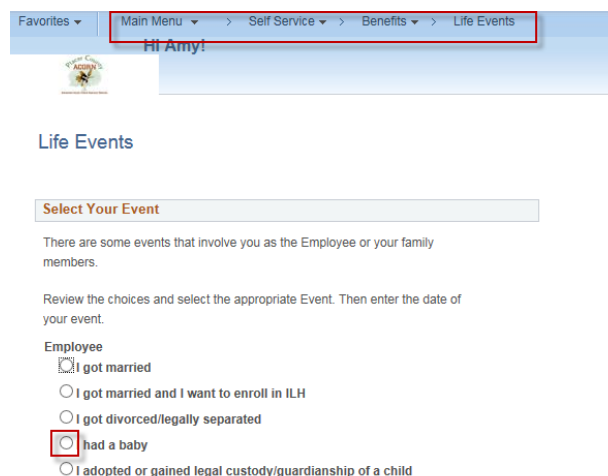
Required copies and information:

- Birth certificate and/or Adoption paperwork
A copy of the birth announcement can be accepted if the birth certificate has not yet been issued or received.
- Social Security Number/s
If the social security card has not been received, it is understood that the social security may not be available and the event will be accepted for a restricted time. The employee must follow up once obtained by contacting the Human Resources Department.
- Approved CalPERS Affidavit of Parent-Child Relationship for proof of placement of guardianship ONLY.
*This document **MUST** be completed and submitted to the HR Benefits Manager for approval prior to enrolling the dependent to your benefits. Be sure to review this document as it requests additional documentation.*
- CalPERS Declaration of Health form.
*This document is **ONLY** required if adding to your medical plan.*

CalPERS documents are available on the Placer County Website www.placer.ca.gov.
(Click on Human Service Department, Employee Benefit Information.)

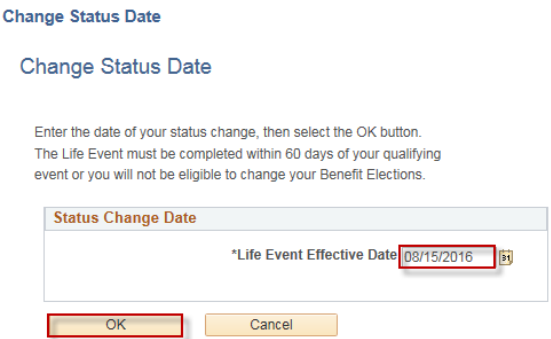
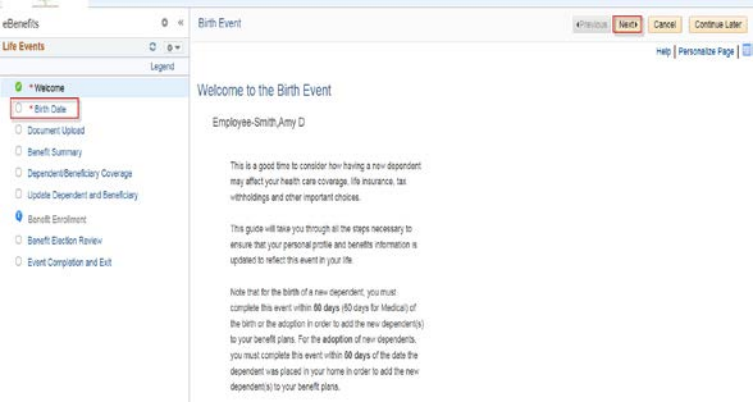
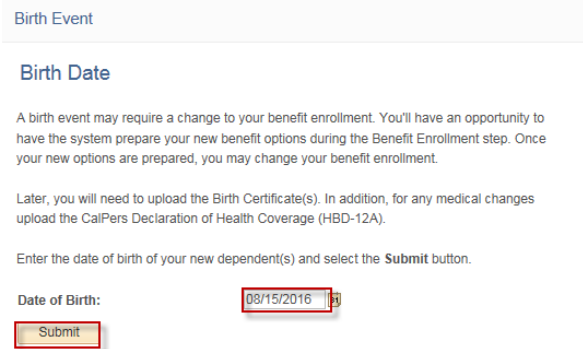
Note: If the date of birth, adoption or placement is more than 30 days or was effective in the previous month (prior to today's date), **STOP** and notify Human Resources for benefits coordination. You **CANNOT** do an event prior to the actual effective date.

1. Navigate to the Life Events page. **Main Menu > Self Service > Benefits > Life Events.**
2. Select the appropriate Life Event:
 - **I had a baby** – you want to add your new born child to your existing benefit plans.
 - **I adopted or gained legal custody/guardianship of a child** – you want to add a new adopted child to your existing benefit plans.

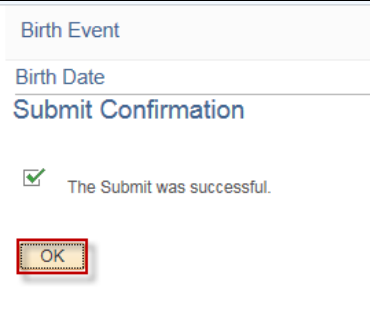
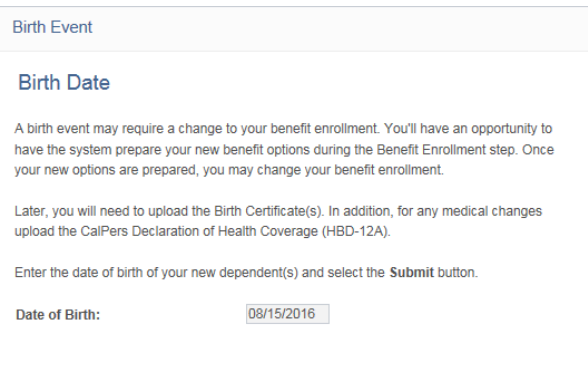
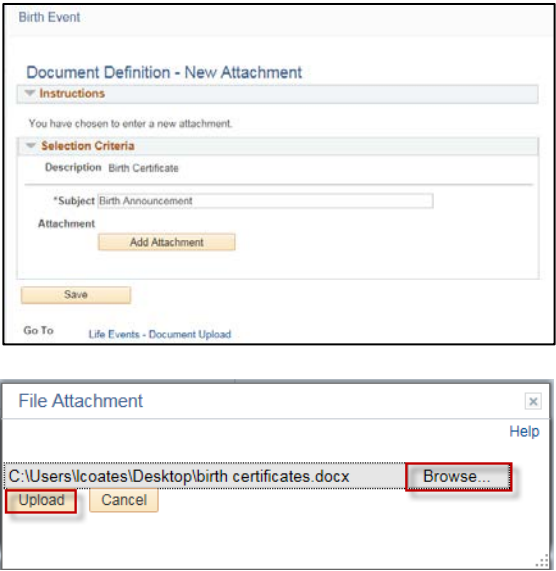


The screenshot shows the ACORN web interface. At the top, a breadcrumb trail is highlighted in red: "Main Menu > Self Service > Benefits > Life Events". Below this is a "Hi Army!" greeting and the "Life Events" section header. A "Select Your Event" dropdown menu is visible. Below the dropdown, there is a message: "There are some events that involve you as the Employee or your family members. Review the choices and select the appropriate Event. Then enter the date of your event." Under the "Employee" section, there are four radio button options: "I got married", "I got married and I want to enroll in ILH", "I got divorced/legally separated", and "I had a baby" (which is selected and highlighted with a red box), and "I adopted or gained legal custody/guardianship of a child".

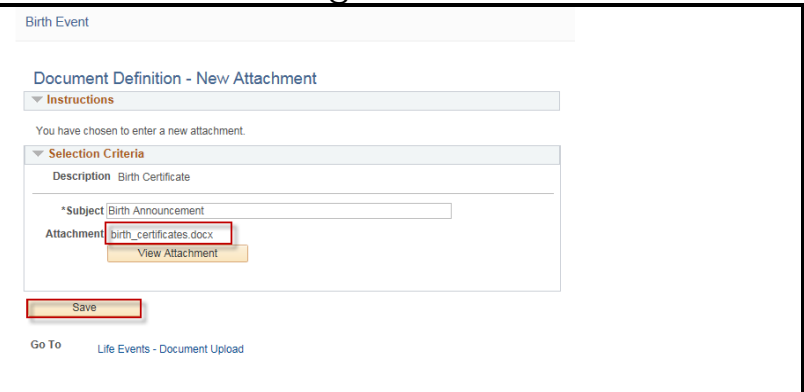
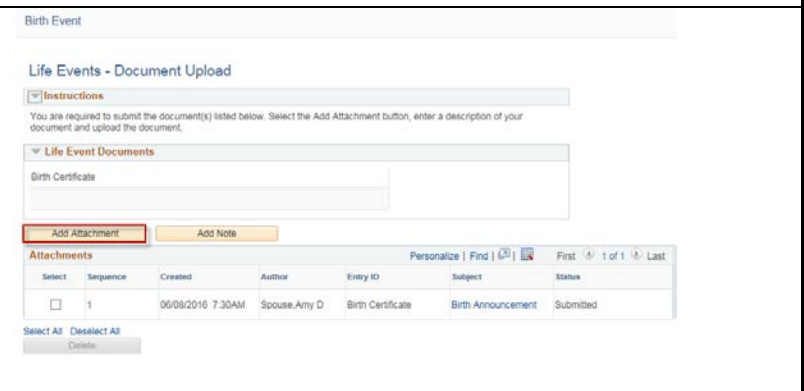
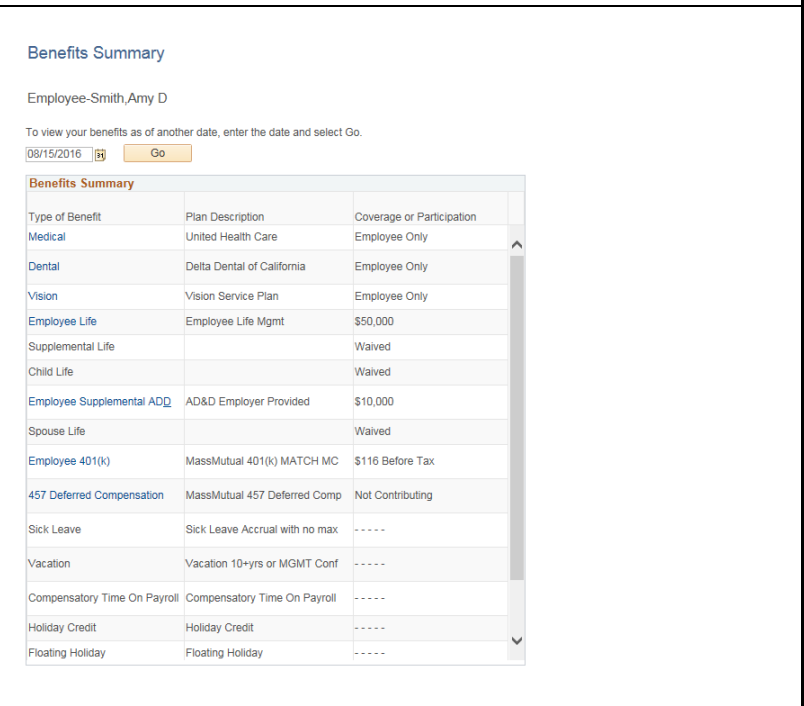
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<p>3. Enter the date of birth, adoption or guardianship in the "Life Event Effective Date". Click the "OK" button.</p>	 <p>Change Status Date</p> <p>Change Status Date</p> <p>Enter the date of your status change, then select the OK button. The Life Event must be completed within 60 days of your qualifying event or you will not be eligible to change your Benefit Elections.</p> <p>Status Change Date</p> <p>*Life Event Effective Date 08/15/2016</p> <p>OK Cancel</p>
<p>4. The right side of the page is "Welcome to the Event". Read the message to initiate your Life Event.</p> <p>5. To continue do the following:</p> <ul style="list-style-type: none"> Select the Next button at the top right side of the page to navigate to each step in the process. <i>(recommended)</i> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Select the Birth Date link on the left side of the page for the next step. Each link is a step in the process. <p>Note: Click on the Cancel or Continue Later if not ready to complete this event right now. If continued later, the system will start where you left off.</p>	 <p>eBenefits Birth Event</p> <p>Life Events Legend</p> <ul style="list-style-type: none"> * Birth Date Document Upload Benefit Summary Dependent/Beneficiary Coverage Update Dependent and Beneficiary Benefit Enrollment Benefit Election Review Event Completion and Exit <p>Welcome to the Birth Event</p> <p>Employee-Smith, Amy D</p> <p>This is a good time to consider how having a new dependent may affect your health care coverage, life insurance, tax withholdings and other important choices.</p> <p>This guide will take you through all the steps necessary to ensure that your personal profile and benefits information is updated to reflect this event in your life.</p> <p>Note that for the birth of a new dependent, you must complete this event within 60 days (90 days for Medical) of the birth or the adoption in order to add the new dependent(s) to your benefit plans. For the adoption of new dependents, you must complete this event within 60 days of the date the dependent was placed in your home in order to add the new dependent(s) to your benefit plans.</p> <p>Previous Next Cancel Continue Later</p> <p>Help Personalize Page</p>
<p>6. Re-confirm the Life Event Date (the date MUST be the birth or adoption date).</p> <p>7. Click the "Submit" button.</p>	 <p>Birth Event</p> <p>Birth Date</p> <p>A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.</p> <p>Later, you will need to upload the Birth Certificate(s). In addition, for any medical changes upload the CalPers Declaration of Health Coverage (HBD-12A).</p> <p>Enter the date of birth of your new dependent(s) and select the Submit button.</p> <p>Date of Birth: 08/15/2016</p> <p>Submit</p>

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<p>8. Click on the "OK" button.</p>	 <p>The screenshot shows a 'Birth Event' confirmation page. It includes a 'Birth Date' field and a 'Submit Confirmation' button. A green checkmark icon is followed by the text 'The Submit was successful.' Below this, there is a red-bordered 'OK' button.</p>
<p>9. You will receive a confirmation that your event was created. 10. Click on the "Next" button in the right corner.</p>	 <p>The screenshot shows the 'Birth Date' entry screen. It contains a 'Date of Birth' field with the value '08/15/2016'. Text instructions explain that a birth event may require a change to benefit enrollment and that users will need to upload birth certificates and CalPers Declaration of Health Coverage (HBD-12A).</p>
<p>11. You will now be prompted to upload and attach the required documents for your Life Event. The required documents were identified at the beginning of these instructions. 12. Enter a description of the document in the "Subject" field. Click the "Add Attachment" button. 13. A new window will appear. Click the "Browse" button to locate your saved document/s. After you locate the attachment click the "Upload" button.</p>	 <p>Two screenshots are provided. The top one is a 'Document Definition - New Attachment' window with fields for 'Description' (Birth Certificate) and 'Subject' (Birth Announcement), and an 'Add Attachment' button. The bottom screenshot is a 'File Attachment' dialog box showing the file path 'C:\Users\lcoates\Desktop\birth certificates.docx' and buttons for 'Upload', 'Cancel', and 'Browse...'.</p>

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<p>14. Click the "Save" button.</p>																																																	
<p>15. Click on the "Add Attachments" button if you have other documents you want to upload.</p> <p>16. Click the "Next" button when finished uploading the documents.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Select</th> <th>Sequence</th> <th>Created</th> <th>Author</th> <th>Entry ID</th> <th>Subject</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>06/08/2016 7:30AM</td> <td>Spouse, Amy D</td> <td>Birth Certificate</td> <td>Birth Announcement</td> <td>Submitted</td> </tr> </tbody> </table>	Select	Sequence	Created	Author	Entry ID	Subject	Status	<input type="checkbox"/>	1	06/08/2016 7:30AM	Spouse, Amy D	Birth Certificate	Birth Announcement	Submitted																																		
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<p>17. The current "Benefits Summary" page will display. This screen will list your current enrolled benefits. This is for viewing purposes ONLY.</p> <p>18. Click the "Next" button.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>United Health Care</td> <td>Employee Only</td> </tr> <tr> <td>Dental</td> <td>Delta Dental of California</td> <td>Employee Only</td> </tr> <tr> <td>Vision</td> <td>Vision Service Plan</td> <td>Employee Only</td> </tr> <tr> <td>Employee Life</td> <td>Employee Life Mgmt</td> <td>\$50,000</td> </tr> <tr> <td>Supplemental Life</td> <td></td> <td>Waived</td> </tr> <tr> <td>Child Life</td> <td></td> <td>Waived</td> </tr> <tr> <td>Employee Supplemental AD</td> <td>AD&D Employer Provided</td> <td>\$10,000</td> </tr> <tr> <td>Spouse Life</td> <td></td> <td>Waived</td> </tr> <tr> <td>Employee 401(k)</td> <td>MassMutual 401(k) MATCH MC</td> <td>\$116 Before Tax</td> </tr> <tr> <td>457 Deferred Compensation</td> <td>MassMutual 457 Deferred Comp</td> <td>Not Contributing</td> </tr> <tr> <td>Sick Leave</td> <td>Sick Leave Accrual with no max</td> <td>-----</td> </tr> <tr> <td>Vacation</td> <td>Vacation 10+yrs or MGMT Conf</td> <td>-----</td> </tr> <tr> <td>Compensatory Time On Payroll</td> <td>Compensatory Time On Payroll</td> <td>-----</td> </tr> <tr> <td>Holiday Credit</td> <td>Holiday Credit</td> <td>-----</td> </tr> <tr> <td>Floating Holiday</td> <td>Floating Holiday</td> <td>-----</td> </tr> </tbody> </table>	Type of Benefit	Plan Description	Coverage or Participation	Medical	United Health Care	Employee Only	Dental	Delta Dental of California	Employee Only	Vision	Vision Service Plan	Employee Only	Employee Life	Employee Life Mgmt	\$50,000	Supplemental Life		Waived	Child Life		Waived	Employee Supplemental AD	AD&D Employer Provided	\$10,000	Spouse Life		Waived	Employee 401(k)	MassMutual 401(k) MATCH MC	\$116 Before Tax	457 Deferred Compensation	MassMutual 457 Deferred Comp	Not Contributing	Sick Leave	Sick Leave Accrual with no max	-----	Vacation	Vacation 10+yrs or MGMT Conf	-----	Compensatory Time On Payroll	Compensatory Time On Payroll	-----	Holiday Credit	Holiday Credit	-----	Floating Holiday	Floating Holiday	-----
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19. You will now see a Dependent and Beneficiary Coverage Summary screen. This provides you an overview of your current enrollments and who is covered.
20. Click the "Next" button.

Birth Event

Dependent and Beneficiary Coverage Summary
Employee-Smith,Amy D

To view your benefits as of another date, enter the date and select Go.
08/15/2016

Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
Samantha Thomas	Parent	Employee Life	Employee Life Mgmt
		Employee Supplemental AD&D	AD&D Employer Provided
		Employee 401(k)	MassMutual 401(k) MATCH MC
		457 Deferred Compensation	MassMutual 457 Deferred Comp
Joseph Thomas	Step Parent	Employee Life	Employee Life Mgmt
		Employee 401(k)	MassMutual 401(k) MATCH MC
		457 Deferred Compensation	MassMutual 457 Deferred Comp
Jonathon J Smith	Spouse	Employee 401(k)	MassMutual 401(k) MATCH MC

21. **Add/Review Dependent/Beneficiary** - The system will display existing dependent/beneficiaries. This is the first step in creating a profile. Later in the instructions will provide steps on how to assign profiles to your benefit information.
22. Click the "Add a dependent or beneficiary" button to create a new profile.

IMPORTANT:

- Always create a new profile when adding a new dependent/beneficiary.
- Never override an existing profile with another profile.
- A profile cannot be deleted.

Contact the HR Department for any questions and/or concerns.

Add/Review Dependent/Beneficiary
Employee Smith,Amy D

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information.

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
Thomas,Samantha	Parent	11/19/1950	Married	04/11/2016	No	No	No	Yes
Thomas,Joseph	Step Parent	10/21/1950	Married	04/11/2016	No	No	No	Yes
Smith,Jonathon J	Spouse	11/22/1971	Married	08/01/2016	No	No	Yes	Yes

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23. Dependent/Beneficiary Personal Information -

Fill in:

- First Name
- Middle Name (optional)
- Last Name
- Name Prefix/Suffix (optional)
- Date of Birth
- Gender
- Social Security (SSN) - Do not enter dashes in the SSN field.
- Relationship to employee
- Marital Status
- Address and Telephone

NOTE: Social Security numbers are required for all dependents (If you do not have the SSN# for the new dependent/beneficiary, you will need to follow up by contacting HR once received).

24. Review your entry and Click the "Save" button at the bottom of the page when ready to continue.

Dependent/Beneficiary Personal Information

Employee-Smith, Amy D

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Aug 15, 2016.

Personal Information

*First Name
 Middle Name
 *Last Name
 Name Prefix
 Name Suffix
 Date of Birth
 *Gender
 SSN (Social Security Number)
 *Relationship to Employee

Status Information

*Marital Status As of

Address and Telephone

Same Address as Employee

Country
 Address

Same Phone as Employee

Phone

25. A "Save Confirmation" will appear after adding the profile. Click the "OK" button.

26. You will be brought back to the Add/Review Dependent/Beneficiary page. If you need to add additional profiles, repeat steps 22 through 25.

27. Click the "Next" button when ready to continue.

Birth Event

Personal Information

Save Confirmation

The Save was successful.

28. Click the "Start My Enrollment" so that you can add your dependent(s) to your benefit plans and update your beneficiary information to your benefit plans.

Birth Event

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the "Start My Enrollment" pushbutton to begin your benefit enrollment.

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29. **Benefits Enrollment** - You will now have a Family Status Change event. Click on the "Select" button.

Benefits Enrollment

Employee-Smith, Amy D

As a County employee you are eligible to select from a variety of benefit plan choices to cover you and your family's insurance and financial needs.

CHANGES TO BENEFITS:

Outside of the open enrollment period, CalPERS health insurance changes may typically be made only within a 60 day period following a major life status change such as:

- marriage
- domestic partner registration
- birth
- death
- divorce
- change/loss of you or your spouse's or registered domestic partner's employment.

All other benefit changes must be made within 30 days of a major life status change.

The blue [i] Information icon below, next to the Event Description, provides you with additional information about your enrollment.

The **Select** button next to an event means it is currently available for changes. To begin your enrollment, click "Select".

Please Note: Some events may be temporarily closed until you have completed the enrollment for another event.

See your *Employee Benefits Guide* for detailed information.

Open Benefit Events				
Event Description		Event Date	Event Status	
Open Enrollment		06/11/2016	Submitted	<input type="button" value="Select"/>
Family Status Change		08/15/2016	Open	<input type="button" value="Select"/>

It will take a few seconds for your benefits enrollment information to load.

30. Read and review the information about your benefits.
31. Click the "Edit" button next to each of the benefit plans you wish to make changes to. You will be allowed to update your dependent and beneficiary designations for each of the benefit plans.

Benefits Enrollment

Family Status Change

Employee-Smith, Amy D

Your recent Life Event Change event allows you to change your current benefit choices. You will have 30 days (60 days for medical) from the event date to update your benefits enrollment and submit your new choices.

The Enrollment Summary below displays which benefit options are open to you for editing.

Dental, Vision, Life and AD&D coverage changes will be effective 30 days after the date of the Life Event Change.

Medical coverage will be effective the first day of the month following the date of the Life Event Change.

Note: All benefit costs are annual costs.

Important: Your enrollment will not be complete until you submit your choices, forward any required forms to the Personnel Department and your coverage has been approved.

For answers to common questions, please review your *Employee Benefits Guide*.

Enrollment Summary					
Medical	Full Cost	Credits	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: United Health Care:EE +1 Dep					
New: United Health Care:EE +1 Dep	3,304.00	0.00	3,304.00		
Dental	Full Cost	Credits	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Delta Dental of California:EE +1 Dep					
New: Delta Dental of California:EE +1 Dep	\$17.00	\$0.00	\$17.00		



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32. Once you select Edit for the plan, the page will display information regarding enrolled plan and coverage levels and total cost.
33. Scroll to the bottom of the page to see the dependents that are designated to the plan.

Benefits Enrollment

Medical Benefit Forms and Documents

Employee-Smith, Amy D

Placer County provides medical coverage through the California Public Employee's Retirement System (CalPERS). The County pays the majority of the premium cost depending upon your plan selection. Spouses, registered domestic partners and children up to age 26 can be added to your medical insurance.

Remember, costs are shown on an annual basis and are paid pre-tax.

HIPAA Notice: The Health Insurance Portability and Accountability Act (HIPAA) allows employees who lose health insurance coverage to enroll in a CalPERS Health Plan. You may enroll yourself, and your dependents may be eligible to enroll outside the Open Enrollment period, but coverage may not be effective until the first of the month following a 90 day waiting period depending upon your individual circumstances.

To learn more about your Medical Plan options, go to "Benefits Forms and Documents" and visit the CalPERS website.

Important! Your current coverage is: United Health Care with Employee +1 Dependent coverage. You will continue with this coverage if you do not make a choice.

Select an Option

Here Are Your Available Options With Your Annual Costs:

Overview of all Plans

Select one of the following plans:

United Health Care

Coverage Level	Total Costs	Total Credits	Your Costs	Tax Class
Employee Only	\$1,652.40	\$0.00	\$1,652.40	Before-Tax
Employee +1 Dependent	\$3,304.80	\$0.00	\$3,304.80	Before-Tax
Employee +2 or More Dependents	\$4,296.24	\$0.00	\$4,296.24	Before-Tax

Waive

34. At the bottom of the page you will see a list of names and check box next to the dependent(s) that are covered on the plan. To add the new dependent click the check box under the column "Enroll" to add the new dependent to your benefit plan. If you need to remove a dependent, simply uncheck their "Enroll" check box.
35. Click the "Save Changes" button.

Enroll Your Dependents

The following list displays all individuals who are currently listed as your dependents.

To delete a dependent's coverage un-check the "Enroll" box next to their name.

You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Jonathon J Smith	Spouse
<input checked="" type="checkbox"/>	Zackary J Smith	Child

Add/Review Dependents

Save Changes **Discard Changes**

Select the **Save Changes** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

36. A preview of your update will appear for that plan, giving you an option to save or discard changes.
37. By confirming the update, click the "Save Changes" button.
- If you do not wish to update, click "Discard Changes" and the system will not continue to update for that benefit plan.

Benefits Enrollment

Medical Benefit Forms and Documents

Employee-Smith, Amy D

Important! Your enrollment will not be complete until you submit your choices, forward any required forms to the Personnel Department and your coverage has been approved.

Your Choice

You have chosen United Health Care with Employee +2 or More Dependents coverage.

Your Estimated Cost

Full Cost	\$4,296.24
Credits	\$0.00
Your Cost	\$4,296.24

Your Covered Dependents

Primary Care Provider Details	
Name	Relationship
Jonathon J Smith	Spouse
Zackary J Smith	Child

Notes

Once submitted, this choice will take effect on 09/01/2016. Deductions and/or Credits for this choice will start with the pay period beginning 07/09/2016.

Save Changes **Discard Changes**

Select the **Save Changes** button to store your choices.

Select the **Discard Changes** button to go back and change your choices.

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38. The system will return you to the Enrollment Summary page. To continue, select the "Edit" button for the next plan you wish to add your dependent/beneficiary to.

Note: If there are changes to the coverage level you will see a difference between the "Current" and "New" coverage for each plan.

39. Navigate through each of the benefit plans and make updates as necessary.

Benefits Enrollment
Family Status Change
Employee-Smith, Amy D

Your recent Life Event Change event allows you to change your current benefit choices. You will have 30 days (60 days for medical) from the event date to update your benefits enrollment and submit your new choices.

The Enrollment Summary below displays which benefit options are open to you for editing.

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For answers to common questions, please review your Employee Benefits Guide.

Enrollment Summary					
Medical	Full Cost	Credits	Before Tax	After Tax	Edit
Current: United Health Care:EE +1 Dep					
New: United Health Care:EE +2+ Dep	4,296.24	0.00	4,296.24		Edit
Current: Delta Dental of California:EE +1 Dep					
New: Delta Dental of California:EE +1 Dep	432.00	0.00	432.00		

40. **Beneficiary Updates** – When updating beneficiaries for the Life Insurance, AD&D and Deferred Compensation plans; you must identify percentages that equal 100% for the Primary and 100% for the Contingent beneficiaries. **Contingent Beneficiary** – is a secondary beneficiary in the event the primary is deceased.

NOTE: A spouse must be identified as the Primary beneficiary on Deferred Compensation plans unless the spouse signs a Spousal Consent form. Contact the HR department if you need a Spousal Consent form.

Designate Your Beneficiaries

The following list displays all individuals who are eligible to be your beneficiaries.

If an individual is missing from this list or if you would like to add new beneficiaries, click the [Add/Remove Beneficiaries](#) button. When adding a new beneficiary, be sure not to override an individual's existing information.

IMPORTANT NOTE: If you are married, you must have notarized spousal consent when naming anyone other than your spouse as the primary beneficiary to your savings plans. Your provider, beneficiaries and allocation percentage must be the same for all 401(k) Plan Options.

[Add/Review Beneficiaries](#)

You may designate the following individuals as Primary beneficiaries by allocating a percent amount next to their names. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased. Secondary beneficiaries can be designated on a separate form located at Benefit Forms and Documents. All percents for Primary or Secondary beneficiaries must total 100.

Beneficiary Allocations					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Samantha Thomas	Parent		50		
Joseph Thomas	Step Parent		50		
Jonathon J Smith	Spouse	100		100	
Zackary J Smith	Child				100
				Total	100

[Save Changes](#) [Discard Changes](#)

Select the [Save Changes](#) button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the [Discard Changes](#) button to ignore all entries made on this page and return to the Enrollment Summary.

41. After making all changes, scroll to the bottom of the page. Click the "Save and Continue" button.

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the County is contributing to subsidize the cost of your benefits.)

Election Summary				
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Total Costs	4,858.32	4,858.32	0.00	18,030.00
Total Credits	-2,860.00	-2,860.00		
Your Costs	1,998.32	1,998.32	0.00	

These costs do not include certain choices that are based on variable earnings.

[Save and Continue](#)

i Important: Your enrollment will not be complete until you submit your choices **and any required forms** to the Personnel Department and coverage is approved.

Employee Self-Service Birth/Adoption Life Event done through Self-Service

<p>42. Again be sure to read the information on the screen. The system will allow you to cancel your changes at this time, if necessary. If you are ready to submit your changes click the "Submit" button.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Benefits Enrollment</p> <p>Submit Benefit Choices</p> <p>Employee-Smith,Amy D</p> <p>You have almost completed your enrollment. If you have no further changes, click "Submit" at the bottom of this page to finalize your benefit choices.</p> <p><input type="button" value="Cancel"/> Click "Cancel" if you are not ready to submit your choices and wish to return to the Enrollment Summary.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Authorize Elections</p> <p>By submitting your benefit choices you are <i>authorizing</i> the County to take deductions from your paycheck to pay for your share of the benefit premium costs.</p> <p>You are also authorizing the Personnel Department to send necessary personal information to your selected providers to initiate and support your coverage election.</p> <p><input type="button" value="Submit"/> Click "Submit" to send your <u>final</u> choices to the Personnel Department.</p> <p><input type="button" value="Cancel"/> Click "Cancel" if you are not ready to submit your choices and wish to return to the Enrollment Summary.</p> </div>												
<p>43. Click the "OK" button for confirmation.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Benefits Enrollment</p> <p>Submit Confirmation</p> <p>Employee-Smith,Amy D</p> <p>Your benefit choices have been successfully submitted.</p> <p>You will have the opportunity to review your changes online tomorrow using your Benefits Summary.</p> <p>If you do not see your changes tomorrow, please contact the Human Resources Department immediately.</p> <p>To return to the Benefits Enrollment page, click "OK".</p> <p><input type="button" value="OK"/></p> </div>												
<p>44. All of your changes have now been submitted. Click the "Next" button.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Benefits Enrollment</p> <p>Employee-Smith,Amy D</p> <p>As a County employee you are eligible to select from a variety of benefit plan choices to cover you and your family's insurance and financial needs.</p> <p>CHANGES TO BENEFITS: Outside of the open enrollment period, CalPERS health insurance changes may typically be made only within a <u>90 day</u> period following a major life status change such as:</p> <ul style="list-style-type: none"> • marriage • domestic partner registration • birth • death • divorce • change/loss of you or your spouse's or registered domestic partner's employment. <p>All other benefit changes must be made within <u>30 days</u> of a major life status change.</p> <p>The blue [i] Information icon below, next to the Event Description, provides you with additional information about your enrollment.</p> <p>The Select button next to an event means it is currently available for changes. To begin your enrollment, click "Select".</p> <p>Please Note: Some events may be temporarily closed until you have completed the enrollment for another event.</p> <p>See your <i>Employee Benefits Guide</i> for detailed information.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Open Benefit Events</th> <th>Event Date</th> <th>Event Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Open Enrollment</td> <td>06/11/2016</td> <td>Submitted</td> <td><input type="button" value="Select"/></td> </tr> <tr> <td>Family Status Change</td> <td>06/15/2016</td> <td>Submitted</td> <td><input type="button" value="Select"/></td> </tr> </tbody> </table> <p>It will take a few seconds for your benefits enrollment information to load.</p> </div>	Open Benefit Events	Event Date	Event Status		Open Enrollment	06/11/2016	Submitted	<input type="button" value="Select"/>	Family Status Change	06/15/2016	Submitted	<input type="button" value="Select"/>
Open Benefit Events	Event Date	Event Status											
Open Enrollment	06/11/2016	Submitted	<input type="button" value="Select"/>										
Family Status Change	06/15/2016	Submitted	<input type="button" value="Select"/>										

Employee Self-Service Birth/Adoption Life Event done through Self-Service

45. You have the option to view your changes and print, if needed. Click the "Next" button.

Benefits Election Review
Employee-Smith, Amy D

Review all your changes with the information provided. Select the appropriate task on the navigation bar to make changes. Print

Personal Information

Current Name: Employee-Smith, Amy D
 Home Address: 1234 Fulweiler Avenue, Auburn, CA 95603
 Mailing Address: 1234 Fulweiler Avenue, Auburn, CA 95603
 Home Phone: 530/888-0000
 Business Phone:
 Emergency Contact: Pamela Gorman

Dependent Information

Name	Date of Birth	Sex	Relationship	Marital Status
Zackary Smith	08/15/2016	Male	Child	Single

Your Benefit Choices

Benefit Plan	Benefit Option	Coverage / Category Base	Flat Amount / Percentage
Medical	UnitedHlth	Employee +1 Dependent	
Dental	Delta	Employee +1 Dependent	

46. Click the "Complete" button to end your event.

47. The Human Resources Department will be notified of your event and will review your changes. You may be contacted if there are questions regarding your Life Event. An e-mail notification will be sent to you once the event has been reviewed providing you with a status of Approved or Denied.

Reminder: If we were not able to provide a copy of the birth certificate or Social Security number during the Life Event, be sure to follow up with the HR department once obtained.

eBenefits Birth Event

Life Events

- Welcome
- Birth Date
- Document Upload
- Benefit Summary
- Dependent/Beneficiary Coverage
- Update Dependent and Beneficiary
- Benefit Enrollment
- Benefit Election Review
- **Event Completion and Exit**

Event Completion and Exit

Congratulations!

You have completed your Birth Event

Here is a list of things to keep in mind now that you have a new child:

- Find out if your medical plan offers discounts on infant care equipment, home nurse visits, and postnatal classes.
- Evaluate day care centers.
- Evaluate our Dependent Care Spending Account plan to assist with day care expenses.
- Schedule your baby's first visit with the pediatrician.
- Order a Social Security or Social Insurance card for your baby.

Select the Complete pushbutton to end this event.

Complete

For questions, please contact the Human Resources Department.