County OF **Placer**®
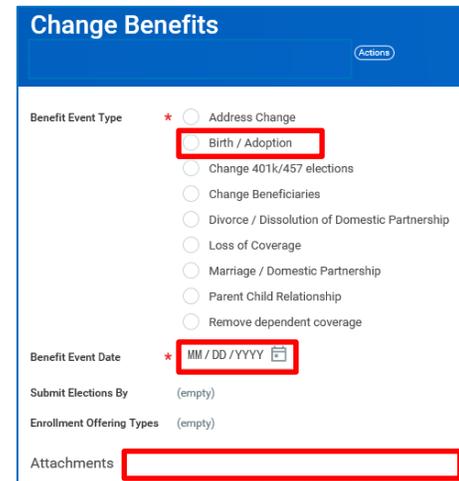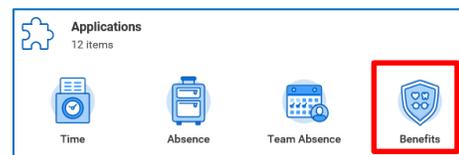
Benefit Plan Enrollment for New Dependents

This Fact Sheet provides you information on how to enroll your new dependents, the timeframes for enrollment, the effective dates and the forms required for submission to the Human Resources Department. Your ability to add dependents is limited and if the initial timeframe expires, your next enrollment opportunity will either be as a late enrollment or during the next Open Enrollment period.

IMPORTANT: Now is the time for you to update benefits and/or your beneficiaries by contacting Human Resources if you are still on a leave of absence. If you have returned to work you may access **Workday**, the same system you use during Open Enrollment to view Human Resources Self-Service Benefits and Payroll information, to update benefits. You can access **Workday** by following the instructions below.

To log into **Workday,** go to the **MyPlacer** web page at https://my.placer.ca.gov, and click on the **workday.** icon at the bottom of the page.

- Before beginning in Workday, locate the **Job Aid: Life Benefit Event – Birth Adoption** found on MyPlacer in the Apps & Resources > Workday Resources Icon > Human Resources and Payroll section for HR Job Aids to access the instructions for adding a dependent. It is important that you follow these instructions and have documents available to upload/mail to Human Resources.

- Navigate to **Workday** through **MyPlacer**:
  - Select the **Benefits** worklet on your Workday dashboard to access the Benefits Change page
  - Select the **Benefits** button on the Change Benefits menu
  - In the Change Benefits menu select the **Benefit Event** type – **Birth/Adoption**
  - Populate the Benefit Event Date – enter the child's **birth date** or **adoption date**.
  - Attach supporting documentation: **Birth Certificate** or **Adoption Decree**
  - Click **Submit** button
  - Once HR approves the transaction, go to your **Workday In Box** and enroll dependent into available benefits.

- If unable to access **Workday**, contact the **Human Resources Department** for assistance with processing this Life Event.

ENROLLMENT TIMEFRAMES		ENROLLMENT FORMS & DOCUMENTS
HEALTH PLAN: • When you have a new dependent as a result of birth, change of custody, adoption, or placement for adoption, you should enroll the eligible dependent within **60 days** of their birth or event date. • Coverage is effective from the date of birth or date of physical custody. • If you miss enrollment within the 60 days, you will either have to wait for a 90–day late period or until the next CalPERS Open Enrollment period.	**DENTAL/VISION/AD&D:** • You have up to **30 days** from the date of birth, adoption, or placement to add your dependent to these plans. • Coverage is effective 30 days from the date of birth, adoption or placement. • If you have family coverage on these plans, it is suggested that you add the child, as there is no extra cost.	Submit within 60 days to enroll new dependent: • **Health Benefits Plan Enrollment** CalPERS form (HBD-12) • **Birth Certificate** *for natural-born child:* Provide copy of the souvenir birth certificate from the hospital until the Certified Birth Certificate is received and a copy is submitted. • **Court Order** *for adopted/placement of child:* Identifies adoption date. • **CalPERS Affidavit of Parent-Child Relationship** *for proof of guardianship.* • **Social Security Number** upon receipt.