




Reporting a Qualifying Life Event

A qualifying life event allows for changes in Benefit Elections to be made outside of Open Enrollment. These events include marriage, birth/adoption, divorce and loss of outside coverage.

Please Note: All Benefit Events must be reported within 30 days of the event. Failure to do so may result in denial of change in elections until Open Enrollment.

From the Benefits worklet:

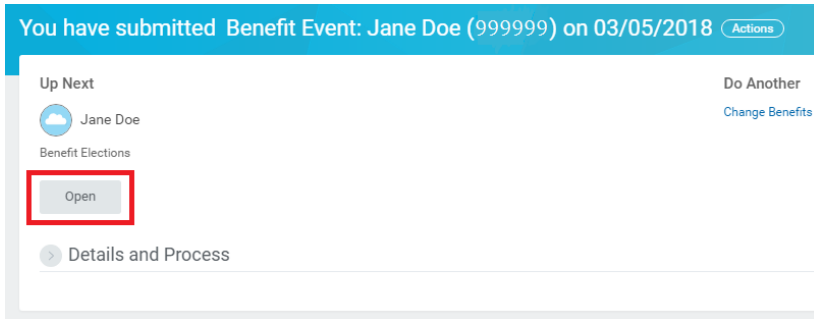
1. Under **Change**, click **Benefits**.
2. Select the required **Benefit Event Type** option.
3. Click the **Calendar** icon  to select the date of the Benefit event. Please be sure to list the date the event took place. This date should also be reflected on the supporting documentation.
4. Attach required documents. Event will be returned, and may be denied, without proper documentation. If there are any questions about what documentation is required, please contact the Benefits Department.



Please email any questions or concerns to Benefits@ClevelandMetroSchools.org.

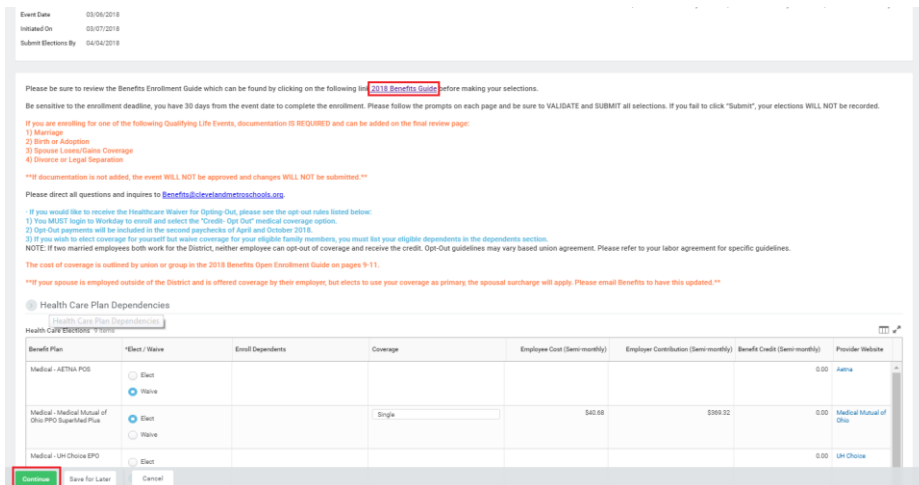
A screenshot of a web form for reporting a benefit event. The form includes fields for 'Benefit Event Type' (with radio buttons for Birth / Adoption or Legal Guardianship of Child, Change Beneficiaries, Divorce / Legal Separation, Marriage, and Spouse Gains / Loses Coverage from Another Source), 'Benefit Event Date' (with a calendar icon), 'Submit Elections By' (04/03/2018), and 'Enrollment Offering Types' (Voluntary Life, Vision, Spouse Life, Portable Life, Medical, More (6)). There is an 'Attachments' section with a 'Drop files here' area and a 'Select files' button. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

5. Click **Submit** > **Done**. A task will route to your Inbox, if applicable.
6. To take action on the task, click **Open**.



7. Review the displayed information. Be sure to utilize the Benefits Enrollment Guide when making your elections.

-The Benefit Guide is available via a link in the enrollment event as well as on the CMSD website in the Employee Benefits section.



8. Click **Continue** through all screens, review the displayed information, and make any required changes.

-Clicking **Save for Later** will send the event to your Workday inbox where it will remain until it is submitted. Be aware that if the changes are not completed and SUBMITTED, they WILL NOT take effect.

9. Select the **I Agree** checkbox to provide an electronic signature to confirm benefit changes.

Electronic Signature

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions.
2. You understand that all benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers.

I Agree

10. Click **Submit**.
11. Click **Done** to complete the task or click **Print** to launch a printable version of the summary of benefits.
12. The elections will be routed to the Benefits Administrator for approval.