CLEVELAND
METROPOLITAN
SCHOOL DISTRICT

This job aid covers generic events. Contact your Talent or Benefits Representative if you have any questions.

Report a Coverage Change Event

From the Benefits worklet:

1. Click **Benefits**.

2. Select the required **Benefit Event Type** option.

3. Click the **Calendar** icon ▢ to select the date of the Benefit event.

4. Attach required documents, if applicable.

Our employees are our most valuable asset.

That's why at Cleveland Metropolitan School District we are committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance.

Stay Healthy

- 2 Medical Plan Options
- Prescription Benefits
- Dental Benefits
- Vision Care
- Flexible Spending Accounts
- Wellness Program

Feeling Secure

- Basic Life Insurance
- Voluntary Life & Dependent Life Insurance

Work/Life Balance

- Employee Assistance Program

Note: To remove a spouse due to *Divorce*, please click on the "Cancel" tab on this page and on the "Change" page select "Dependents", then "Edit" under Spouse, complete required information including changing the relationship to ex-spouse by editing the dependent for reason of Remove Dependent > Divorce.

Note: Substitutes must elect coverage under the 5 day rule or qualify under the Affordable Care Act to be eligible for benefits. Other rules may apply.

Benefit Event Type	*	○ Birth / Adoption or Legal Guardianship of Child
		● Change Beneficiaries
		○ Liberty Mutual Car/Home Insurance Changes
		○ Marriage
		○ Spouse Gains / Loses Coverage from Another Source

Benefit Event Date	*	12 / 05 / 2016 ▢
Submit Elections By		01/03/2017
Enrollment Offering Types		Voluntary Life
		Portable Life
		Basic Life

Attachments 0 items

| | Attachment | Comment | File |

Submit   Save for Later   Cancel

5. Click **Submit** > **Done**. A task will route to your Inbox, if applicable.

6. To take action on the task, click your **Profile Icon** > **Inbox**.

7. Select the Benefit Event task.

8. Review the displayed information

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

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

11. Click **Submit**.

12. Click **Done** to complete the task or click **Print** to launch a printable version of the summary of benefits.

View or Change Existing Benefit Elections

From the Benefits worklet:

1. Click **Benefit Elections**.

2. Review your benefit elections and costs.

Benefit Elections Belle Sullivan (40076)

Current Benefit Elections and Costs 11 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)
Medical - Medical Mutual of Ohio PPO SuperMed Plus	01/01/2016	09/09/2016	Family		Kevin Sullivan		$78.46	$740.33
Dental - MetLife PDP Enhanced	01/01/2016	09/09/2016	Family		Kevin Sullivan		$17.91	$24.81
Vision - United Health Care VIS	01/01/2016	09/09/2016	Family		Kevin Sullivan			$3.56
Healthcare FSA - Health Scope	01/01/2016	07/30/2016	$2,500.00 Annual				$92.60	
Basic Life - Consumer Life Insurance Company - 50K (Employee)	08/26/2016	09/09/2016	$50,000	$50,000.00		Shawn Sullivan / Dexter Sullivan		$11.54
Voluntary Life - Consumer Life Insurance Company - Post Tax (Employee)	08/26/2016	09/09/2016	$150,000	$150,000.00		Shawn Sullivan / Dexter Sullivan	$7.62	
Portable Life - Consumer Life Insurance Company - Post Tax (Employee)	08/26/2016	09/09/2016	$150,000	$150,000.00		Shawn Sullivan / Dexter Sullivan	$6.92	
Child Life - Consumer Life Insurance Company (Children)	08/26/2016	09/09/2016	$5,000	$5,000.00			$0.37	
SERS - School	11/09/2015	07/30/2016	10%					

3. Click **Related Actions** ••• to the right of your name.

4. Select **Benefits** > **Change Benefits**.

5. Complete all required fields.
   Note: A red asterisk indicates required fields.

6. Click **Submit**.

View Dependents' Benefit Elections

From the Benefits worklet:

1. Click **Dependents**.

2. Review your existing dependents and their benefit plan coverage.

Manage Dependents

From the Benefits worklet:

1. Click **Dependents**.
2. Click **Add**.
3. Complete all required field for the new dependent.
   Note: A red asterisk indicates required fields.
4. Click **Add** to add new information.
5. Click **Submit**.
6. Click **Done**.

Manage Beneficiaries

From the Benefits worklet:

1. Click **Beneficiaries**.
2. View existing beneficiaries for enrollment benefit plans, or click **Edit** to modify the existing information.
3. Click **Add** to add a new beneficiary. The *Add My Beneficiary* page displays.
4. Select **Existing Dependent or Emergency Contact**, **New Person as Beneficiary**, or **New Trust as Beneficiary** option.

If You Select the	Then...
Existing Dependent or Emergency Contact option,	Click ☰ to select the new beneficiary from the list of current dependents. Click **OK** to validate/update the beneficiary's information.

If You Select the	Then...
New Person as Beneficiary option	Click **OK** and complete all required Beneficiary Personal Information.
New Trust as Beneficiary option	Click **OK** and complete all required Beneficiary Trust Information.

5. Click **Submit**.
6. Click **Done**.

When adding a new dependent, you may need to update your Benefit and Federal Tax elections, as well as your Benefit elections. Click the **Skip** button to do this later.

Print Benefits Statement

From the Home page:

1. Click the **Profile Icon** > **View Profile**.
2. Click Actions.
3. Select **Benefits** > **View My Benefit Statement**.
4. Click ☰ to select the required **Benefit Event** to view and print.
5. Review the displayed information, and click **Print**.
   Note: The selected Benefit Event displays as an Adobe PDF document, which you can save or print.

workday. E D U C A T I O N