

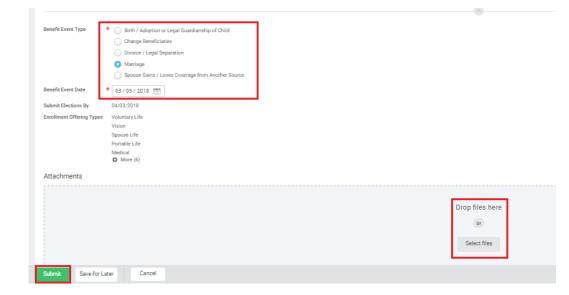


A qualifying life event allows for changes in Benefit Elections to be made outside of Open Enrollment. These events include marriage, birth/adoption, divorce and loss of outside coverage.

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.



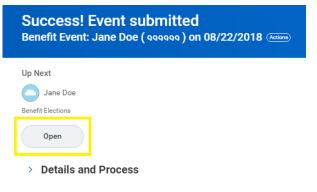


Please email any questions or concerns to <u>Benefits@ClevelandMetroSchools.org</u>.



Benefits: Manage Your Benefits- Change Benefits

- 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.

	03/06/2018							
ated On	03/07/2018							
mit Elections By	04/04/2018							
lease he sure to r	review the Banefitz Enrollment Guid	e which can be found by clicking on the	following line 2018 Benefits Guide before n	aking your selections				
				each page and be sure to VALIDATE and SUBM	IT all relactions. If you fail to click "S	ubmit" your elections WILL M	OT he recorded	
			and can be added on the final review pag		in an executional in you rail to caller to	numit, your electronia millere	or berecontes.	
Marriage Birth or Adoptio		Life Events, out unrenation to Regulate	and call be abbed on the linal review pag					
Spouse Loses/0	Gains Coverage							
Divorce or Legal		be approved and changes WILL NOT be	and and an					
			submitted.**					
	uestions and inquires to Denefits@							
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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 II benefits are contingent upon your enrollment and acceptance by your HR representative and by your insurance carriers or benefit providers

l 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.