APPENDIX E: Enter a Life Event

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You can reference the UPK help site for detailed steps on how to enter life events:
Employee Actions: Benefits Information

Navigation: Employee Actions > Health and Welfare > Life Events / Benefits Changes
Use the Life Events page to initiate and submit a life event.

Select the appropriate life event from the list of options.
Change Status Date page:

All life events are initiated on the Change Status Date page by entering the Event Date that applies to the life event.

Enter the date of the life event.

Click the OK button to continue.

Each Life Event page will appear after you enter the date the life event occurred and click on the OK button.
Marriage Life Event page:

Click on the link to open the UPK: Enter Marriage Life Event

Marriage Event Completion and Exit page:

When finished, The Event Completion and Exit page appears.

Review the list of documents you might need to update if you change your name.

Click the Complete button to exit your transaction.
Birth Life Event page:

Click on the link to open the UPK: Enter Birth Life Event

Throughout this process, you will be able to review your personal information, current benefits elections, Federal and State W-4 Tax information and if necessary, update them as appropriate.

You should enroll your new family member in appropriate benefit plans at this time.
When finished, The Event Completion and Exit page appears.

Click the Complete button to exit your transaction.
Adoption Life Event page:
Click on the link to open the UPK: Enter Adoption Life Event Life Event

Throughout this process, you will be able to review your personal information, current benefits elections, Federal and State W-4 Tax information and if necessary, update them as appropriate.

You should enroll your new family member in appropriate benefit plans at this time.
Adoption Event Completion and Exit page:

When finished, The Event Completion and Exit page appears.

Click the Complete button to exit your transaction.
Divorce Life Event page:
Click on the link to open the UPK: Enter Divorce Life Event

Throughout this process, you will be able to review your personal information, current benefits elections, Federal and State W-4 Tax information and if necessary, update them as appropriate.

Divorce Event Completion and Exit page:

Click the Next button, to navigate to each page and enter all necessary information required for the Divorce event.

When finished, The Event Completion and Exit page appears.

Review the list of documents you might need to update if you change your name.

Click the Complete button to exit your transaction.
Benefit Changes for AD&D, Disability or Life page:
Click on the link to open the UPK: Benefits Changes for AD&D, Disability or Life

Throughout this process, you will be able to review your current benefits summary, and dependent coverage.

The Benefit Enrollment page will be enabled and you may initiate your benefit enrollment. Complete all necessary pages to complete benefits enrollment.

Benefit Enrollment page:

Click the Next button, to navigate to each page and enter all necessary information required for the AD&D, Disability or Life event.

Click the Start My Enrollment button, to enter all necessary information required for the AD&D, Disability or Life benefit changes.
To make changes, click the **Edit (          )** button next to the plan located on the **Current Enrollment Summary** page.

Select the appropriate coverages you desire. Click the **Continue** button to navigate to additional required pages and to save your updates.
When your elections are complete, the **Current Enrollment Summary** page appears again. The details of your elections/changes will be updated on the page.

### Benefit Changes for AD&D, Disability or Life Completion and Exit page:

When finished, The **Event Completion and Exit** page appears.

Click the **Complete** button to exit your transaction.
Establishment of Domestic Partnership Event page:
Click on the link to open the UPK: Establishment of Domestic Partnership Life Event

Click the Next button, to navigate to each page and enter all necessary information required for the Domestic Partnership event.

Throughout this process, you will be able to review your personal information, current benefits elections, Federal and State W-4 Tax information and if necessary, update them as appropriate.

The Benefit Enrollment page will be enabled and you may initiate benefits enrollment for your domestic partner. Complete all necessary pages to complete benefits enrollment.
Establishment of Domestic Partnership Event Completion and Exit page:

When finished, The Event Completion and Exit page appears.

Review the list of documents you might need to update if you change your name.

Click the Complete button to exit your transaction.
Domestic Partnership Termination Event page:

Click on the link to open the UPK: **Enter Domestic Partnership Termination Life Event**

Throughout this process, you will be able to review your personal information, current benefits elections, Federal and State W-4 Tax information and if necessary, update them as appropriate.

The **Current Enrollment Summary** page will also display. Initiate the removal of benefits for your dependents for all appropriate benefit plans. Complete all necessary pages to remove current benefits due to the termination of your domestic partnership.
When finished, the Event Completion and Exit page appears.

Review the list of documents you might need to update if you change your name.

Click the Complete button to exit your transaction.