

You may request a change to your health, dental, or flexible spending account mid-year if you experience one of the qualified life events and your request is consistent with the life event.

Tasks

- [Before You Begin](#)
- [Change Benefits](#)

Before You Begin

Links to the eligibility rules and documentation requirements for each type of qualified life event are provided inside the enrollment instructions.

Look to the right side of the page in each benefit tile for instructions and more details.

After you review this job aid, if you still have questions, contact:

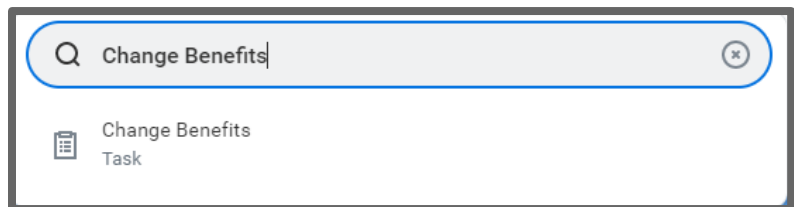
UVA employees, please notify AskHR@virginia.edu or 434-243-3344.

UPG employees, please notify rbenefits@hscmail.mcc.virginia.edu.

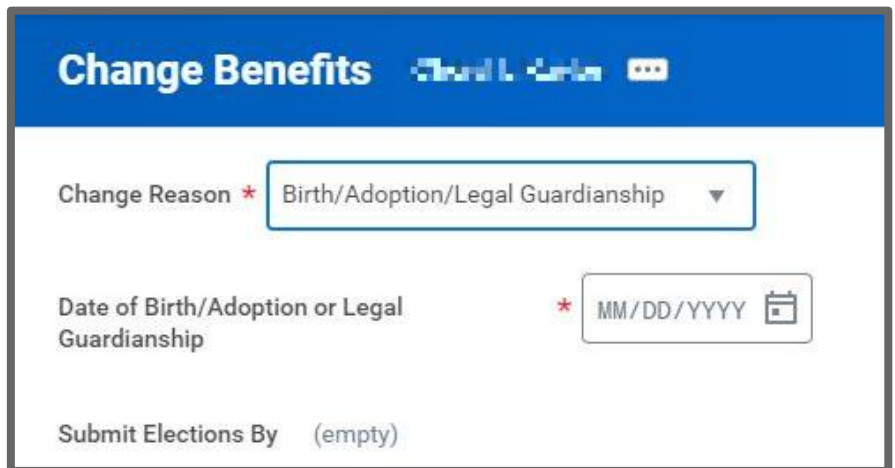
Change Benefits

Before getting started, you should have the required documentation (e.g., a document verifying the event) and, if you're adding someone to your coverage, a document verifying their relationship to you.

1. Type '**Change Benefits**' in the Workday search bar and select the task that appears below.



2. On the Change Benefits page, select the appropriate **Change Reason** from the drop-down (e.g., Birth/Adoption/Legal Guardianship, Marriage, Spouse/Dependent Loses/Gains Other Coverage).



3. After you've selected the Change Reason, enter the **Benefit Event Date**.
 - A. Note that Workday will indicate when you'll need to

submit your elections by once you enter the **Benefit Event Date**. This includes all required documentation.

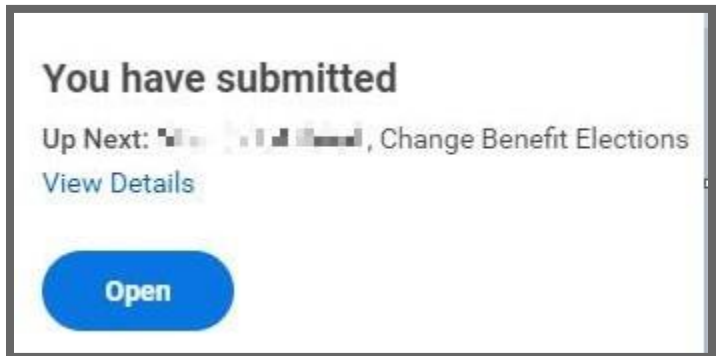
- 4. After entering the **Benefit Event Date**, which should align with the date of your Qualified Life Event, attach your required documentation (e.g., documentation confirming the event and, if you're adding a spouse/dependent to your coverage, the document confirming their relationship to you).

- A. Use the 'Upload' button that appears to continue to attach additional documents, as needed.

- 5. After you attach required documents, click **SUBMIT**.

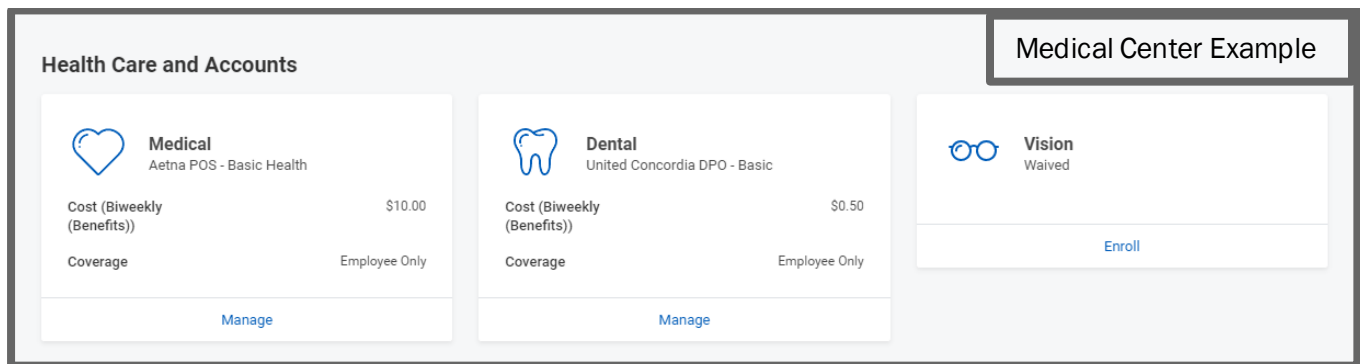
- 6. A 'You have submitted' confirmation will display, click the **Open** button.

Note: If you do not click the **Open** button, this will be in your inbox.



- 7. Click the **Let's Get Started**  button.

- 8. Your choices for Health Care Accounts display. Click on the tile for the plan you'd like to enroll, edit/manage, or waive. If you're already enrolled in a plan, the button at the bottom of the tile will display as Manage. Otherwise, the button will display as Enroll. Click each tile you'd like to enroll, edit/manage, or waive.



UPG Example

Health Care and Accounts

Medical - UPG
Anthem PPO - Healthkeepers

Cost per paycheck \$33.75

Coverage Employee Only

[Manage](#)

Dental - UPG
Waived

[Enroll](#)

Vision - UPG
Anthem Uniview Vision VIS

Cost per paycheck \$2.94

Coverage Employee Only

[Manage](#)

9. Once you click on a tile, your current plans you selected or waived will display in the **Selection** column. If during your Qualifying Life Event, you are trying to enroll in a benefit for the first time that was previously waived, you may notice that the radio button is greyed out and set in the waived status. To enroll, you will have to reach out for additional assistance to the contacts listed in the Before You Begin section of this job aid.

10. Click the **Confirm and Continue** button.

Medical

Projected Total Cost (Biweekly (Benefits))
\$127.86

Plans Available

3 items ☰ ☰ ☰

*Selection	Benefit Plan	You Pay (Biweekly (Benefits))	Company Co (Benefits)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Aetna POS - Basic Health	\$10.00	\$232.13
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Aetna POS - Choice Health	\$91.50	\$246.63
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Aetna POS - Value Health	\$43.75	\$235.00

11. To add a new dependent, click the **Add New Dependent** button. Your current Coverage will display.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost (Biweekly (Benefits)) \$10.00

Add New Dependent

12. To remove a dependent, de-select the checkbox in front of the name of the dependent you wish to remove.



13. Click **OK**.

14. On the 'Add My Dependent From Enrollment' entry screen:

A. Fill in the required details regarding the dependent (First/Last Name, Relationship, Date of Birth, and gender are required).

B. If you have a Social Security Number, Under NationalID's click 'ADD', select USA as Country, Social Security Number as ID type, and enter the SSN (if you don't yet have the SSN, e.g., for a newborn, you can skip this for now, but you must provide the SSN as soon as you have the number available).


C. After entering the SSN, or if you don't yet have an SSN (e.g., for a newborn child), review the Address information at the bottom of the page, make changes if necessary, and then click **Save**.

15. If you didn't add the Social Security Number on the previous screen, the Dependent Social Security Numbers section will display. Either add the SSN or if you don't have one yet, select the radio button in front of Reason SSN is Not Available and enter the reason (e.g., this is a newborn).

Dependent	*Social Security Number
[Redacted]	<input type="radio"/> Social Security Number (SSN) <input checked="" type="radio"/> Reason SSN is Not Available

16. Click **Save**.

17. Your coverage type will change according to the number and type of dependents. You will see an updated, not submitted confirmation.



Your Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

18. Continue adding your dependent to as many plans as desired, selecting the manage button and selecting the checkbox in front of the dependent you wish to add. De-select the checkbox for dependents you wish to remove.



Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	[Redacted]	Spouse	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	Child	[Redacted]
<input type="checkbox"/>	[Redacted]	Child	07/19/2021

19. Click **Save**.

20. On the Plans Available page, you will see your available options or existing election. Then click the **Confirm and Continue** button to go to the Dependent page. On the Dependent page, you can review or change your dependent(s) information or coverage.

Update each Health, Dental, or Vision tile where you are requesting dependent changes (as applicable).

Some benefit tiles are display only and require other steps to request changes. Please read the help text in each benefit tile for specific instructions based on each benefit plan.

21. After clicking the **Review and Sign** button, scroll through the **View Summary** of your proposed change.

22. If you are happy with the change, scroll down to the **Electronic Signature** section and click the **'I Accept'** checkbox.

23. Click **Submit**.

24. You will receive a submit confirmation with a link to a **View 2021 Benefits Statement**, which shows this change only.

Note: This button gives you the option to print your change request.

25. Click the **View 2021 Benefits Statement** button.

26. Click the **Print** button.

27. Click the **Download** button.

28. Your document displays, which allows you to **Open** and **Print**.

29. Click the **Home** button.

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Export Document

[Download](#)

30. Print a copy for your records by clicking **Print**. This will open a PDF of the page that you can either save or print.
31. Click **Done**.