

Qualified Life Event

Business Process Level 1	Employee Administration to Benefits
Business Process Level 2	Benefit Event to Enrollment
Business Process Level 3	Qualified Life Event
Purpose	Use this procedure to create a Life Event
Roles	Employee

ID **Required Steps Highlighted in Gray Data Values** 1 **CTH Employee> Life Events** 9 CTH Employee 🗸 Quick Links Juan Kuilan My Goals My Development Update my individual goals and Monitor the progress on my align them with our company goals development plan Opportunities My Time Pay Checks Home See a list of open jobs 1 records and time off Review my paycheck details My Reviews Life Events Find A Coworker Edit Profile Search for other company Edit my profile Record a marriage, birth Manage Goals life events ployees View Compensation My Employee Expenses Page Enter your expense reimbi - Benefits Benefits Information 2 If you see this My Life Events window will open option: click on 'New Hire 😑 My Life Events Enrollment" and follow the Current Life Events † Add Life Event ··· step on the Life Event Date of Event ≑ screen. Birth of Child/Adoption 12/12/2022 New Hire Enrollment 12/7/2022 20 💌 3 Click Add Life Event If you don't see "New Hire Enrollment", My Life Events continue Current Life Events †] Add Life Event these steps Life Event Date of Eve Birth of Child/Adoption 12/12/2022 New Hire Enrollment 12/7/2022 20 💌

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4 The Add Life Event window will open Add Life Event Life Event * Q= Event Date * Ħ Submit Cancel 5 Life Event Select the appropriate Life Event New hire/adding spouse due to Select 'Life Event' \times marriage or loss of coverage/ adding new born: Select New Life Events Q Coverage Outside of Carson Tahoe Birth of Child/Adoption Birth of Child/Ado New coverage obtained outside of Carson Tahoe New coverage outside of Carson Tahoe Death of Dependent Death of Dependent Death of Spouse Death of Spouse Divorce Divorce FLEX TEST Death of Spouse Marriage Marriage New Hire Enrollment New Hire Enrollment 20 🔻 Event Date Select or enter the date of the life event, select today's date. 6 7 **Click** Submit

Additional Information / Tips

info

CARSON TAHOE

When uploading documents:

New Hire: upload a piece of paper that says "new hire start date: XXX"

Adding a spouse due to loss of coverage: Upload proof of service from previous insurance that ended Adding spouse due to marriage: Upload marriage certificate

Adding new born due to birth/adoption: Upload Birth Certificate OR Proof of Birth given to you from hospital Removing spouse or child due to obtaining insurance outside of hospital provided insurance: Upload new proof of coverage, specifically stating effect date

Removing spouse due to divorce: Upload Divorce Decree