When a life event occurs, CUC Benefits Administration needs to be made aware of changes to your benefit enrollment information. A life event is considered a major change in your personal or work life that permits changes to your existing benefit plans during the plan year. You can complete benefit changes for those qualified life events through UltiPro Life Events for the following events:

- I am a new employee/newly eligible

Please note that the Self Service module will be available upon your Benefits Seniority Date for 31 days.

**TO ENROLL IN A LIFE EVENT**

1. Log onto UltiPro from your College's website.
2. Once logged on, select **Myself > Life Events** from the home page. The Life Events page will appear.

<table>
<thead>
<tr>
<th>Myself</th>
<th>My Company</th>
<th>Reporting</th>
<th>Transfer Data</th>
<th>Talent Management</th>
<th>Benefits Admin</th>
<th>System Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Life Events</td>
</tr>
<tr>
<td>Employee Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name, Address, and Telephone Status/Key Dates</td>
<td>Jobs</td>
<td>Job Summary</td>
<td>Compensation</td>
<td>Compensation Plans</td>
<td>Variable Pay</td>
<td>Time Clock Entry</td>
</tr>
</tbody>
</table>

3. Choose the Life Event that best describes your situation, click on the description link (currently only the New Hire Event is available).

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have a change in my marital status</td>
<td>This life event is for any employee who has had a legal change in marital status. It includes marriage, divorce, legal separation, annulment, or any other change in marital status.</td>
</tr>
<tr>
<td>I have a new dependent</td>
<td>This life event is for any employee adding a new dependent. It includes the birth of a child, adoption, a legal directive, or a spouse who lost his/her coverage. If your marital status has changed and you want to add your new spouse, select the &quot;I have a change in my marital status&quot; life event.</td>
</tr>
<tr>
<td>I have moved or transferred</td>
<td>This life event is for any employee whose benefit plan eligibility has changed because of a new work location or home address. Your manager or benefits administrator can tell you if a home address change affects your benefit plan eligibility.</td>
</tr>
<tr>
<td>I want to remove a dependent</td>
<td>This life event allows you to remove a dependent. It includes removing a dependent who has reached the maximum age to be covered, who has his/her own coverage, or is no longer your dependent.</td>
</tr>
</tbody>
</table>
4. The Life Event will open in a new window. On the **About This Life Event** page you will need to:
   - Enter the Date of the event in **When Did This Happen** Field, if applicable (may not be a future date).
   - Select a reason from the drop down menu under **What Was the Reason**

   Please note that for New Hires you will not be able to make your elections until your Benefits Seniority Date (i.e. the 1st of the month following your hire date).

   ![About This Life Event](image)

5. Read the information on the **Welcome** page for instructions and important notices.
6. Click Next to continue.
7. On the 2nd page you can **Verify Beneficiary and Dependent Information**. You may also add new dependents or beneficiaries by clicking on the Add button.

   ![Verify Beneficiary](image)

8. Continue to Click on Next to move to each plan page, making your elections as you go.
9. Make elections by clicking on the radial button next to the plan name and benefit option.
10. If the plan requires Physician/Dental Information you will be asked to make a selection for yourself and each enrolled dependent, verify/enter the Physician Name and Identification Number (ID), if applicable.
11. On the Confirm Your Changes page review your elections for accuracy. If you need to go back and make changes use the links on the left menu bar to go back to the desired plan page.
12. You may print a copy of the confirmation for your records, once complete click on the Submit button.

![Confirm Your Elections or Changes](image)

**Note:** Once a life event has been submitted, its status will be updated. If the life event does not require approval, the life event will display a Posted status and you will be able to view your benefit changes immediately via the Benefits page. If the life event requires approval, the life event will display a Pending Approval status until the Benefits Administrator approves each plan election.

**TO UPLOAD DOCUMENTATION**

Certain documentation is needed when processing a life event, this documentation can be uploaded directly through UltiPro by following the steps below.

**Required Documentation:**
- ☐ Adding a Spouse to Coverage – Marriage Certificate
- ☐ Adding a Domestic Partner – Signed Domestic Partner Affidavit
- ☐ Adding a Newborn – Copy of Birth Certificate
- ☐ Adding/Dropping Dependents – Proof of loss or gained coverage

1. Once logged into UltiPro go to **Myself > Documents > Employee Documents**
2. Click the Add button

3. Click on Browse to find your document and click OK

4. You may add a title and note but do not need to enter an Expiration Date.

5. Once complete click on Save