

NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES

Initiate Life Event – Self-Service



People • Service • Business

LINK

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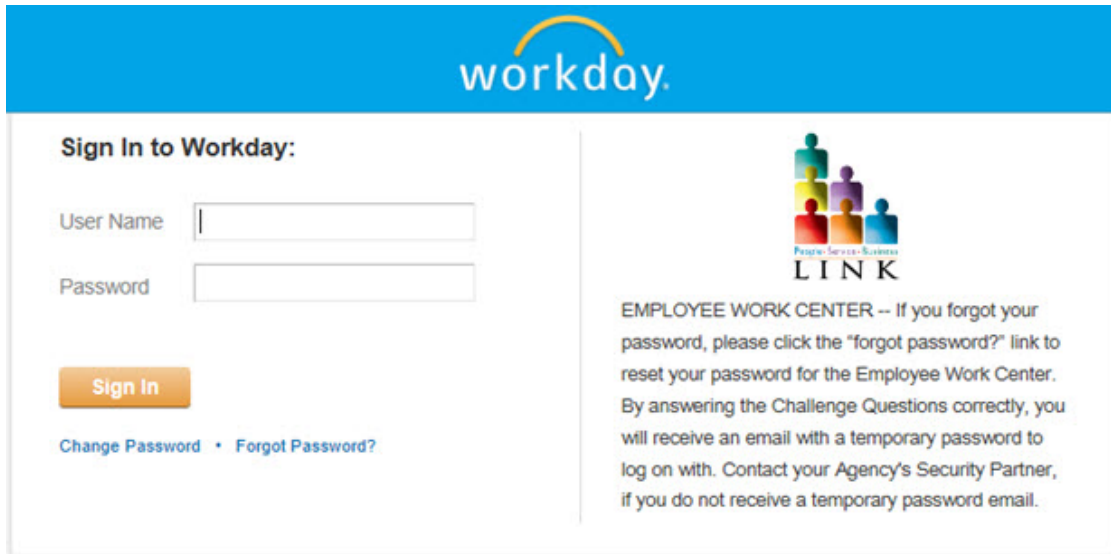
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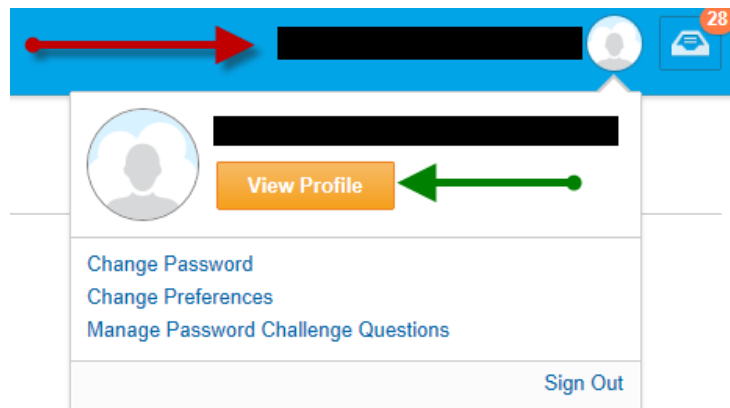
Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.

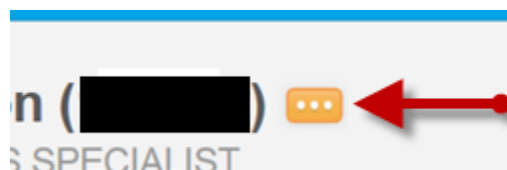


Initiate a Life Event

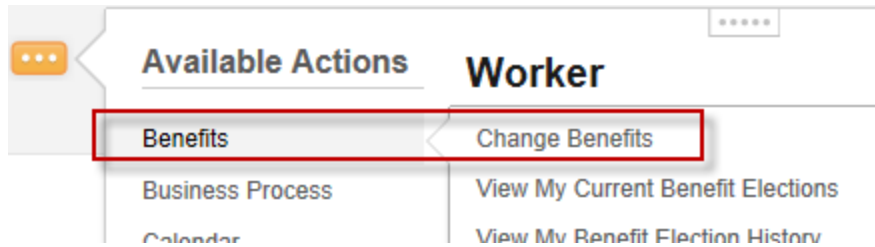
1. Click your Name in the top right hand corner of the Workday page.
2. Click **View Profile**.



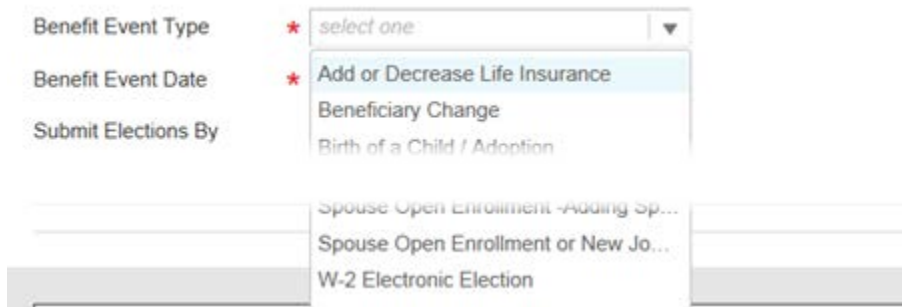
3. On your home page, click the orange **Related Actions** icon behind your employee ID number.



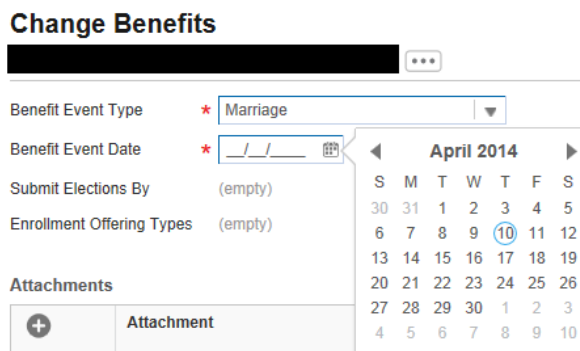
4. Hover over **Benefits** and click **Change Benefits**.



5. In the **Benefit Event Type** field, click on the drop down arrow.
6. Select your **Benefit Event Type** from the drop down list.



7. Enter the **Benefit Event Date**.



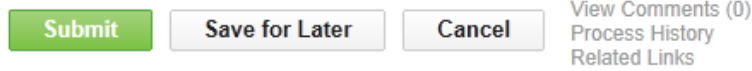
Benefit Event Date Examples

- Date of the marriage for the **Marriage** event.
- Date of the Birth of Baby for the **Birth of the Baby/Adoption** event.
- Date the child is placed for Adoption for the **Birth of the Baby/Adoption** event.
- Use the last day the person had coverage, example coverage through 8/31/2013 for the event date for the **Losing other Credible Group coverage** event.
- Use the last day the dependent had other coverage, example: if the dependent had other coverage through 8/31/2013, then 8/31/2013 will be the event date for the **Dependent Gain or Loss of Coverage**.

NOTE: WHEN YOU ARE DROPPING A DEPENDENT DUE TO THEIR 26TH BIRTHDAY, USE THE DAY BEFORE THE ACTUAL BIRTHDAY FOR THE EVENT DATE. EXAMPLE: IF THE CHILD TURNS 26 ON MARCH 6, THE EVENT DATE WOULD BE MARCH 5. THE EMPLOYEE WILL REMOVE THE CHILD FROM COVERAGE WHEN THEY GO THROUGH THE EVENT.

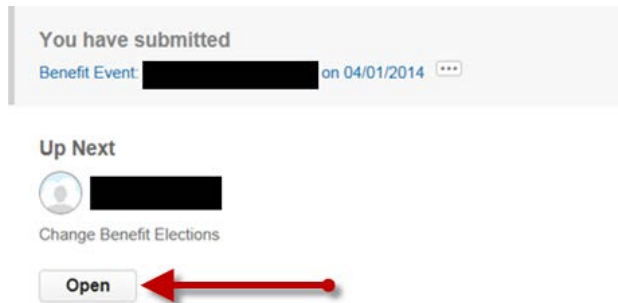
Initiate Life Event – Self-Service

8. In the **Submit Elections By** date field, DO NOT enter a date ... the date will automatically populate with the last day the employee can open the event.
9. Click **Submit**.



Change Benefits Elections

10. On the next screen, under **Change Benefits Elections**, click **Open**.



11. The employee will be able to go through and make allowable benefit elections/changes according to the life event.
12. The employee will proceed from page to page of the event using the green **Continue** button at the bottom of the page, or he/she can:
 - a. **Save for Later** – Save the process and submit it at a later time.
 - b. **Go Back** – Go back to the previous pages in the event.
 - c. **Cancel** – Cancel everything. The event will go back to the employee's inbox with no changes saved.
13. The last page of the event will show the employee the Elected Coverages for the event.

Change Benefit Elections
Benefit Elections Review for Birth of a Child / Adoption - Step 4 of 4

Worker: R | Event Date: 04/01/2014 | Initiated On: 04/04/2014

\$820.50 Semi-monthly Cost
Total Employee Net Cost/Credit

Evidence of Insurability
Important: You have Evidence of Insurability pending for a previous enrollment. Your insurance elections may be affected based on that process.

Elected Coverages 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)
Medical - United Health Care Wellness Plan	07/01/2012	06/04/2012	Family		FB Ka Rc		\$156.85	\$550.04
Dental - Ameritas Basic Option	07/01/2011	09/20/2011	Family		E K R		\$33.16	
Vision - EyeMed Premium Option	07/01/2012	06/04/2012	Employee Only				\$3.96	
Medical Flex - ASI Medical Flex	05/01/2014	04/07/2014	\$2,500.00 Annual				\$625.00	
Dependent Life - Astra High Option Dependent under age 70 (Child(ren) and/or Spouse)	07/01/2013	09/17/2013	\$10,000	\$10,000.00			\$1.50	
Total:							\$20.50	\$90.04

Waived Coverages

Attachments

Attachment	Comment	File
No Data		

All Life Events require documentation for approval.

Attachments

On the last page is the section for attachments.

14. Click the **Plus Sign** to open the Attachment section.

Attachment	Comment	File
		Attach

15. The employee will click the **Attach** Button, locate the saved document(s), i.e., marriage license, birth certificate, divorce decree, etc. Once located, click the attach button and the document will be saved into the event.
16. The employee can make comments in the comments section after the document has been attached.
17. While still on the last page of the event, scroll down and read the Electronic Signature.
18. Click the **I Agree** box. If the employee is ready to finalize, he/she can click the green **Submit** button at the bottom of the page, or he/she can:
 - a. **Save for Later** – Save the process and submit it at a later time.
 - b. **Go Back** – Go back to the previous pages in the event.
 - c. **Cancel** – Cancel everything. The event will go back to the employee's inbox with no changes saved.

NOTE: WHEN THE PROCESS HAS BEEN SUBMITTED SUCCESSFULLY, THE EMPLOYEE WILL RECEIVE THE SUBMIT ELECTION CONFIRMATION PAGE, WHICH HE/SHE CAN PRINT, IF DESIRED, OR CLOSE.

Remaining Steps for Submitted Life Events

1. The submitted Life Event will be sent to the appropriate HR Partner to review and approve.
2. If the HR Partner does not have all the correct documentation, or the dates of the process are incorrect, the HR Partner will send the process back to the employee.
3. The employee will make the necessary changes and add required attachments. If the process is sent back to the employee and is on the last page of the event, he/she will click the SEND BACK button to send the process page back to the person at the top of the list.
4. The HR Partner will receive the event to review again; if everything is in order, the HR Partner will submit the process to the Benefit Partner to review. The Benefit Partner may not agree with the documentation or dates and send the process back to the HR Partner or the employee to make the necessary changes. If the process returns to the employee, he/she needs to make the necessary changes.
5. The Benefits Partner approves the event. The event is sent to the HR Partner to verify that no deductions will need to be adjusted or made up. The HR Partner finalizes the event. The benefits will update accordingly for the employee.

The Life Event for the employee has been successfully completed.

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234