

# Initiate Benefit Change - Life Event

## CONTENTS

Purpose .....	1
Log in to Workday (Employee Work Center).....	1
Initiate a Life Event .....	1
Benefit Event Date Examples.....	2
Change Benefits Elections.....	3
Health Care and Accounts.....	4
W-2 Elections.....	5
Benefit Elections Review.....	5
Remaining Steps for Submitted Life Events .....	5
Contact Information.....	6
Link Help Desk Contact Information .....	6

## PURPOSE

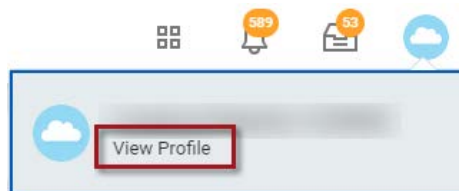
This is for employees to initiate a Benefit Change Event when they have a Life Event that will affect their Benefits.

## LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

1. Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
  - a. **If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
  - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

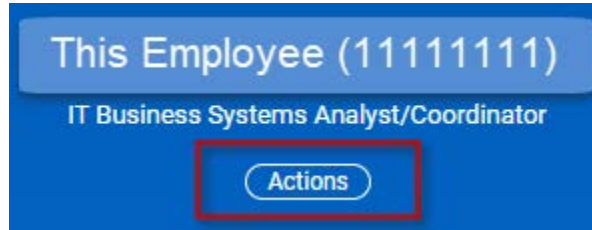
## INITIATE A LIFE EVENT

1. Click the blue and white cloud icon (or your picture) in the top right hand corner of the Workday page, and then click **View Profile**.



## Initiate Benefit Change - Life Event

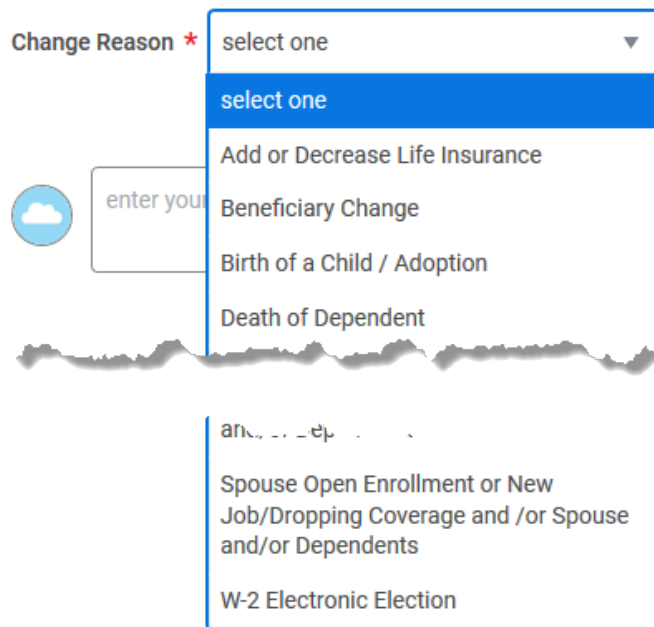
2. On your home page, click the **Actions** icon beneath your Job Title.



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



4. In **Change Reason**, click the drop-down arrow, and then scroll to and click the most applicable **Reason** from that list. (If you unsure which change reason fits best, contact the Benefits office, 402-471-4443.)



5. Once you select a Reason, type (or select from the calendar) the **Benefit Event Date**. (The header for this field may change depending on which type of event you choose ... to help identify the correct date to use.)

Change Reason \* Marriage

Benefit Event Date \* MM/DD/YYYY

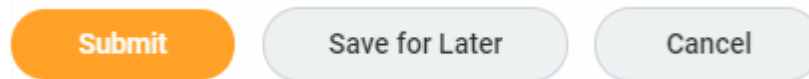
Submit Elections By (empty)

### BENEFIT EVENT DATE EXAMPLES

1. **Loss of other Credible Group coverage** –The last day the person had coverage under another group plan. Example: use 8/31/2013 for the Benefit Event Date when the new coverage should start on 9/1/2013.

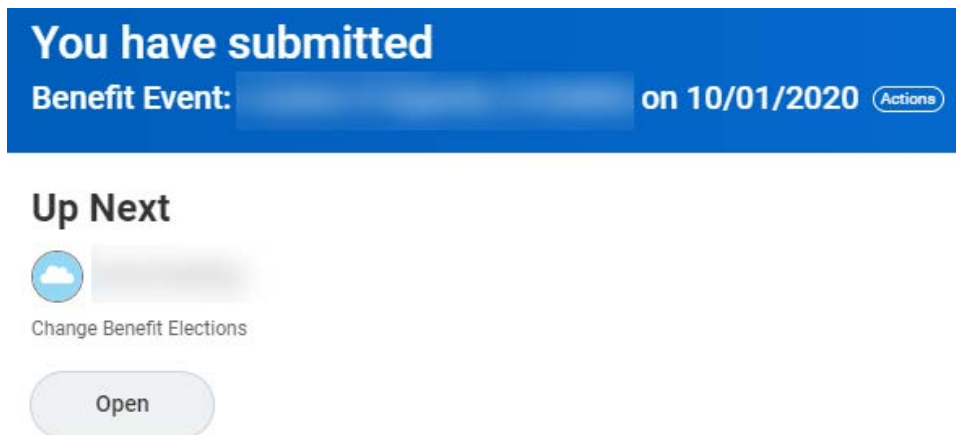
## Initiate Benefit Change - Life Event

2. **Dependent Loss of State Employee Group Coverage** –The last day the dependent had State coverage.  
Example: Use 8/31/2013 if the dependent starts other coverage effective 9/1/2013.
3. **Marriage** – Date of the marriage.
4. **Birth of a Child / Adoption** –
  - a. Date of the birth of the baby.
  - b. Date the child is placed for Adoption.
6. Do not enter a date in the Submit Elections By date field ... this field will automatically populate with the calculated deadline.
7. Click **Submit**.

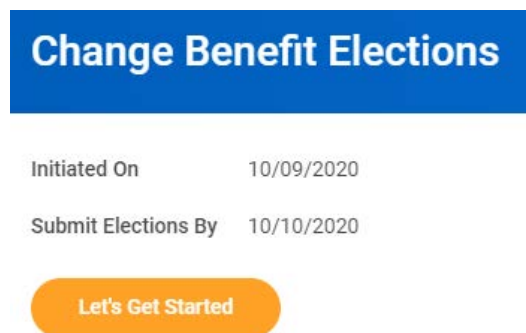


### CHANGE BENEFITS ELECTIONS

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



2. On the next screen, click Let's Get Started.

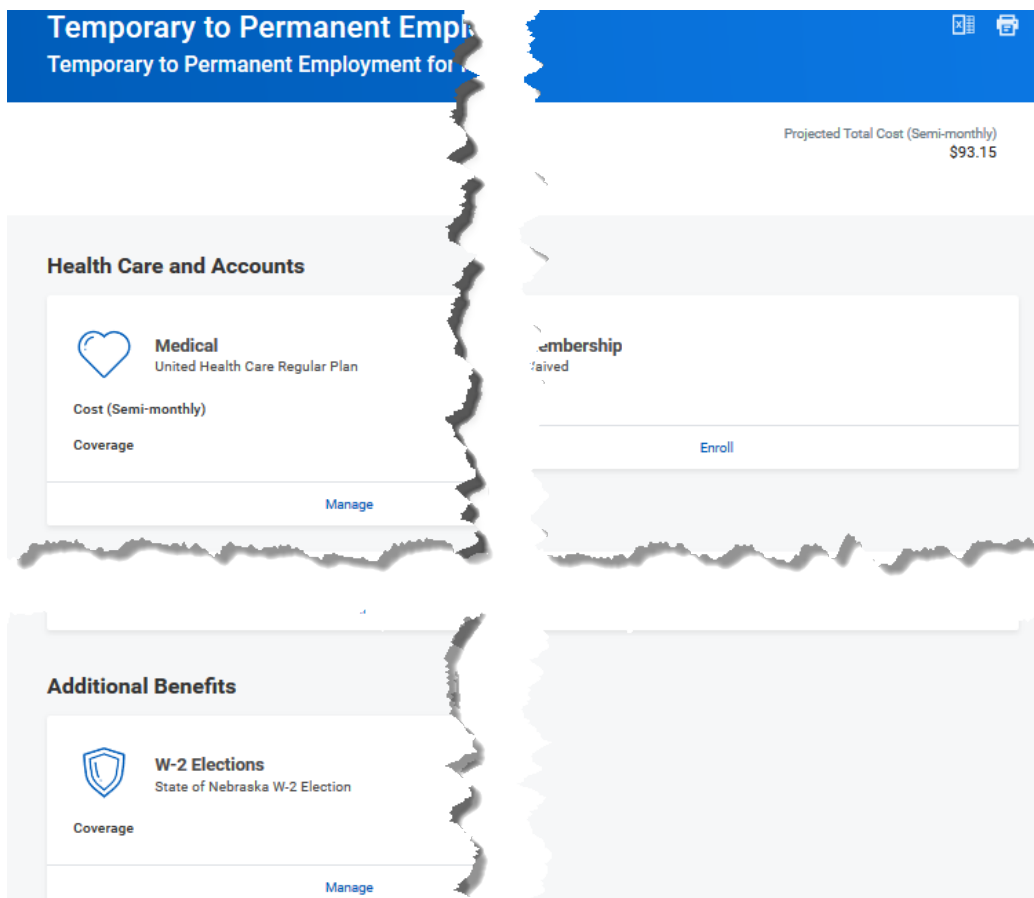


3. You will be able to go through and make allowable benefit elections/changes according to the life event.
  - Life events only allow you to increase, decrease, start, or stop your level of coverage. **Switching to a different plan is only allowed during Open Enrollment.**

## Initiate Benefit Change - Life Event

### HEALTH CARE AND ACCOUNTS

1. Click Manage, or Enroll, on any tile to make changes, and then click **Confirm and Continue**. This may include:
  - a. Medical
  - b. Dental
  - c. Vision
  - d. HSA <=54
    - To be eligible to elect the HSA, you must first elect the Consumer-Focused Health Plan.
    - **You may not elect both an HSA account and the Medical FSA account.**
  - e. Medical Flex
  - f. Dependent Care Flex
  - g. Dependent Life



2. Depending on the Benefit Change Reason, you may be able to elect Medical Flex or Dependent Care Flex. If available, to Elect one or the other, or both, click Enroll on the relevant tile, make any changes, and then click **Confirm and Continue**.
3. Type an amount either in the Per Paycheck field or in the Annual field. (The other one will populate with the correct amount.) Click **Save**.
  - If Dependent Flex or Medical Flex have enrollments, be sure to insert the remaining pay periods in the Remaining Deductions Override box (if you have questions, contact the Benefits office, 402-471-4443).

## Initiate Benefit Change - Life Event

- If you don't see a tile to change your Flexible Spending elections, you may need to launch and Submit an additional benefit change request using the Flexible Spending Changes Only event type.

### W-2 ELECTIONS

You must designate if you want to receive your W-2 electronically or via regular mail.

1. Click Manage on the W-2 Elections tile, click Select, and then click Confirm and Continue.
2. On the next screen,
  - a. Select No to elect that a paper copy be mailed to you, OR
  - b. Select Yes for an electronic copy.
3. Click **Save**.

### BENEFIT ELECTIONS REVIEW

1. When you are done making Elections, click **Review and Sign**.
  - a. Review the list to make sure everything is selected, as appropriate.
  - b. You will see a section showing a summary of the plans you have elected and/or waived.
  - c. Below the Summary is the Attachments section where you can attach supporting documentation. You can either drag and drop the appropriate document(s) into the grey box or click Select files and navigate to the folder where the documentation is that you need to attach.
2. Once you are done reviewing, and attaching appropriate documentation, click **I Agree** at the bottom of the Electronic Signature page.
3. Click **Submit** to send your enrollment elections to the Benefits Team for review and approval, or:
  - a. **Save for Later** – Save the process and submit it later.
  - b. **Go Back** – Go back to the previous pages in the event.
  - c. **Cancel** – Cancel anything entered on the current page. The event will go back to the tiles page with the recent changes saved.

### NOTES

- If you click Save for Later, you will have to go back into the event, and click **Review and Sign** to finalize the event.

When the process has been submitted successfully, you will see this message, **Success, You're Enrolled**.

Click the **View 2020 Benefits Statement** to review the changes and/or print a copy.

### REMAINING STEPS FOR SUBMITTED LIFE EVENTS

1. The submitted Life Event will be sent to the Benefits Team to review and approve.
  - a. If the Benefits Partner does not have all the correct documentation, she/he will send the process back to the employee and reach out to the employee to coordinate making the necessary corrections.
  - b. If the dates of the process are incorrect, the request will be cancelled and will need to be redone with the correct date. The Benefits Partner will reach out to the employee to coordinate making the necessary corrections.

## Initiate Benefit Change - Life Event

- c. The employee will make the necessary changes and add required attachments.
2. The Benefits Partner will receive the event to review again. If everything is in order, she/he approves the event. The benefit changes will update for the employee according to the submitted elections and the set event date.
3. The finalized event is sent to the HR Partner to verify that no deductions will need to be adjusted or made up. The HR Partner closes out the event.

Your Life Event enrollment is complete.

### **CONTACT INFORMATION**

Benefits-related questions

Email [as.employeebenefits@nebraska.gov](mailto:as.employeebenefits@nebraska.gov), or call 402-471-4443 (Lincoln) 877-721-2228 (Outside Lincoln).

### **LINK HELP DESK CONTACT INFORMATION**

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234