

Benefit Change for IRS Qualified Life Event

Example: marital change, birth/adoption of child, spouse loss/gained coverage, or had a death of a dependent within the last 30 days

You are able to make changes outside annual benefit enrollment if you had an IRS qualified life event. Examples of this are a marital change, birth/adoption of child, spouse/dependent lost/gained coverage, or had a death of a dependent within the last 30 days

The benefit call center is able to submit this for you. They can be reached at: 866-831-8002. Please make sure everything is submitted within 30 days of the life event happening. In order to submit we do need documentation [uploaded into UKG](#), fax to 402-829-2963 or email MyHR@Immanuel.com

If you are doing your enrollment on your own please follow these instructions:

Step 1: Login to [UKG](#) ([password assistance](#))

Step 2: Under Myself scroll down and click on “Benefit Changes (Life Events)” then “202X Life Events for Self and Dependents”



Step 3: The date of “When did this happen?” is the date of when you need coverage to start (ie date child was born, date loss/gained coverage...). If the life event is future dated please put today’s date and that will make your coverage effective date the 1st of the next month. The documentation you upload later should support this date.

About This Life Event

When did this happen? 

What was the reason? 

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Step 4: Add any new dependents related to the life event on this page. In order to add to plans you need to enter social security number, date of birth, and gender. If you are adding them to a plan make sure to select the dependent box. Additionally, you are only able to add dependents related to this life event. For example if you selected the life event “birth of a child” you would not be able to add a spouse unless you had a qualifying life event related to them too.

Relationship

Designation Dependent
 Beneficiary
 Emergency contact

Step 5: On the right hand side you will see your current plan.

← → | submit | draft reset cancel | print help

Current Plan
as of 02/14/2022

▾ **SimplePay Health**

Your cost
\$63.78 Biweekly

Option
1-Employee Only

Step 6: Continue through the pages of your life event if you need help you can always call the benefit call center at **866-831-8002**.

Step 7: Once you have submitted pay attention to the reminder at the end. We are not able to process with our vendors until we have the proper documentation showing a change in the last 30 days.

Examples:

- Medicare letter showing when coverage starts
- Letter showing when your coverage stops/starts with another provider
- Birth certificate showing recent birth of child
- Adoption Decree
- Death Certificate showing the passing of a dependent
- Divorce Decree