

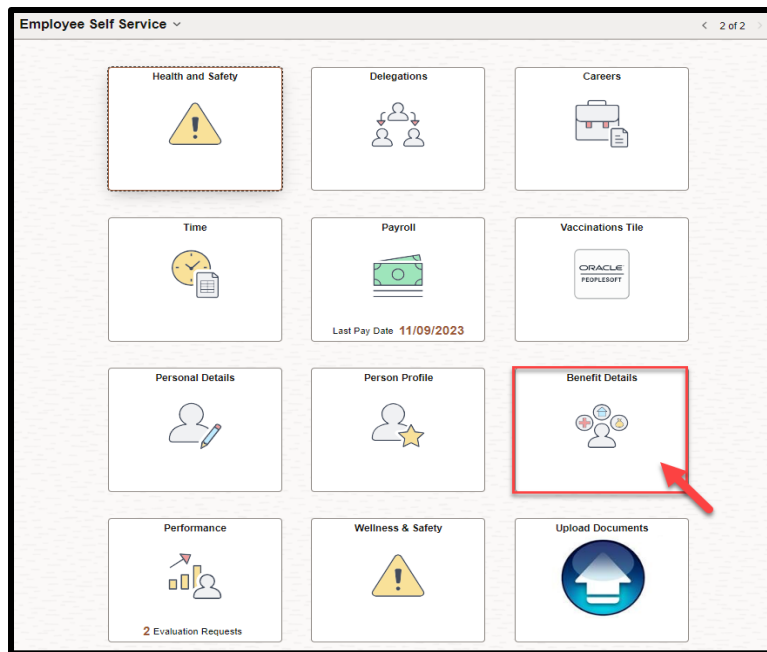
Birth/Adoption Event

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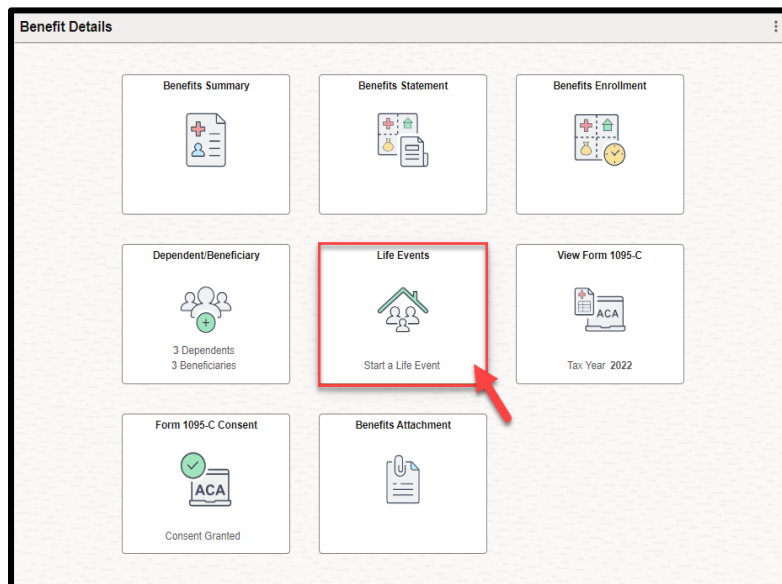
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Navigating to the Birth/Adoption Event

1. After successfully authenticating and logging into [Employee self service](#), click on the **Benefits Details** tile.



2. Click on **Life Events** tile:



Creating Birth/Adoption Event

IMPORTANT: You have **31 days** from the date of birth to enroll your child into your health benefits.-If you have passed your 31 day mark, please refer to the following guide for **Qualifying Event**

3. Select “I had a baby” or “I adopted or gained legal custody/guardianship of a child”.
 - **For birth-** input the date that the child was born,
 - **For adoption-** input the date that the child was placed in your home for adoption.

Click the **Start Life Event** button to continue.

4. On the welcome page, click **Next** to continue.

Birth/Adoption Date

5. Verify that the date of birth and/or date of adoption is correct and click **Submit**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu

Cancel

< Previous

Next >

★ Welcome to the Birth Event

Complete

★ Birth Date

In Progress

★ Dependent/Beneficiary Info

Not Started

Benefit Enrollment

Not Started

Benefits Statements

Not Started

Summary

Not Started

Birth Date

Select the **Submit** button to initiate your birth event.

Required Documentation: You must upload a copy of the foot prints and/or discharge papers from hospital until you receive the birth certificate.

Click **NEXT** on upper right-hand corner to continue

Date of Birth

03/01/2024

Submit

6. Click **Next** to continue.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu

Cancel

< Previous

Next >

★ Welcome to the Birth Event

Complete

★ Birth Date

Complete

★ Dependent/Beneficiary Info

Not Started

Benefit Enrollment

Not Started

Benefits Statements

Not Started

Summary

Not Started

Birth Date

Select the **Submit** button to initiate your birth event.

Required Documentation: You must upload a copy of the foot prints and/or discharge papers from hospital until you receive the birth certificate.

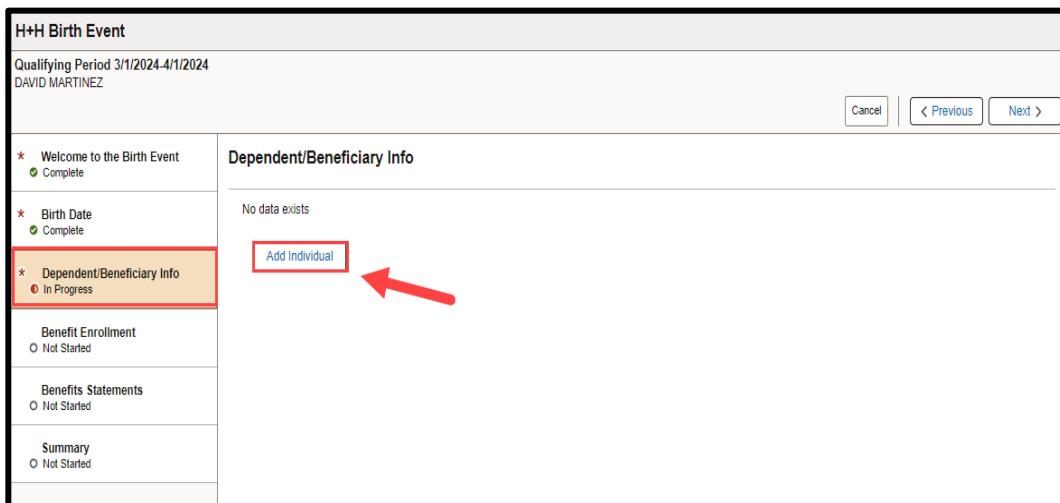
Click **NEXT** on upper right-hand corner to continue

Date of Birth

03/01/2024

Dependent/Beneficiary Info

7. Select **Add Individual** to add the dependent's information.



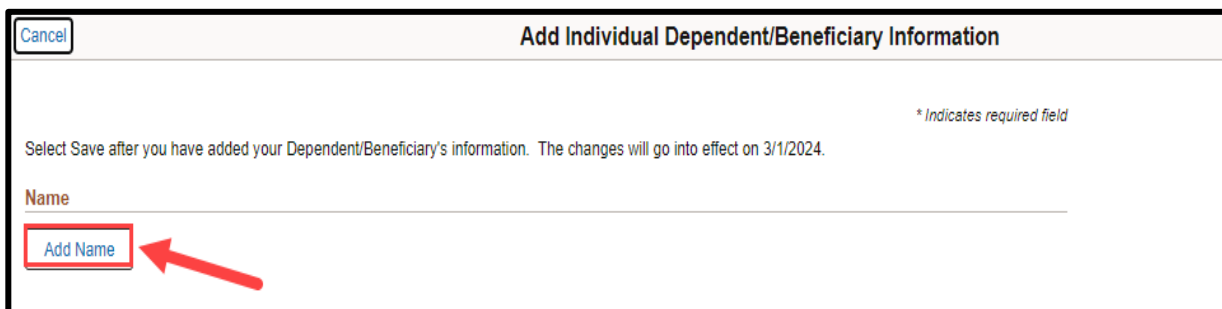
H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024
DAVID MARTINEZ

Cancel < Previous Next >

<ul style="list-style-type: none"> Welcome to the Birth Event Complete Birth Date Complete Dependent/Beneficiary Info In Progress Benefit Enrollment Not Started Benefits Statements Not Started Summary Not Started 	<p>Dependent/Beneficiary Info</p> <p>No data exists</p> <p>Add Individual</p>
---	---

8. Click **Add Name** to enter the dependent's name. Click **Done** to submit dependent's name.



Cancel

Add Individual Dependent/Beneficiary Information

* Indicates required field

Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 3/1/2024.

Name

Add Name

Dependent/Beneficiary Info

9. Make sure all areas marked with an asterisk are filled out correctly.

Cancel

Add Individual Dependent/Beneficiary Information

Save

* Indicates required field

Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 3/1/2024.

Name

AMY XU

Personal Information

Date of Birth

03/01/2024

*Gender

Female

*Relationship to Employee

Child

Dependent

Yes

Beneficiary

Yes

*Marital Status

Single

As of

MM/DD/YYYY

*Student

No

As of

MM/DD/YYYY

*Disabled

No

As of

MM/DD/YYYY

*Smoker

Non Smoker

As of

MM/DD/YYYY

Address

Address	Address Type	Same Address as mine
137 5TH AVENUE APT13 NEW YORK, NY 10026	Home	Same as mine

National ID

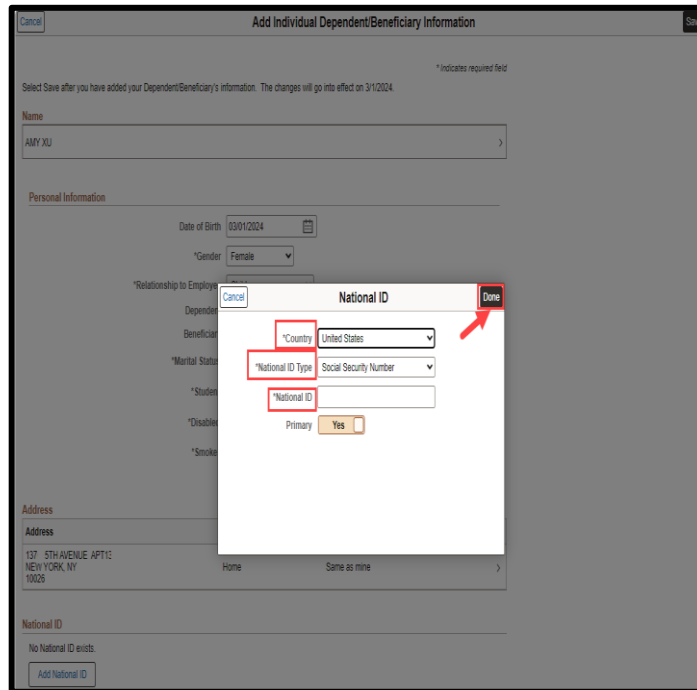
No National ID exists.

Add National ID

Phone

Dependent/Beneficiary Info

- 10.** To update your dependent's SSN information, click on **Add National ID**. Enter in the SSN number and **Click Done**.

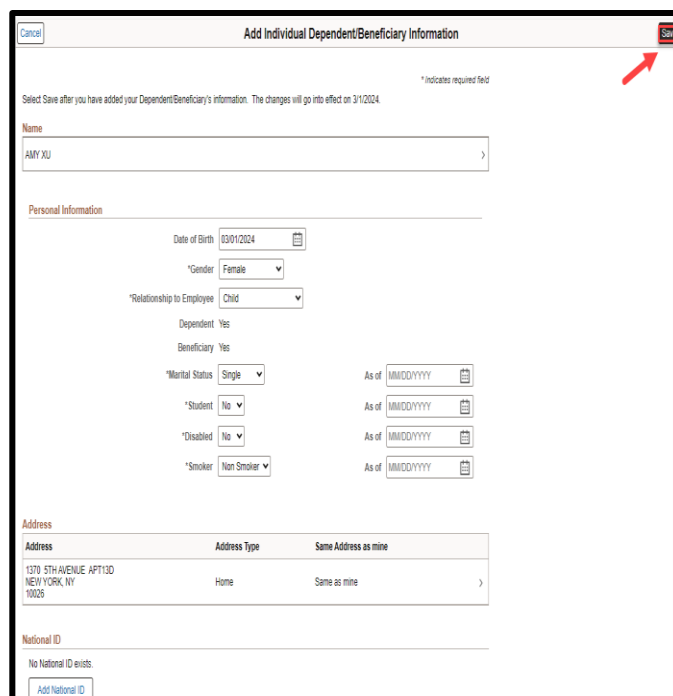


The screenshot shows the 'Add Individual Dependent/Beneficiary Information' form. A modal window titled 'National ID' is open, allowing the user to add a National ID for the dependent. The modal contains the following fields:

- *Country: United States (dropdown menu)
- *National ID Type: Social Security Number (dropdown menu)
- *National ID: (text input field)
- Primary: Yes (radio button)

 A red arrow points to the 'Done' button in the top right corner of the modal. The background form shows the dependent's name as 'AMY XU', date of birth as '03/01/2024', gender as 'Female', and address as '137 5TH AVENUE APT13D NEW YORK, NY 10026'.

- 11.** If your dependent does not have their SSN, click **Save** at the top right corner of the page.



The screenshot shows the 'Add Individual Dependent/Beneficiary Information' form. The 'National ID' modal is closed. The form displays the dependent's information:

- Name: AMY XU
- Personal Information:
 - Date of Birth: 03/01/2024
 - *Gender: Female
 - *Relationship to Employee: Child
 - Dependent: Yes
 - Beneficiary: Yes
 - *Marital Status: Single
 - *Student: No
 - *Disabled: No
 - *Smoker: Non Smoker
- Address:

Address	Address Type	Same Address as mine
137 5TH AVENUE APT13D NEW YORK, NY 10026	Home	Same as mine
- National ID: No National ID exists. (Add National ID button)

 A red arrow points to the 'Save' button in the top right corner of the form.

Dependent/Beneficiary Info

1. Supporting Documentation will be required for all modifications and additions of Dependents. Click **OK**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu

Cancel

< Previous

Next >

- ★ Welcome to the Birth Event
✔ Complete
- ★ Birth Date
✔ Complete
- ★ Dependent/Beneficiary Info
✔ Complete
- Benefit Enrollment
○ Not Started
- Benefits Statements
○ Not Started
- Summary
○ Not Started

Dependent/Beneficiary Info

Add Individual

Name	Relationship	Beneficiary	Dependent	Attachment
AMY XU	Child	✔	✔	<div style="display: flex; align-items: center; justify-content: center;"> ▲ Add Document </div>

Click on arrow > on the right to edit dependent information.

Supporting documents are required for the changes made.
 Select the Attachments link from Dependent/Beneficiary Info or use Benefits Attachment to attach the documents.
 Click on the arrow > on the right to edit dependent information

OK

REMEMBER, check your Outlook email in order to make sure your changes have been approved by HRSS/Benefits. If there are any problems, HRSS/Benefits will contact you via email. If you fail to respond, your requests will NOT be processed.

Submitting Supporting Documentation for Birth/Adoption Event

12. To the right of the child's name, click the words **Add Document**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024
Mary Xu

[Cancel](#) | [< Previous](#) | [Next >](#)

- ★ Welcome to the Birth Event
✓ Complete
- ★ Birth Date
✓ Complete
- ★ Dependent/Beneficiary Info
✓ Complete
- Benefit Enrollment
○ Not Started
- Benefits Statements
○ Not Started
- Summary
○ Not Started

[Add Individual](#)

Name	Relationship	Beneficiary	Dependent	Attachment
AMY XU	Child	✓	✓	<div style="display: flex; align-items: center; justify-content: center;"> Add Document </div>

Click on arrow > on the right to edit dependent information.

13. Click **Add Attachment**.

[Cancel](#)
Dependent Attachments
[Done](#)

Dependent's Name AMY XU

▼ **Instructions**

You are required to submit the document(s) listed here. Select the "Add Attachment" button to upload your document. Enter a description of your document, after the document(s) have been uploaded. *Document Type must be changed when uploading multiple required documents. CLICK ON THE DONE BUTTON on the top right-hand corner of page.

▼ **Document List**

Document	Upload / Status	Approval / Status
Birth Certificate/ Foot Prints	Required Attachment Missing	Required

Add Document

No Document has been attached.

Add Attachment

Add Note

Submitting Supporting Documentation for Birth/Adoption Event

14. Click **My Device**. Search for you supporting document.

The screenshot shows the 'Dependent Attachments' interface. At the top, it says 'Dependent's Name: AMY XU'. Below is an 'Instructions' section. A 'Document List' table is visible with columns 'Document', 'Upload / Status', and 'Approval / Status'. The table has one row: 'Birth Certificate/ Foot Prints', 'Required', 'Attachment Missing', 'Required'. A 'File Attachment' modal is open, showing 'Choose From' with 'My Device' selected and highlighted by a red box and arrow. Below the modal, there is a dashed box for a description.

Document	Upload / Status	Approval / Status
Birth Certificate/ Foot Prints	Required Attachment Missing	Required

15. After attaching the document, wait for the document to appear on the screen then, click **Upload**.

The screenshot shows the 'Dependent Attachments' interface. The 'File Attachment' modal is open, showing 'Choose From' with 'My Device' selected. Below the modal, the 'Upload' button is highlighted by a red box and arrow. The modal also shows a list of files: 'Footprints.jif' with a file size of '5KB'.

Document	Upload / Status	Approval / Status
Birth Certificate/ Foot Prints	Required Attachment Missing	Required

Submitting Supporting Documentation for Birth/Adoption Event

16. Click **Done**.

Dependent Attachments

Dependent's Name: AMY XU

Instructions

You are required to submit the document(s) listed here. Select the "Add Attachment" button to upload your document. Enter a description of your document, after the document(s) have been uploaded. *Document Type must be changed when uploading multiple required documents. CLICK ON THE DONE BUTTON on the top right-hand corner of page.

Document List

Document	Upload / Status	Approval / Status
Birth Certificate/ Foot Prints	Required	Required

Add Document

No Document has been added yet.

Add Attachment

File Attachment

Choose From

My Device

Footprints.jiff
File Size: 5KB

Upload Complete

Done

17. Once the document has been uploaded, click **Done** on the top right corner.

Dependent Attachments

Dependent's Name: AMY XU

Instructions

You are required to submit the document(s) listed here. Select the "Add Attachment" button to upload your document. Enter a description of your document, after the document(s) have been uploaded. *Document Type must be changed when uploading multiple required documents. CLICK ON THE DONE BUTTON on the top right-hand corner of page.

Document List

Document	Upload / Status	Approval / Status
Birth Certificate/ Foot Prints	Required Uploaded	Required

Add Document

Add Attachment **Add Note**

1 row

Document Name	Description	Attached By	Attached	Status
Footprints.jiff		Mary Xu	03/21/24 02:52:46 PM	Active

Done

Submitting Supporting Documentation for Birth/Adoption Event

- 18.** A pop-up notification will appear specifying approval is required, Click **OK**.

The screenshot shows the 'H+H Birth Event' form for 'Mary Xu' with a qualifying period of 3/1/2024-4/1/2024. The left sidebar shows progress: 'Welcome to the Birth Event' (Complete), 'Birth Date' (Complete), 'Dependent/Beneficiary Info' (Complete), 'Benefit Enrollment' (Not Started), 'Benefits Statements' (Not Started), and 'Summary' (Not Started). The main section 'Dependent/Beneficiary Info' contains a table with one entry: AMY XU, Child, Beneficiary, Dependent, and Attachment (View). A pop-up notification is displayed in the center, stating: 'Approval is required. The document must be approved to qualify the dependent. A notification has been sent to the Benefits Administrator requesting approval.' with an 'OK' button highlighted by a red arrow.

Name	Relationship	Beneficiary	Dependent	Attachment
AMY XU	Child	✓	✓	View

- 19.** Click **Next**.

This screenshot shows the same 'H+H Birth Event' form, but the pop-up notification is gone. The 'Next >' button in the top right corner is highlighted with a red box and a red arrow, indicating the next step in the process.

Name	Relationship	Beneficiary	Dependent	Attachment
AMY XU	Child	✓	✓	View

Completing Benefits Enrollment For Birth/Adoption Event

20. Click Continue My Enrollment

H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel | < Previous | Next >

★ Welcome to the Birth Event
✔ Complete

★ Birth Date
✔ Complete

★ Dependent/Beneficiary Info
✔ Complete

Benefit Enrollment
● Visited

Benefits Statements
○ Not Started

Summary
○ Not Started

Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to determine impacts to your eligibility for health benefits. Select the "Continue My Enrollment" button to complete your benefit enrollment.

[Continue My Enrollment](#)

21. Click Medical

H+H Birth Event
Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel | < Previous | Next >

★ Welcome to the Birth Event
✔ Complete

★ Birth Date
✔ Complete

★ Dependent/Beneficiary Info
✔ Complete

Benefit Enrollment
● Visited

Benefits Statements
○ Not Started

Summary
○ Not Started

Benefit Enrollment

The "Medical" tile below displays your current coverage, new coverage, status, and how many dependents if any are covered.
The Flexible Spending Accounts and Retirement plan options are listed as view only. You must reach out to each agency directly to enroll or make changes.
Click on the "Medical" tile to select/make changes to your medical benefits.
Once you have updated your medical enrollment, please make sure to click on **Submit Enrollment** to finalize.

✓ Enrollment Summary

Your Pay Period Cost **\$0.00** Full Cost **\$0.00**
Status **Pending Review**

[Enrollment Preview Statement](#)
Submit Enrollment

Benefit Plans

Medical

Current HIP HMO Basic
New HIP HMO Basic
Status Pending Review
0 Dependents

Pay Period Cost **\$0.00** [Review](#)

403(b)

Current 403B TDA Program 3% 0%
New 403B TDA Program 3% 0%
Status Not Available

NYCERS

Current Tier 4
New Tier 4
Status Not Available

Pay Period Cost **\$0.00**

Please note: The flexible spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes.

Completing Benefits Enrollment For Birth/Adoption Event

22. Check the box next to the dependent's name to add them to your current health insurance plan then then click **Done**. **Please note that only dependents with a check next to their name as shown will be covered. Also note, you are adding a dependent for health coverage purposes only. This has no effect on your Tax Withholding.**

Medical

If you would like more information on the health plans provider, click on the plan under the Resources section on the top right-hand side.

[Cancel](#) [Resources](#) [Emblem Health](#)

▼ **Enroll Your Dependents**

Dependents registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent. Place a check mark next to the dependent(s) you would like to enroll. After you completed your elections click the Done button on the top right-hand corner of page to continue.

Dependents	Relationship
<input checked="" type="checkbox"/> AMY XU	Child

[Add/Update Dependent](#)

▼ **Enroll in Your Plan**

The Family cost shown for each plan is based on the dependents enrolled. Adult Domestic Partner dependents will have an additional tax implication. Dependents not enrolled will not be covered. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

To complete a side by side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost	Compare Plan
<input checked="" type="checkbox"/> HIP HMO Basic ⓘ			\$0.00	<input type="checkbox"/>
<input type="checkbox"/> Select Waive			\$0.00	<input type="checkbox"/>

[Overview of All Plans](#) [Compare](#)

23. Click **Submit Enrollment** to submit changes made to your health plan.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024
Mary Xu

[Cancel](#) [Previous](#) [Next](#)

★ Welcome to the Birth Event
● Complete

★ Birth Date
● Complete

★ Dependent/Beneficiary Info
● Complete

● **Benefit Enrollment**
● Visited

○ Benefits Statements
○ Not Started

○ Summary
○ Not Started

Benefit Enrollment

The "Medical" file below displays your current coverage, new coverage, status, and how many dependents if any are covered.
The Flexible Spending Accounts and Retirement plan options are listed as view only. You must reach out to each agency directly to enroll or make changes.
Click on the "Medical" file to select/make changes to your medical benefits.
Once you have updated your medical enrollment, please make sure to click on **Submit Enrollment** to finalize.

▼ **Enrollment Summary**

Your Pay Period Cost **\$0.00** Full Cost \$0.00

Status **Pending Review**

[Enrollment Preview Statement](#)

Submit Enrollment

Benefit Plans

Medical

Current HIP HMO Basic
New HIP HMO Basic
Status **Changed**
1 Dependents

Pay Period Cost **\$0.00**

403(b)

Current 403B TDA Program 3% 0%
New 403B TDA Program 3% 0%
Status **Not Available**

NYCERS

Current Tier 4
New Tier 4
Status **Not Available**

Pay Period Cost **\$0.00**

Completing Benefits Enrollment For Birth/Adoption Event

24. To review your enrollment, select **View**. There you can view information including dependents, personal details and health plan. To finalize enrollment, click **Done**.

The screenshot shows the 'H+H Birth Event' enrollment page for Mary Xu. A modal window titled 'Benefits Alerts' is open in the center. The modal contains the following text: 'Instructions: Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary.' The modal has 'Done' and 'View' buttons. In the background, the 'Benefit Enrollment' section is visible, showing a summary of the enrollment with a 'Review' button. The left sidebar shows the progress of the enrollment steps: 'Welcome to the Birth Event' (Complete), 'Birth Date' (Complete), 'Dependent/Beneficiary Info' (Complete), 'Benefit Enrollment' (Visited), 'Benefits Statements' (Not Started), and 'Summary' (Not Started).

25. Click **Next**.

The screenshot shows the 'H+H Birth Event' enrollment page for Mary Xu. The 'Benefits Alerts' modal is no longer present. The 'Benefit Enrollment' section is now visible, showing a summary of the enrollment with a 'Review' button. The left sidebar shows the progress of the enrollment steps: 'Welcome to the Birth Event' (Complete), 'Birth Date' (Complete), 'Dependent/Beneficiary Info' (Complete), 'Benefit Enrollment' (Complete), 'Benefits Statements' (Not Started), and 'Summary' (Not Started). The 'Next >' button in the top right corner is highlighted with a red box and a red arrow pointing to it.

Benefit Statement

26. Click on **Statement Type** drop down, then click on **Confirmation Statement**. Select which confirmation statement you would like to review. Once you are finished reviewing, click **Next** again.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024

Mary Xu

Cancel

< Previous

Next >

★ Welcome to the Birth Event

✔ Complete

★ Birth Date

✔ Complete

★ Dependent/Beneficiary Info

✔ Complete

Benefit Enrollment

✔ Complete

Benefits Statements

● Visited

Summary

○ Not Started

Statement Type

1 row

Event Date ↑↓	Issue Date ↑↓	Enrollment Event ↑↓	Statement Type ↑↓
03/01/2024	03/22/2024 12:37:32PM	Birth or Adoption	Submitted Enrollment

Summary of Birth/Adoption Event

27. Review and confirm all steps are in complete status then click **Complete**.

H+H Birth Event

Qualifying Period 3/1/2024-4/1/2024
Mary Xu

Cancel
< Previous

* Welcome to the Birth Event
Complete

* Birth Date
Complete

* Dependent/Beneficiary Info
Complete

Benefit Enrollment
Complete

Benefits Statements
Visited

Summary
Visited

Summary

Congratulations!

Here is a list of things to keep in mind now that you have a new child:

- Make sure to upload your child's birth certificate once you have receive it.
- Make sure to contact your Union or Welfare Fund to add your dependent.
- Once your enrollment has been updated by your health plan, medical insurance card(s) will be sent via postal mail.

Select the **Complete** pushbutton to end this event.

Steps

5 rows

Step	Status	Date Completed	Required	Go to Step
Welcome to the Birth Event	Complete	03/22/2024	Yes	Go to Step
Birth Date	Complete	03/22/2024	Yes	Go to Step
Dependent/Beneficiary Info	Complete	03/22/2024	Yes	Go to Step
Benefit Enrollment	Complete	03/22/2024	No	Go to Step
Benefits Statements	Visited		No	Go to Step

Complete

You will be taken back to the main Life Event screen. You have now completed your Life Event Enrollment and you may close Peoplesoft.

If you have any questions about your elections you can contact HRSS/NYC Heath + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.

Human Resources Shared Services

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