Birth/Adoption Event

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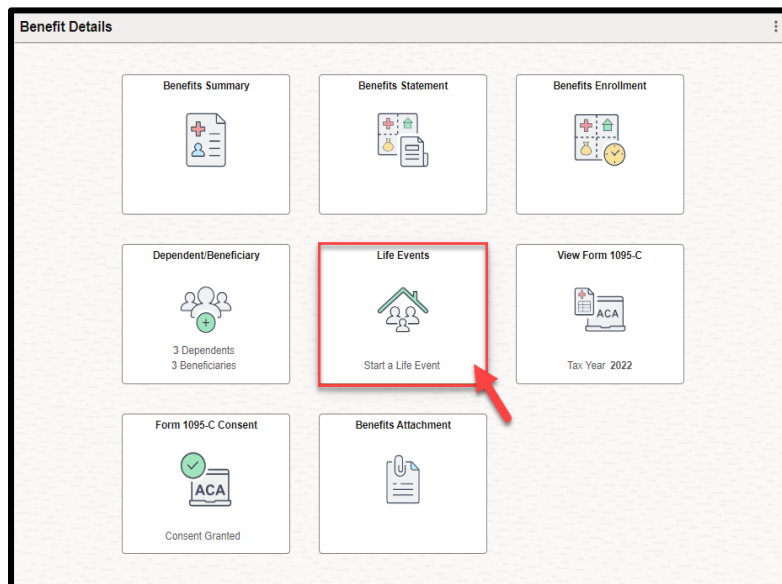
Navigating to the Birth/Adoption Event

1. After successfully authenticating and logging into **Employee self service**, click on the *Benefits Details* tile.
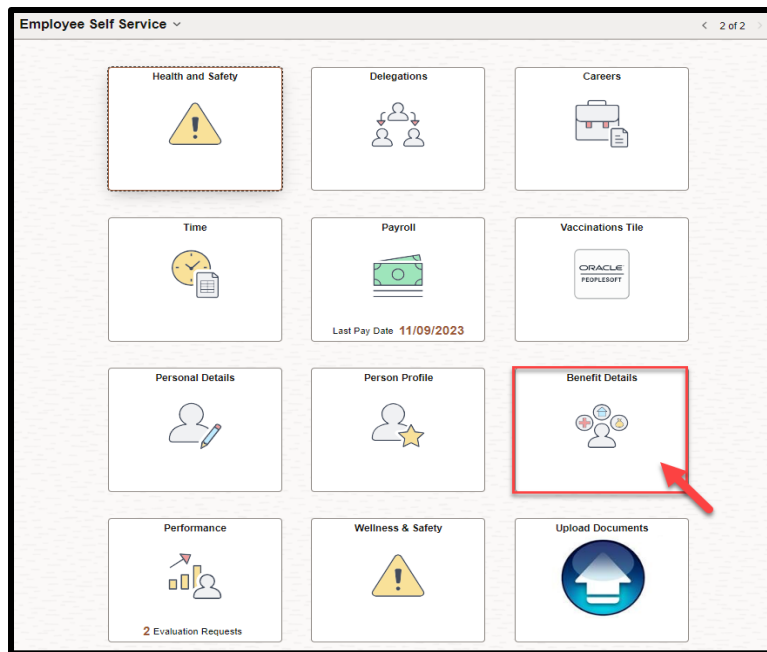
2. Click on *Life Events* tile:

Creating Birth/Adoption Event

<mark>**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</mark> **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.

Life Events

Mary Xu ⊘
Clerical Assoc-L IV - Amb Care

* Indicates required field

Employee
- ○ I got married
- ● I had a baby
- ○ I adopted or gained legal custody/guardianship of a child

*As Of 02/21/2024 🗓

Start Life Event

The Life Event must be completed within 31 days of your qualifying event or you will not be eligible to change your Benefit elections.

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

H+H Birth Event

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

Mary Xu

Cancel | Next >

* Welcome to the Birth Event ⊘ Complete	**Welcome to the Birth Event** Mary Xu
* Birth Date ○ Not Started	This is a good time to consider how having a new dependent may affect your per paycheck health care deductions, and other important information.
* Dependent/Beneficiary Info ○ Not Started	Once you have completed updating your new dependent's information, you will be required to submit documents for this event. You can upload documents by clicking the "**Add Document**" link under Dependent/ Beneficiary information.
Benefit Enrollment ○ Not Started	Click NEXT on upper right-hand corner to continue
Benefits Statements ○ Not Started	
Summary ○ Not Started	

Birth/Adoption Date

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

6. Click **Next** to continue.

Dependent/Beneficiary Info

_7._ Select **Add Individual** to add the dependent's information.

_8._ Click **Add Name** to enter the dependent's name. Click **Done** to submit dependent's name.

Dependent/Beneficiary Info

9. Make sure all areas marked with an asterisk are filled out correctly.
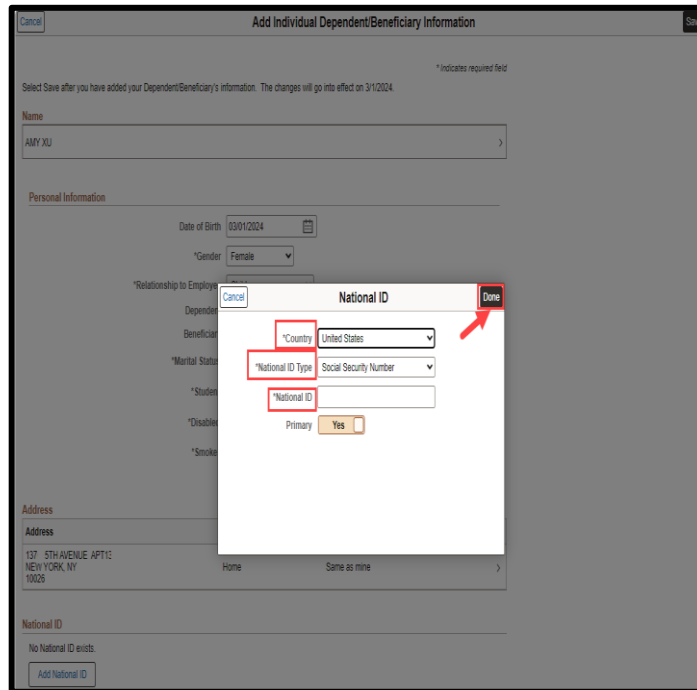
Dependent/Beneficiary Info

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

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

Dependent/Beneficiary Info

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

13. Click **Add Attachment**.

Submitting Supporting Documentation for Birth/Adoption Event

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

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

Submitting Supporting Documentation for Birth/Adoption Event

16. Click **Done.**

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

Submitting Supporting Documentation for Birth/Adoption Event

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

19. Click **Next.**

Completing Benefits Enrollment For Birth/Adoption Event

20. Click **Continue My Enrollment**

21. Click **Medical**

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 Witholding.**

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

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**.

25. Click **Next.**

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**.**

Summary of Birth/Adoption Event

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