How to process a Qualifying Life Event

A **Qualifying Life Event (QLE)** is a change in your circumstances that may require changes to your benefits. This change makes you eligible for a special enrollment period outside of open enrollment. To see if your life change event allows you to make a change in your benefits, please review "Documents required for Qualifying Life Events" listed in the **Quick Links** section of the Communications Portal Homepage.

Get started:

1. Go to http://my.uca.edu, and log in using your UCA credentials. Do not use Internet Explorer.

2. *At the bottom of the page, search myUCA for **My Employee Benefits.*** The My Employee Benefits task bar should appear.

3. Click on the **My Employee Benefits** icon to land on the Communications Portal Homepage.

4. Click the **Purple Bear** or **"Manage my Benefits!"** to enter the Benefits Portal.

5. In the Benefits Portal Homepage, click **"Edit your Benefits"** to start the QLE change process.

A note from your HR Administrator

This site provides you with an opportunity to enroll, review, and update your benefit elections for the current calendar year. From medical plans, to flexible spending accounts, to supplemental life insurance coverage, you will find the benefits that best meet your needs.

"Get Started": To Enroll, View or Edit your current elections.

Changes to your current benefit elections are not permissible mid-year, unless you experience a Qualifying Life Event (QLE) as defined by IRS rules and regulations. Such changes must be initiated within 30 days of the actual event date. Proof of eligibility may be uploaded to the Document Manager on this portal. Please feel free to contact your HR Admin with any additional questions

Edit your benefits ⟩   5.

Your benefits at a glance

Medical	Pharmacy	Gap	Dental	Vision	Employer Paid Life...	Long-Term Disability	TIAA SRA
2020 Point of Service (POS)...	2020 Pharmacy	2020 GAP	2020 Dental Basic Plan	2020 Vision Gray Plan	2020 Basic Life and AD&D	2020 Long Term Disability...	2020 TIAA SRA
$249.04/twice per month	$0.00/twice per month	$0.00/twice per month	$13.90/twice per month	$8.95/twice per month	$0.00/twice per month	$0.00/twice per month	

✏ Change current benefits

6. Choose the reason for your change in coverage.

7. Enter the date of your life event.

> *If you are not sure of the correct date of your life event, please reach out to Human Resources at 501-450-3181.*

8. Review your current dependents. If you are adding new dependents, this would be the best time to add them. If you are removing a dependent, you cannot delete them at this time. You must first remove them from your insurance plans.

9. Now you will check or uncheck the insurance plans you are wanting to make changes to. A "checked box" means covered, an "unchecked box" means not covered.

> 9a. *If you have dependents on your plan, make sure you are viewing the correct dependent you are wanting to make changes to.*

10. Once you have made your changes, scroll through your benefits to make sure all changes entered look correct.

11. Scroll to the bottom of the page and **Save Changes.** *You have now completed your change request.*

Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

Select reason for change *

--- please select --- ▼

Life event not listed?

Enter the date of this life event *

📅

6. & **7.**

Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Name	Relationship	Date of Birth	Gender	Actions
Susie	Child	01/17/2019	Female	Edit
Sarah	Child	02/29/2016	Female	Edit
Robert	Spouse	06/10/1986	Male	Edit

Add Dependent   **8.**

Next
Previous

Select benefits to update

Now that you've entered your life change information, it's time to update your benefits.

Robert Smith

Manage Robert's   coverage.

☑ Medical   ☑ Dental   ☑ Vision

Spouse

Next dependent(1/3)   **9a.**

9.

The life change you entered doesn't affect these benefits ⌄

You Pay (Semi-Monthly Total): $339.75

11.   Save changes   Cancel

12. You will get a notice that reflects which benefits have been updated. Click **Continue.**

13. You will now be prompted to add your supporting document(s) for your QLE. If you do not have your supporting documents at the time you enter your QLE, you can come back and load them at a different time.

   *For a list of acceptable supporting documents needed for a QLE, you can review "Documents required for Qualifying Life Events" listed in the **Quick Links** section of the Communications Portal Homepage.*

Success! You have updated these benefits.

Medical

Pharmacy
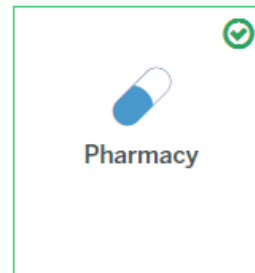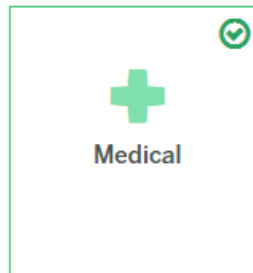
12. Continue

Document Manager

For requests with a status of "**Document Required**", upload a document to associate it. The Document will then show as "**Pending Approval**" until it is approved or denied by an administrator. When adding a document through the "**Add Document**" option, it can then be associated with a "**Document Required**" request and can be viewed by selecting the filter for "**All Documents**".

2 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 0 All Documents

13. **+ Add Document**

Begin typing search query | Search

per page | 10 ▾

Filter by type | All ▾   Filter by status | All Requests ▾

Sort By: | Document Name ▲ | Date Created | Date Uploaded

Document is awaiting upload
Subscriber Name:
Benefits will not be effective until a verification document has been received and approved by your administrator.

02/06/2020

⚠ Document Required | **Upload a Document** | Associate an Existing Document

Note:

- Once your change request has been submitted, the Human Resources Benefits Team will be notified. We will review all changes and if there are any questions or issues, we will reach out to the employee.

- If your change request results in back-premiums being owed, the Human Resources Benefits Team will reach out to the employee to see how the employee would like their back-premiums deducted. We can deduct them over 1 paycheck or up to 6 paychecks.