



New Hire Required Documentation

If you intend to cover a spouse and/or children on your insurance plans you will need the following documentation to verify eligibility:

- Spouse: copy of marriage certificate
- Children: copy of children's birth certificates, adoption paperwork or legal guardianship documents

Keep in mind that your insurance coverage will not become effective until documentation has been loaded into the benefits portal and all documents have been approved by the UCA Human Resources Department. You must provide all documentation within your first 30 days of employment.

*Note: If the required documents are not readily available, this will not prevent you from making your initial benefit elections. Do not forget to follow-up and upload the documents within the first 30 days of employment.