

Qualifying Life Events Online Enrollment Guide

You got married and you want to add dependents to your coverage

Where do I go to add dependents to my benefits plans as a result of my marriage?

The screenshot shows the Duke@Work portal interface. At the top, there is a navigation bar with tabs: Home, **MyInfo**, Forms, Universal Worklist, Candidate Selection, Finance, MyResearch, and ECRT. Below this is a secondary navigation bar with links: Home, MyProfile, MyBenefits, MyTime, MyPay, MyExpenses, MyTeam, MyCareer, and Personalization. A breadcrumb trail reads: Home > Home > My Benefits > Home.

Welcome to Duke@Work.

MyProfile

- View and edit your home address.
- View and edit your interoffice and external mailing addresses.
- View a summary of your personal information in the HR/Payroll system.
- View family members and dependents.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.
- View your payroll representative.

Quick Link
[Maintain Cell Phones for Emergency Text Messaging](#)

MyPay

- View your online pay statement.
- View and edit your bank account used for direct d
- View and edit your W-4 and NC-4 tax withholding el
- View your W-2 tax statement.

Quick Link
[Pay Statement](#)
[Employee W-2](#)

MyTime

- Enter your current period timecard.
- View historical timecards entered through Duke@Work.
- View who approves your timecard.
- Access the Time and Attendance system for DUHS & select University Employees.

Quick Link
[Enter Your Current Period Primary Timecard - 12/14/2015-12/27/2015](#)

My Benefits

- Enroll in Benefits.
- Review your current Benefit elections.
- Access links to other Benefit resources.

MyCareer

- Search for jobs at Duke.
- Access links to professional development resources.

MyTeam

- View and approve your employee's timecard.
- Access the Time and Attendance/Staffing system

Go to the Duke@Work employee self-service portal found at work.duke.edu and log in with your NetID and password. Make sure pop-ups are enabled.

How do I request changes to my current benefits coverage?

Click on the "MyInfo" tab, then the My Benefits link.



Your Benefit Plans

[Benefit Plan Overview](#)

View a list of plans in which you are currently enrolled.

[How Do I Enroll in my Benefits?](#)

[When Can I Make Benefit Changes?](#)

Manage Your Benefits

[Qualifying Life Event Enrollment](#)

Enroll in health coverage if you've had a life change that makes you eligible (birth, marriage, divorce, etc.).

[Retirement Manager](#)

Next, click on the “Qualifying Life Event Enrollment” link. The Qualifying Life Event Enrollment Form will launch in a new window.

Qualifying Life Event Enrollment Form

Employee Details

Employee Name:	JOANNA KEPLER	DUID:	
Home Address:	121 CARRIAGE HILL DR	Email Address:	
City/State/Zip:	STEM NC 27581		
Home Phone:	919-529-2219	Office Phone:	
Payroll Cycle:	BIWEEKLY		

Click on the drop-down menu to choose the appropriate Qualifying Life Event description; in this case, it is “You got married and want to add your spouse and/or new dependents to your health plan”. You’ll also need to indicate the date of your qualifying life event, which is the date of the marriage according to the marriage certificate. You’ll have the option of starting coverage on the first of the month following the date of your marriage, which could save you the premium cost for the previous month if you did not access healthcare between the date of your marriage and the first of the following month.

Description of Qualifying Life Event (QLE)

* QLE:

QLE Date: Check here to begin coverage on 02/01/2016 instead of your QLE date

Next, you’ll see the “Manage Your Dependents and Benefit Plans” section. If you were a single employee without dependents, like Joanna Kepler in the example below, you will not see any dependents listed.

Manage Your Dependents and Benefit Plans

Enter new dependent information here. Add a row for each new dependent.

Add

*Relationship	*First Name	*Last Name	Title	SSN	*Date of Birth	*Gender
 The table does not contain any data						

(* See the health tabs below for current dependents enrollment status)

Click the “Add” button to add your new spouse to the dependent table.

First, you’ll need to click on the stacked squares on the right hand side of this field to see the drop-down menu. Next, indicate how the dependent you are adding is related to you. In this example, Joanna Kepler is adding her spouse, Andrew Hobson.

*Relationship	*First Name
Spouse	

(* See the health tabs below for current dependents enrollment status)

Joanna enters “Andrew” in the first name field, “Hobson” in the last name field, selects a title from the drop-down list (for I, II, Sr., Jr., etc.) if applicable, enters her spouse’s Social Security Number in the “SSN” field, enters her spouse’s birth date in the “Date of Birth” field, then indicates whether her spouse is male or female.

*Relationship	*First Name	*Last Name	Title	SSN	*Date of Birth	*Gender
Spouse	Andrew	Hobson		999-99-9999	06/13/1984	Male

(* See the health tabs below for current dependents enrollment status)

Next, you'll see the current benefits total cost per month, and the new benefits total cost per month. Right now, the amounts are the same because we have not yet requested changes to any of the health plans.

Current Benefits Total Cost Monthly (medical, dental and vision): 123.10

Current Reimbursement Accounts Total Cost Monthly (actual cost may differ based on remaining pay periods in calendar year): 212.50

New Benefits Total Cost Monthly (medical, dental and vision): 123.10

New Reimbursement Accounts Total Cost Monthly (actual cost may differ based on remaining pay periods in calendar year): 212.50

**To request changes to plan/coverage, click on the tab for each health plan type below.*

MEDICAL

DENTAL

VISION

REIMBURSEMENT ACCOUNTS

Medical

Currently Enrolled in Plan/Coverage: Duke Select Employee Only

Current Dependents Enrolled:

Other Dependents NOT Enrolled:

Request Changes to Medical Plan/Coverage



Click the "Request Changes to Medical Plan/Coverage" button to see what changes you can make to your medical plan.

In this example, Joanna wants to add Andrew to her Duke Select Plan.

Select Benefit Health Plan and Dependents



After confirming your new plan below, check the dependents you wish to add to that plan:

Enroll	Dependent	Relationship
<input type="checkbox"/>	ANDREW HOBSON	Spouse

Select Plan Coverage: (Click OK button to confirm plan and dependents)

Plan Name	Coverage	Starts On	Pre-Tax Costs	Post-Tax Costs
Duke Select	Employee+Spouse	02/01/2016	361.00	0.00
Duke Select	Employee Only	02/01/2016	75.00	0.00
Duke Options	Employee Only	02/01/2016	132.00	0.00
Duke Options	Employee+Spouse	02/01/2016	482.00	0.00
Blue Care	Employee Only	02/01/2016	137.00	0.00
Blue Care	Employee+Spouse	02/01/2016	472.00	0.00
Duke Basic	Employee Only	02/01/2016	30.00	0.00
Duke Basic	Employee+Spouse	02/01/2016	231.00	0.00

OK Cancel

Joanna highlights the line for Duke Select Employee + Spouse coverage, then checks the box beside Andrew's name in the table above.

Select Benefit Health Plan and Dependents



After confirming your new plan below, check the dependents you wish to add to that plan:

Enroll	Dependent	Relationship
<input checked="" type="checkbox"/>	ANDREW HOBSON	Spouse
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Select Plan Coverage: (Click OK button to confirm plan and dependents)

Plan Name	Coverage	Starts On	Pre-Tax Costs	Post-Tax Costs
Duke Select	Employee+Spouse	02/01/2016	361.00	0.00
Duke Select	Employee Only	02/01/2016	75.00	0.00
Duke Options	Employee Only	02/01/2016	132.00	0.00
Duke Options	Employee+Spouse	02/01/2016	482.00	0.00
Blue Care	Employee Only	02/01/2016	137.00	0.00
Blue Care	Employee+Spouse	02/01/2016	472.00	0.00
Duke Basic	Employee Only	02/01/2016	30.00	0.00
Duke Basic	Employee+Spouse	02/01/2016	231.00	0.00

OK

Cancel

Click "OK" when you have selected the correct plan and coverage level, and have checked the box beside all of the dependents you want to add to your plan.

Next you will see an overview of the changes requested:

** To request changes to plan/coverage, click on the tab for each health plan type below.*

MEDICAL DENTAL VISION REIMBURSEMENT ACCOUNTS

Medical

Currently Enrolled in Plan/Coverage: Duke Select Employee Only

Current Dependents Enrolled:

Other Dependents NOT Enrolled:

Request Changes to Medical Plan/Coverage

Requested Plan	Requested Coverage	Starts On	Pretax	Post Tax
Duke Select	Employee+Spouse	02/01/2016	361.00	0.00

Dependent Enrolled	Relationship
ANDREW HOBSON	Spouse

If the changes are correct, you can move to the next task by clicking on the “Dental” tab. If you made a mistake, you can click on the “Request Changes to Medical Plan/Coverage” button again to edit your request.

Joanna has added Andrew to her Duke Select coverage. Next, she wants to add Andrew to her Dental plan.

** To request changes to plan/coverage, click on the tab for each health plan type below.*

MEDICAL **DENTAL** VISION REIMBURSEMENT ACCOUNTS

Dental

Currently Enrolled Plan/Coverage: Dental PPO Employee Only

Current Dependents Enrolled:

Other Dependents NOT Enrolled:

Request Changes to Dental Plan/Coverage



Click on the “Dental” tab, then click on the “Request Changes to Dental Plan/Coverage” button.

This box will pop up on the screen, which lists the dependents who can be added and the types of plans and coverage levels available.

This screen shows Joanna's current dental plan coverage. To add Andrew to her plan, she first selects the plan type and coverage level she needs. In this case, Joanna wants to continue with the Duke PPO dental coverage. She'll need to select the Employee + Spouse option. Next, Joanna will check the box beside Andrew's name to indicate he is the dependent she wants to enroll in the plan.

Click "OK" to proceed.

To make changes to vision coverage, click on the "Vision" tab.

** To request changes to plan/coverage, click on the tab for each health plan type below.*

MEDICAL DENTAL **VISION** REIMBURSEMENT ACCOUNTS

Vision

Currently Enrolled Plan/Coverage: Vision Employee Only

Current Dependents Enrolled:

Other Dependents NOT Enrolled:

 Request Changes to Vision Plan/Coverage

Click on the "Request Changes to Vision Plan/Coverage" button.

Select Benefit Vision Plan and Dependents

After confirming your new plan below, check the dependents you wish to add to that plan:

Enroll	Dependent	Relationship
<input type="checkbox"/>	ANDREW HOBSON	Spouse

Select Plan Coverage: (Click OK button to confirm plan and dependents)

Plan Name	Coverage	Starts On	Pre-Tax Costs	Post-Tax Costs
Vision	Employee+Spouse	02/01/2016	18.50	0.00
Vision	Employee Only	02/01/2016	9.66	0.00

The box that appears on the screen will show the current coverage. To change the level of coverage, highlight the row for Employee + Spouse coverage, then check the box beside the dependent to add him/her to the plan. Click "OK" to continue.

Next, click on the Reimbursement tab. Joanna is already enrolled in the Health Care reimbursement account, and is contributing the annual maximum, so she is not making any changes. Joanna will be able to submit claims for out-of-pocket, eligible health care expenses incurred by Andrew after coverage begins 2/1/2016 even though she originally enrolled in this account during Open Enrollment. Joanna and Andrew do not have any other dependents, so she is not enrolling in a Dependent Care reimbursement account at this time.

** To request changes to plan/coverage, click on the tab for each health plan type below.*

MEDICAL DENTAL VISION **REIMBURSEMENT ACCOUNTS**

Healthcare and Daycare

Reimbursement Accounts currently enrolled in:
Health Care Health Care Reimbursement

Use this grid to make any changes for Reimbursement Accounts:

Enroll	Plan Type	Plan Name	Starts On	Contribution	Minimum Contribution Allowed	Maximum Contribution Allowed
<input type="checkbox"/>	Dependent Care	Dependent Daycare Reimbursemnt	02/01/2016	0.00	130.00	5,000.00
<input checked="" type="checkbox"/>	Health Care	Health Care Reimbursement	02/01/2016	2,550.00	130.00	2,550.00

Click this button to update screen with your changes

Next, you'll need to upload your supporting documents. For marriage, a copy of the marriage certificate is required.

First, you'll need to scan the required document and save the electronic file. Then, within the online enrollment tool, you'll need to click the "Browse" button to find that electronic file.

Upload Supporting Certificates/Documents

Browse... SamBC.pdf Upload

Attached Documents

i The table does not contain any data

Remove Selected Files



Click the "Upload" button. Your document will now appear in the "Attached Documents" table.

Upload Supporting Certificates/Documents

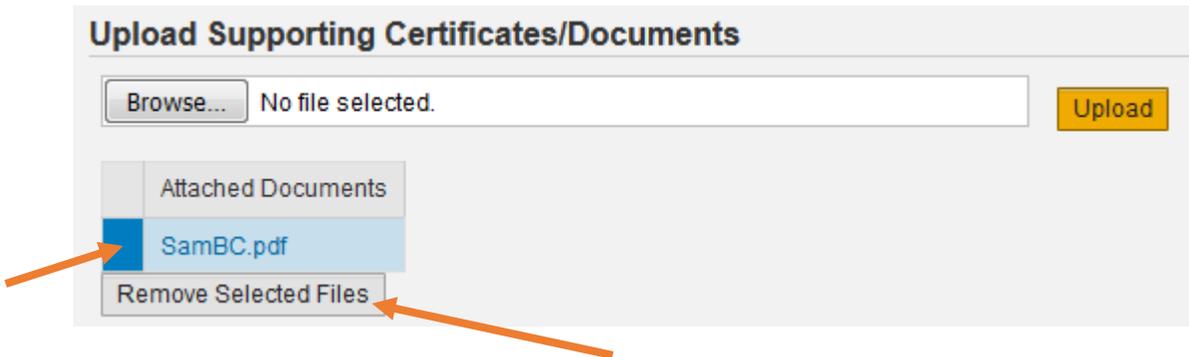
Browse... No file selected. Upload

Attached Documents

SamBC.pdf

Remove Selected Files

If you selected the wrong file by mistake, you can remove the file by clicking the box beside the document name in the table, then clicking the “Remove Selected Files” button.



This file contains an image of the marriage certificate and is the file the employee intended to attach.

Certification

[Click here to read our terms and conditions](#)

* I have read, understand, and agree to the terms and conditions in the link above: Date:

The employee will first click the link to review the terms and conditions, and will then check the box indicating she has read, understands, and agrees to them. The date is entered automatically.

If you would like to include additional comments or clarifications, use the “Comments” section by clicking the box on the far right.

Use the comments section to include additional information to HR/Benefits that should be considered when processing your form.

Comments

*NOTE. Click on the box to the far right to open comments. ==>

Once you click the box, that section will expand and you can type in the box.

Please use the “Check” button to find any errors. When you see “The form data you entered is consistent” at the top of the screen, you can proceed.

Use the comments section to include additional information.

Comments

*NOTE: Click on the box to the far right to close the window.

Status Overview

Submit

Check

Close Window



The form data you entered is consistent.

Finally, click the "Submit" button. You will then see this screen:

Qualifying Life Event Enrollment Form

Confirmation

Your request was created under the following number: 401032856

Close Window

Your request has been forwarded to the HR Information Center team. It will be reviewed to make sure you have requested changes within 30 days of the event, and that the changes you requested are permitted by plan rules, and consistent with the event.

For assistance while completing this online form, or to check on the status of a request you submitted, please contact the HR Information Center at 919-684-5600.