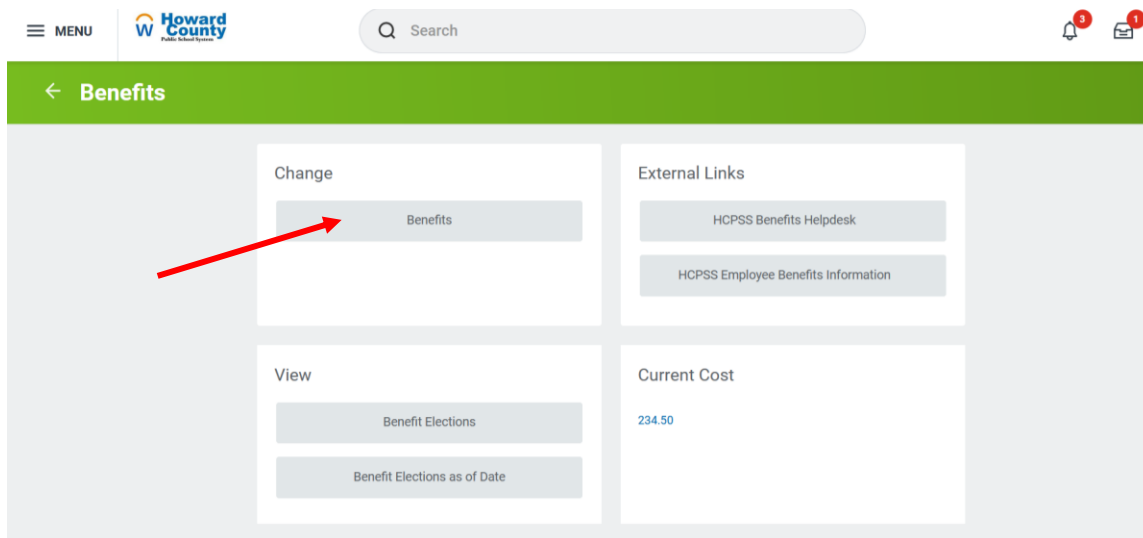


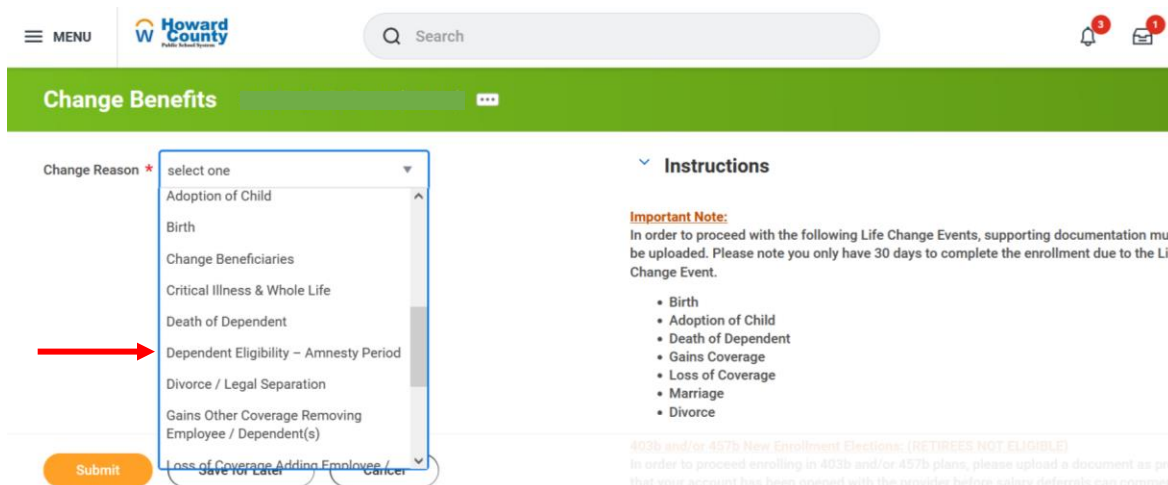
## INSTRUCTIONS: REMOVING A DEPENDENT(S)– DEPENDENT ELIGIBILITY AMNESTY PERIOD

This process is to be used only if you are currently covering a dependent who no longer meets the definition of an eligible dependent and needs to be removed from your benefits. Eligible dependents are defined on page 3 of the [HCPSS Employee Benefits Enrollment Guide](#).

- From your Workday profile select the Benefits application.
- You will see the screen below. Click **Benefits** located in the box titled **Change**.





- When the **Change Benefits** screen appears, select **Dependent Eligibility – Amnesty Period** from the **Change Reason** drop down list.



- Enter the current date as the **Benefit Event Date**.
- Click **Submit** in the bottom left corner of the screen.
- *Please note, there are no required attachments. No files or documents need to be submitted in this process.*

**Change Benefits**

Change Reason \* Dependent Eligibility – Amnesty Period

Benefit Event Date \* 03/13/2023  

Submit Elections By 03/24/2023

Benefits Offered  
 Dental  
 Medical  
 Vision

**Attachments**

Drop files here

Submit Save for Later Cancel

**Instructions**

**Important Note:**  
 In order to proceed with the following Life Change Events, supporting documentation must be uploaded. Please note you only have 30 days to complete the enrollment due to the Life Change Event.

- Birth
- Adoption of Child
- Death of Dependent
- Gains Coverage
- Loss of Coverage
- Marriage
- Divorce

**403b and/or 457b New Enrollment Elections: (RETIREES NOT ELIGIBLE)**  
 In order to proceed enrolling in 403b and/or 457b plans, please upload a document as proof that your account has been opened with the provider before salary deferrals can commence.

*To open a 403b and/or 457b account, please contact the provider directly.*

Once you have opened your account with a 403b and/or 457b provider, you must upload a document that shows that your account has been opened before you can proceed with your enrollment.

- Open the **Change Benefits Election** task, and click **Let's Get Started**.
- The **Dependent Eligibility – Amnesty Period** screen will open, and medical, dental, and or vision benefits tabs will be visible, based on whether you have enrolled dependents in those benefits. (Please note: if you do not have enrolled dependents in your medical, dental, and or vision benefits, then those tabs will not appear in this step and you do not need to take any further action).
- Click **Manage** under the first benefit listed.

**Dependent Eligibility – Amnesty Period**

Projected Total Cost (20 Pay Periods) \$211.99      Projected Total Credits \$21.00

**Health Care**

**Medical**  
 Aetna PPO Open Choice (Prescription Coverage Included Through CVS CareMark)

Cost (20 Pay Periods) \$150.49

Coverage Employee + Spouse

Dependents

[Manage](#)

**Dental**  
 Cigna PPO

Cost (20 Pay Periods) \$53.36

Coverage Employee + Spouse

Dependents 1

[Manage](#)

Review and Sign Save for Later

- 

- The next screen will be titled **Plans Available**. You do not have the option to change plans through this process, therefore this section will be grayed out. Simply click **Confirm and Continue**.
- The next screen will be titled **Dependents**. All of the dependents you are currently covering will be listed here. **Uncheck the box for any dependents who no longer meet the eligibility criteria.**

Projected Total Cost (20 Pay Periods) \$211.99      Projected Total Credits \$21.00

### Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage \*

Plan cost (20 Pay Periods) \$150.49

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	John Smith	Spouse	01/01/1970

### Health Care Instructions

Plan Description [Aetna](#)

Provider Website [Aetna](#)

- After you have deselected any ineligible dependents, you must also adjust the **Coverage** level.
- For example, in this scenario we have removed a former spouse. Coverage must be changed from **Employee + Spouse**, to **Employee** only coverage.
- Click **Save**.

Projected Total Cost (20 Pay Periods) \$130.14      Projected Total Credits \$21.00

### Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage \*

Plan cost (20 Pay Periods) \$68.64

1 item

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	John Smith	Spouse	01/01/1970

### Health Care Instructions

Plan Description [Aetna](#)

Provider Website [Aetna](#)

- You must repeat this process for any other benefit in which your ineligible dependent is enrolled.
- This includes medical, dental, and/or vision.
- Once complete, click **Review and Sign** in the lower left corner.

## Dependent Eligibility – Amnesty Period

Projected Total Cost (20 Pay Periods) \$95.85      Projected Total Credits \$21.00

### Health Care

REVIEWED

Medical

Aetna PPO Open Choice (Prescription Coverage Included Through CVS CareMark)

Cost (20 Pay Periods)	\$68.64
Coverage	Employee

Manage

REVIEWED

Dental

Cigna PPO

Cost (20 Pay Periods)	\$23.14
Coverage	Employee

Manage

**Review and Sign**

Save for Later

- Be sure to check the box that states: **I Accept.**
- Click **Submit.**
- Removed dependents will terminate from the plan as of 3/31/2023. An offer of COBRA coverage will be mailed to them.

### Electronic Signature

#### LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

1. You have reviewed your elections and understand that your benefit elections are legal and binding transactions for the benefit plan year.
2. You understand that you are able to make changes to your current elections within 30 days of a qualifying event.
3. You understand that you have 30 days from becoming benefits eligible to enroll in benefits. Any missed benefit premiums will be accounted for in a future pay.
4. You understand that new-hires are eligible to enroll in benefits within 30 days from their Company Service Date.
5. Return from leave employees are eligible to enroll in benefits within 30 days from their return from leave date.
6. Employees who become newly eligible for benefits have 30 days from their benefits eligibility date to enroll in benefits.
7. You understand that if you do not enroll within 30 days of becoming benefits eligible, your benefits are considered waived and you will have to wait until the next annual open enrollment period to enroll, unless you have a qualifying event.
8. If applicable, you understand that all dependents enrolled in your elected plans are subject to the dependent eligibility audit.
9. You understand that all benefits are contingent upon your enrollment and acceptance by the Benefits Office Representatives and by your benefit providers, if applicable.
10. You understand that the beneficiary(ies) that you have listed for your Basic Life / AD&D coverage will be the same for your Supplemental Life insurance if you elected it.

I Accept

**Submit**

Save for Later

Cancel