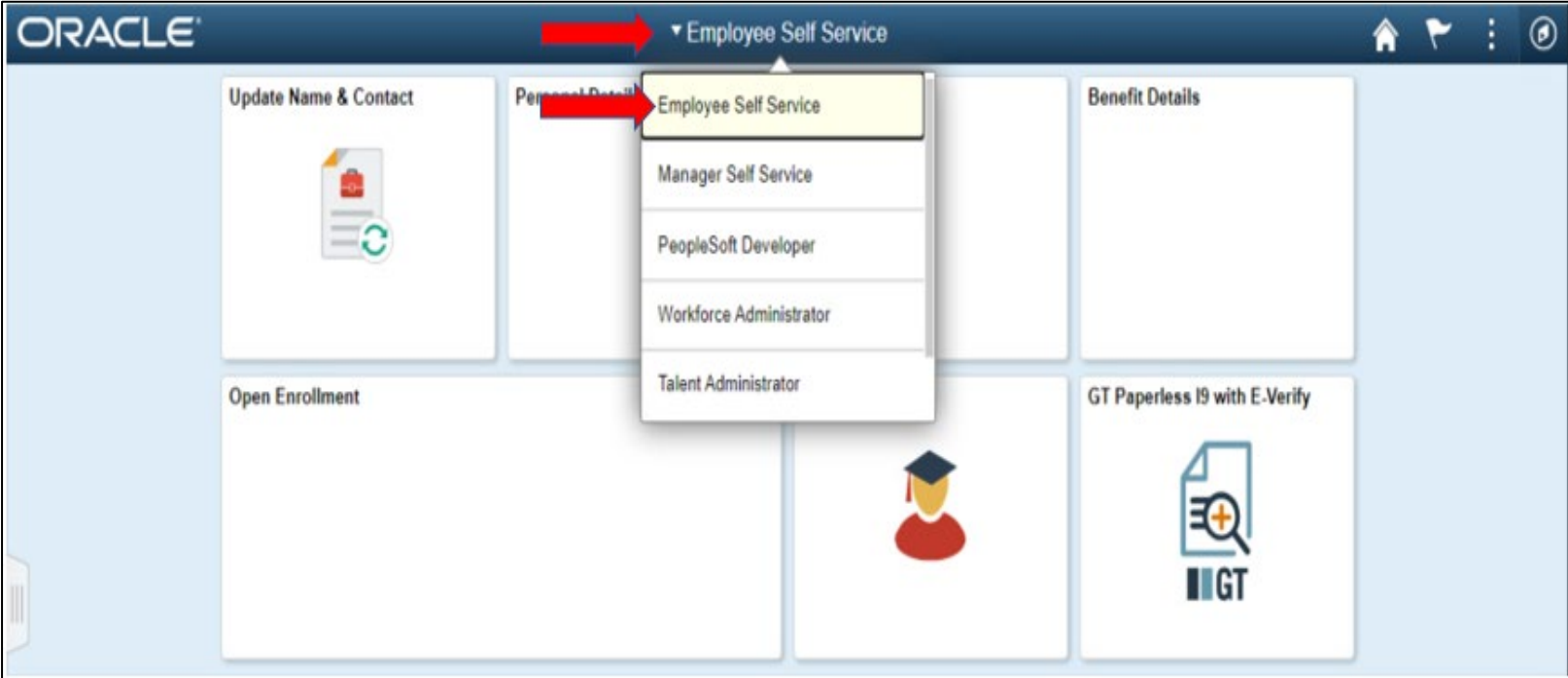


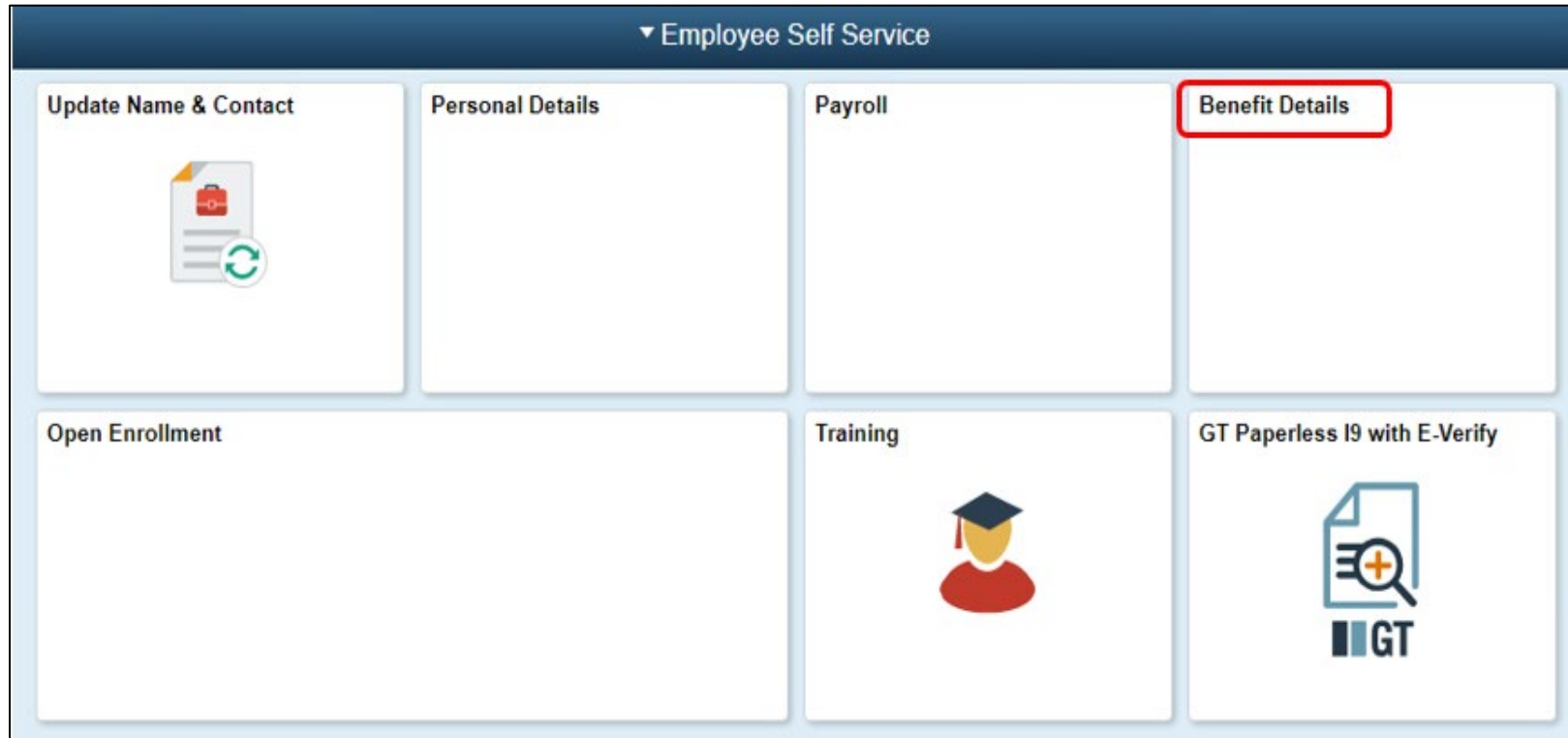


Step	Action
Navigation: Employee Self Service > Benefit Details > Life Events	
1	<p>Using center drop down menu in PeopleSoft, select “Employee Self Service”.</p>  <p>The screenshot shows the Oracle PeopleSoft interface. At the top, there is a dark blue header with the 'ORACLE' logo on the left and a dropdown menu labeled 'Employee Self Service' on the right. A red arrow points to this dropdown menu. Below the header, there are several white panels with icons and text: 'Update Name & Contact' (with a document icon), 'Personal Details' (with a person icon), 'Benefit Details' (with a document icon), 'Open Enrollment' (with a document icon), and 'GT Paperless I9 with E-Verify' (with a document icon and 'GT' logo). A central dropdown menu is open, listing 'Employee Self Service' (highlighted in yellow), 'Manager Self Service', 'PeopleSoft Developer', 'Workforce Administrator', and 'Talent Administrator'. A red arrow points to the 'Employee Self Service' option in this dropdown menu.</p>



2

Once on the Employee Self Service Dashboard, click on the “Benefit Details” tile.





3

Click the "Life Events" tab.

A screenshot of the 'Employee Self Service' web application. The page title is 'Benefit Details'. On the left is a navigation menu with options: 'Benefits Summary', 'Life Events' (highlighted with a red arrow), 'Dependent/Beneficiary Info', 'Benefits Enrollment', 'Benefit Statements', and 'Affordable Care Act'. The main content area is titled 'Life Events' and contains a green checkmark icon, a paragraph of instructions, a list of life events for employees, and a 'Start Life Event' button. The list includes: 'I got married', 'I had a baby', 'I adopted or gained legal custody/guardianship of a child', 'I got divorced/legally separated', 'I have gained coverage', 'I had a loss of coverage', and 'Death of covered dependent/spouse'. Below the list is a date selection field labeled '*As Of' and a calendar icon, followed by the 'Start Life Event' button.

Employee Self Service Benefit Details

Benefits Summary

Life Events ←

Dependent/Beneficiary Info

Benefits Enrollment

Benefit Statements

Affordable Care Act

✔

Life Events

There are some events that involve you as the Employee or your family members.
Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I got married
- I had a baby
- I adopted or gained legal custody/guardianship of a child
- I got divorced/legally separated
- I have gained coverage
- I had a loss of coverage
- Death of covered dependent/spouse

*As Of



4

1. Select “Death of covered dependent/spouse” from the list of choices.
2. Using the calendar icon, select the “As Of” date.
3. Click “Start Life Event”.

Life Events

There are some events that involve you as the Employee or your family members.

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

- I got married
- I had a baby
- I adopted or gained legal custody/guardianship of a child
- I got divorced/legally separated
- I have gained coverage
- I had a loss of coverage
- Death of covered dependent/spouse 

*As Of  

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



5 You will be redirected to the Loss of Coverage Event page. Move step by step through the Event by completing the required information on the left-hand side of each page. Continue to the next step by clicking the “Next” button in the upper right corner of each page.

Task: Welcome to Loss of Coverage Event

Complete

Document Upload for Benefit Changes
Not Started

View Current Benefits Summary
Not Started

Dependent/Beneficiary Info
Not Started

Benefit Enrollment
Not Started

Benefits Statements
Not Started

Summary
Not Started

A Loss in coverage life event can be leveraged to initiate changes to benefits due to demographic or employment changes for dependents of an employee. This guide will take you through all the steps necessary to ensure that your benefits information is updated to reflect this event in your life.

Cancel Next >



6

***You are required to submit documentation** with your Event.

1. You will use the “Add Attachment” feature to upload a file from your computer. This will bring you to another page to select the file you want to attach.
2. You will include a description of the document you are uploading by clicking the “Add Note” button. This will redirect you to a page to add your note.

Life Events - Document Upload

Instructions

You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.
Reach out to Campus Benefit Team in case of questions on required documents.
Norman, HR Benefits (405) 325-1826, NEL 205
Health Science, HR Benefits (405) 271-2180, URP 865, Suite 270
Tulsa, HR Benefits (918) 660-3192, Rm 2C11

Life Event Documents


Add AttachmentAdd Note

Two red arrows point upwards from the bottom of the screenshot towards the 'Add Attachment' and 'Add Note' buttons.




7

On the “Add Attachment” page, enter a subject in the Subject line. Then, click “Add Attachment” and select your file representing a loss of coverage for a dependent or spouse for upload. Hit “Save” once completed.

 **Instructions**


You have chosen to enter a new attachment.


 **Selection Criteria**

Description

*Subject

Attachment





[GoLife Events - Document Upload](#)



8

On the “Add Note” page, enter a Subject and a Note Text such as “Death Certificate”. Hit “Save” once completed.

Document Definition - New Note

Instructions
You have chosen to enter a new note.

Selection Criteria

Description	Marriage Certificate
<input type="text" value="*Subject"/>	
<input type="text" value="*Note Text"/>	

Save

[Go! life Events - Document Upload](#)



9

Once you have successfully uploaded your attachment, you will receive this pop-up message that the document requires approval from your HR Benefits Administrator.

YOU WILL STOP HERE:

Your document requires review from your Benefits Administrator. Once you reach this point, you cannot go further until the document has been approved. You will be notified by your Benefits Administrator once this review is complete and approved. Then, you may go back into your open Life Event and continue with Benefits Review & Elections. Hit “OK” and exit the Life Event.

Approval is required. (3001,1094)

The document must be approved prior to you starting Benefits Enrollment within the Life Event process. An email notification has been sent to the Benefits Administrator requesting approval.

OK



10

Once your document has been approved, you will re-enter your open Life Event. You will review your **current** benefits elections. You do not need to take any action on this page. Click “Next” to move on.

Task: View Current Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 10/23/2020

Benefit Plans

Medical	Dental	Vision
Plan PPO Coverage Employee Only 0 Dependents	Plan Alternate Before Tax Coverage Employee + Child(ren) 2 Dependents	Coverage Waived
<input type="button" value="Review"/>	<input type="button" value="Review"/>	

Long Term Care - Employee	Long Term Care - Spouse	Life
Coverage Waived	Coverage Waived	Plan Employee Life Insurance 1.5 Coverage Salary X 1.5 3 Beneficiaries



11

1. If you do not need to add coverage for a new covered individual for your Event, hit “Next” to continue
2. If you need to add benefits coverage for a new member, click “Add Individual” on the Dependent/Beneficiary Info page.

Task: Dependent/Beneficiary Info

[Add Individual](#)

Name	Relationship	Beneficiary	Dependent
[REDACTED]	Sibling	✓	✓
[REDACTED]	Child	✓	✓
[REDACTED]	Child	✓	✓

3. You will be redirected to a page to Add Individual Dependent/Beneficiary Information. Complete all required information and hit “Save” in the upper right corner to continue.

Add Individual Dependent/Beneficiary Information

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Oct 19, 2020.

Name

[Add Name](#)

Personal Information

Date of Birth: [Date Picker]

*Gender: [Dropdown]

*Relationship to Employee: [Dropdown]

Dependent: [Dropdown]

Beneficiary: [Dropdown]

*Marital Status: Single [Dropdown] As of: [Date Picker]

*Disabled: No [Dropdown] As of: [Date Picker]



12

Select the Statement Type you would like to receive. Hit "Next" to continue.

Task: Benefits Statements

Statement Type

Confirmation Statement ▼

Confirmation Statement

Enrollment Preview

There are no statements available at this time. Please try again later.



13

1. Hit “Complete” in the upper right corner once all items are complete.
2. You will get a confirmation message, or you will get a pop-up like the one pictured below of incomplete items that will have an *asterisk next to it. You can navigate to those items to review missing information. Hit “Complete” again once reviewed.

Task: Summary Complete

Congratulations! You have completed your Marriage Status Change!

You may need to review and update the following information:

- Personal Information like Name Change, Address, Emergency Contact etc.
- Pay and Compensation Information like Tax Withholding, Direct Deposit etc.

Select the **Complete** pushbutton to end this event.

Steps 7 rows

This event requires document approval.
This event requires document approval. Document(s) listed on the Document Upload page must be approved in order to complete this event. OK

Step	Required	Go to Step
Welcome to Marital Event	Yes	Go to Step
Marital Status	Yes	Go to Step
Document Upload for Benefit Enrollment	Yes	Go to Step
View Current Benefits Summary	No	Go to Step
Dependent/Beneficiary Info	No	Go to Step