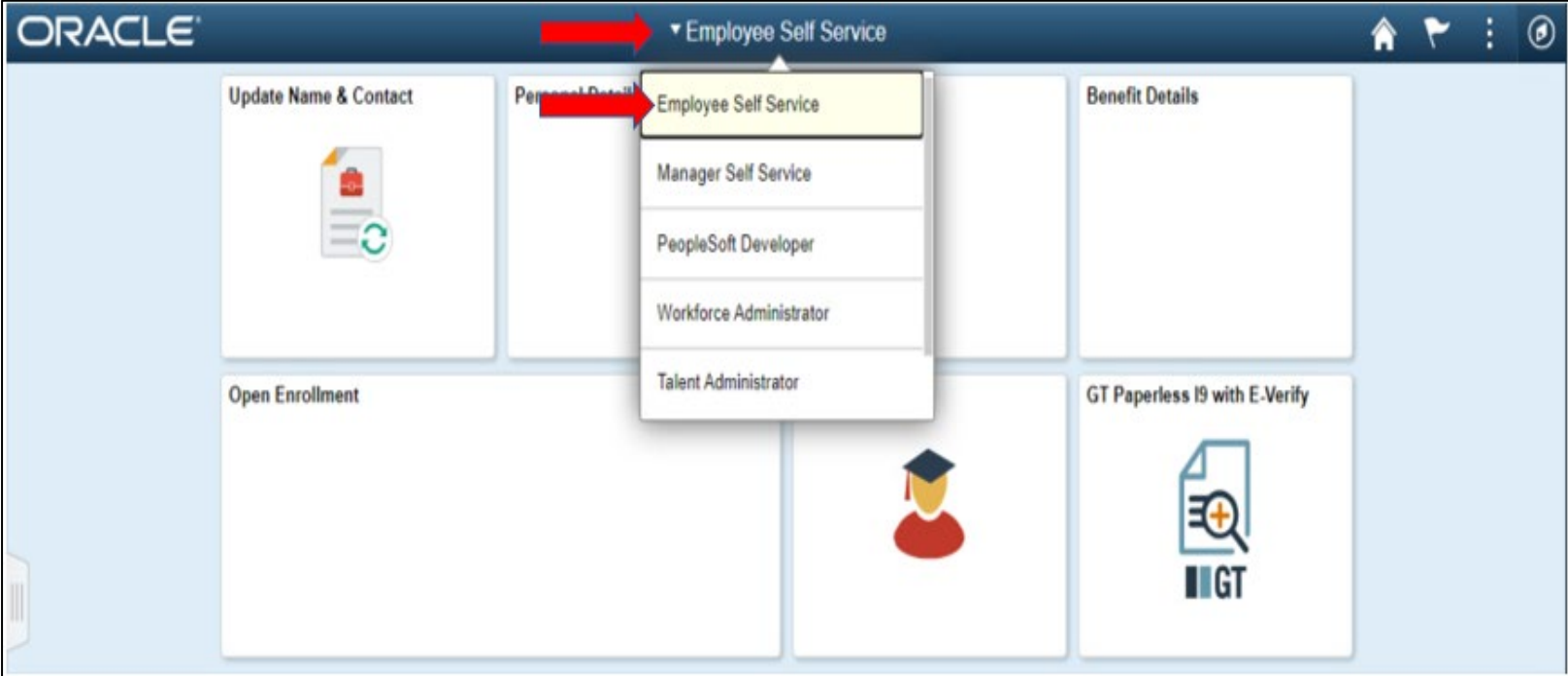


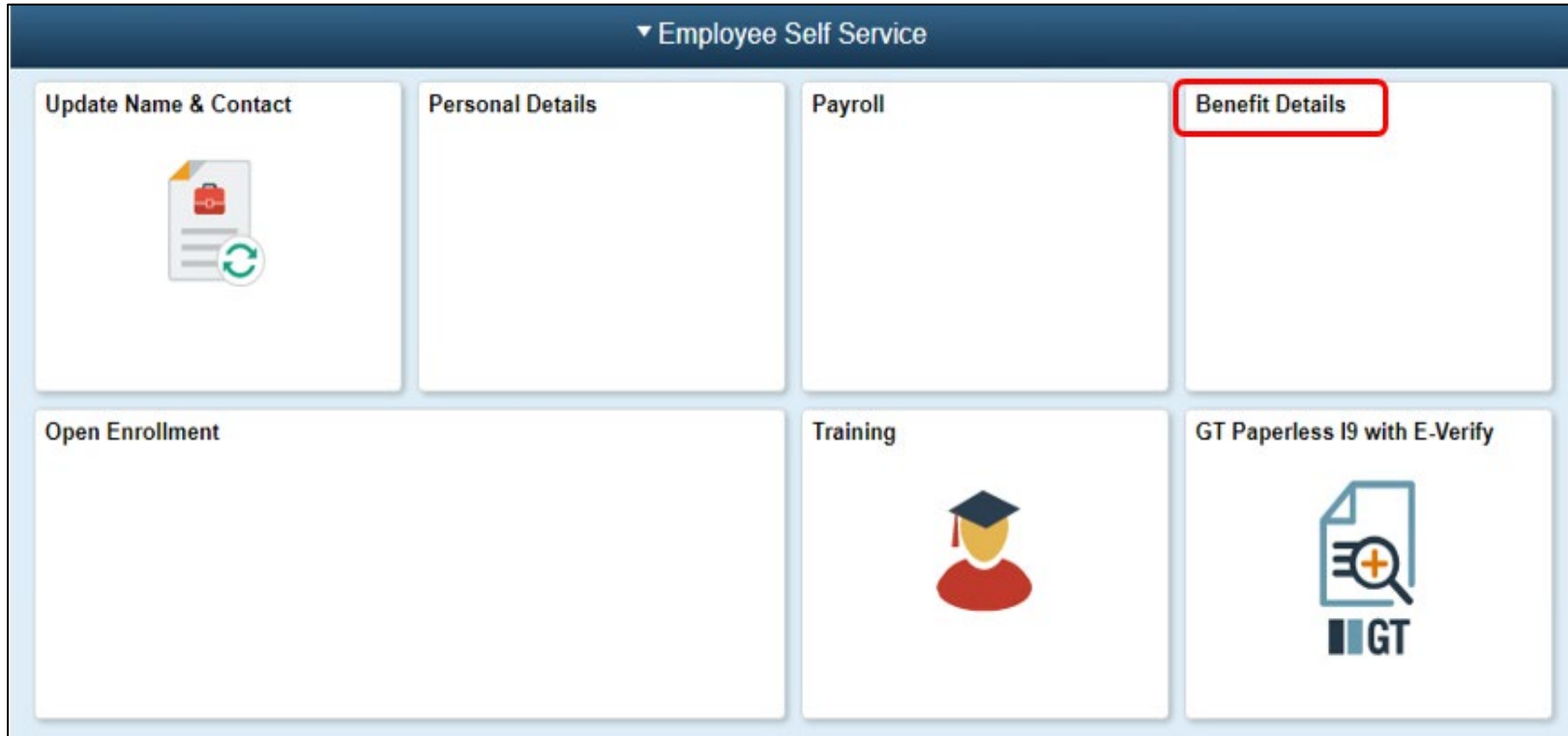


| Step   | Action  |
|--|---|
| <b>Navigation:</b> Employee Self Service > Benefit Details > Life Events |   |
| 1  | <p>Using center drop down menu in PeopleSoft, select "Employee Self Service".</p>  <p>The screenshot displays the Oracle PeopleSoft interface. At the top, the 'ORACLE' logo is on the left, and a navigation bar contains a dropdown menu labeled 'Employee Self Service'. A red arrow points to this dropdown menu. Below the navigation bar, there are several tiles: 'Update Name &amp; Contact', 'Personal Details', 'Benefit Details', 'Open Enrollment', a user profile icon, and 'GT Paperless I9 with E-Verify'. A second red arrow points to the 'Employee Self Service' option in the dropdown menu, which is highlighted in yellow. Other options in the menu include 'Manager Self Service', 'PeopleSoft Developer', 'Workforce Administrator', and 'Talent Administrator'.</p> |



2

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





3

Click the "Life Events" tab.

The screenshot displays the 'Employee Self Service' interface. On the left, a navigation menu includes '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 'Benefit Details' and 'Life Events'. It contains the following text: '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.' Below this is a list of events for an '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

At the bottom, there is a date selector labeled '\*As Of' and a 'Start Life Event' button.



4

- 1. Select the appropriate Life Event from the list of choices.
- 2. Using the calendar icon, select the date of the event for 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   ←

**Start Life Event**

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 or the Gain of Coverage Event page depending on your selective. 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.

The screenshot displays a web application interface for handling coverage events. The main window shows the 'Task: Welcome to Loss of Coverage Event' page. On the left, a sidebar menu lists several tasks: 'Welcome to Loss of Coverage Event' (marked as 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), and 'Summary' (Not Started). A red arrow points to the 'Dependent/Beneficiary Info' item. The main content area contains introductory text for the loss of coverage event. In the top right corner, there are 'Cancel' and 'Next >' buttons, with a red arrow pointing to the 'Next >' button. An inset window shows the 'Task: Welcome to Gain of Coverage Event' page, which has a similar sidebar menu. A red arrow points to the 'Dependent/Beneficiary Info' item in this inset.



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



7

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

A screenshot of a web form titled "Add Attachment". The form is enclosed in a black border. At the top left, there is a dropdown menu labeled "Instructions" with a downward arrow icon. Below it, the text reads "You have chosen to enter a new attachment." Underneath, there is another dropdown menu labeled "Selection Criteria" with a downward arrow icon. The main content area is a light gray box containing a "Description" label above a horizontal line. Below the line is a text input field labeled "\*Subject". Underneath the input field is the label "Attachment" and a button labeled "Add Attachment". The "Add Attachment" button is circled in red. Below the main form box is another button labeled "Save", which is also circled in red. At the bottom left of the form area, there is a link that says "GoLife Events - Document Upload".



8

On the “Add Note” page, enter a Subject and a Note Text such as “Loss of Coverage” or “Gain of Coverage.” Hit “Save” once completed.

**Document Definition - New Note**

**Instructions**

You have chosen to enter a new note.

**Selection Criteria**

Description

[Go! ife 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 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

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<br>Coverage Employee Only<br>0 Dependents | Plan Alternate Before Tax<br>Coverage Employee + Child(ren)<br>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<br>Coverage Salary X 1.5<br>3 Beneficiaries |



11

1. If you do not need to add coverage for an 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

| 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.

Cancel Add Individual Dependent/Beneficiary Information Save

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 [Calendar icon]

\*Gender [Dropdown]

\*Relationship to Employee [Dropdown]

Dependent

Beneficiary

\*Marital Status Single [Dropdown] As of [Calendar icon]

\*Disabled No [Dropdown] As of [Calendar icon]



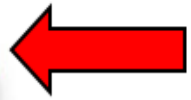
12

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 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.

| 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 |