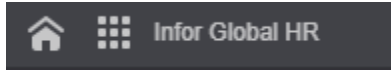


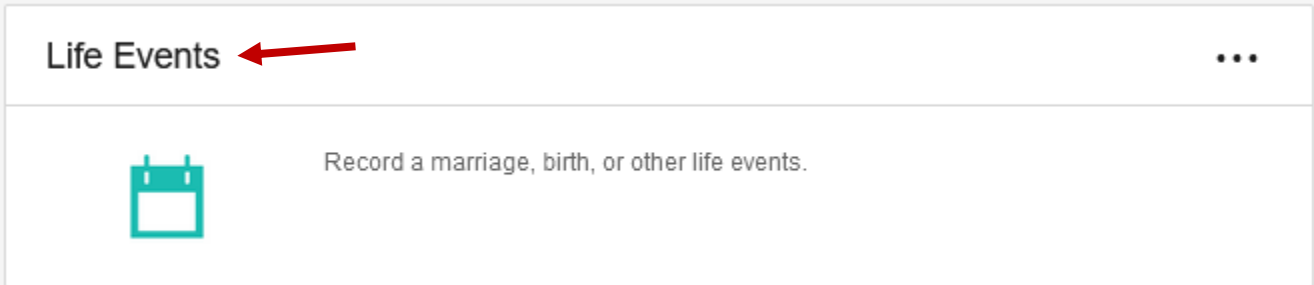
Global HR Employee Procedure

Topic: Life Event (Qualifying Event)

1. Login to Global HR Employee Space using your username (email address) and password
2. Use the Application Selector (9-dots) to select Infor Global HR (Clipboard icon)



3. Click on the Life Events Icon



4. Click Add Life Event to start a new Life Event, or double-click an existing record in the Current Life Events section to continue one that has already been created.

Current Life Events Add Life Event ...

<input checked="" type="checkbox"/>	Life Event	Date of Event ⌵
<input checked="" type="checkbox"/>	New Hire Enrollment	4/4/2022

5. If starting a new Life Event, use the Magnifying Glass icon to search for and select the Life Event that matches your situation, then populate the Event Date and click Submit.
 - a. NOTE: The event date should be the actual date of the change that supports your Life Event, not the date you want your benefits to change.

Add Life Event

Life Event *

Event Date *

6. Review the Life Event information for important benefit information.

New Hire Enrollment

Welcome to New Hire Enrollment for Roanoke Cc

Important Dates to Remember:

- New Employee Roanoke County Orien your hire date. Attendance is required
- First Paycheck: first pay date is on or a
- ICMA Hybrid Defined Contribution Ove program is not currently being offere

7. Click Next at the top of the screen to continue through the enrollment process

8. Dependents on File

- Review the list of dependents currently associated with your profile. Any dependent(s) you wish to add to your benefit coverage(s) must be listed here.
- NOTE: Dependents will be attached to specific benefit coverage(s) in future steps.
- Click the Add button if you need to add a dependent that is not already listed here.

Dependents on File

Below is a list of your dependents. You may click/highlight a dependent to view their current enrollment information.

JANE DOE
Spouse
January 1, 1990
xxx-xx-2145

Add ...

Open

- HR will need supporting documentation if you are adding a new dependent to your coverage(s).
- Complete the name section **IN ALL CAPS** as it appears on the person's social security card
- Identify the dependent's relationship, gender, and birthdate
- Provide the dependent's social security number without dashes
- Dependent phone number and email address are optional.
- By default, your new dependent will have the same address as your employee record. If you wish to designate a different address for your dependent, scroll to the bottom of the Add Dependent form, select Other Address, and complete the required fields **IN ALL CAPS**

Add Dependent

Name

* First Name * Middle Name * Last Name *

Additional Naming Options

Relationship * Gender *

Birthdate *

Identification Number

Country Identification Number

us

9. Click Next at the top of the screen to move to the Enrollment Worksheet section

- The enrollment worksheet provides a complete list of benefits for which you are eligible

10. Click next the top of the screen to go to the Enrollment tasks

- There is a separate enrollment task for health, dental, vision, flex medical, and flex dependent care plans.
- On each tab, your current coverage for that particular benefit plan will display.
- If you do NOT wish to make changes to a certain benefit, click next.
- Use the following instructions if you DO wish to make changes to your Health, Dental, and/or Vision coverage:

- Click the “Select Benefits” button in the top right corner to display your options.

Enrollment
HEALTH PLANS

Previous Next

Select Benefits ...

WAIVED HEALTH INS
Coverage Option:
Pre Tax: 0.00
After Tax: 0.00
Total: 0.00
Employer: 0.00

Selected Plan

Withdraw

10

- Click “Select” next to the coverage option for which you wish to enroll
- A message will appear stating you’ve been successfully enrolled in the coverage.
- Click close to review your selection.

Select

Benefits Sort ...

WAIVED HEALTH INS Selected Plan
Coverage Option:
Pre Tax: 0.00
After Tax: 0.00
Total: 0.00
Employer: 0.00

HEALTH KEYCARE 1000/HRA
Coverage Option: HRA SINGLE
Pre Tax: 104.54
After Tax: 0.00
Total: 104.54
Employer: 275.63

Select

HEALTH KEYCARE 1000/HRA
Coverage Option: HRA FAMILY
Pre Tax: 484.38
After Tax: 0.00
Total: 484.38

Close

- If you selected a coverage option with dependent eligibility, you will need to click the Enroll Dependents button to select which dependent(s) you wish to add to your coverage.

HEALTH KEYCARE 1000/HRA
 Coverage Option: HRA EMP+SPOUSE
 Pre Tax: 380.17
 After Tax: 0.00
 Total: 380.17
 Employer: 380.18

ⓘ
Selected Plan
Minimum number of dependents not selected; Please select at least 1

➔ [Enroll Dependents](#) [Withdraw](#) [View Details](#)

- Check the box next to each eligible dependent to add to your coverage.
- When finished, click “Save and Return to Enrollment” at the top of the page.

➔ Save And Return To Enrollment

Open Enrollment for 2022 - June 1, 2022

HEALTH KEYCARE 1000/HRA
 Option
HRA EMP+SPOUSE
Click on the first column in the following list to enroll the dependent(s) you would like to include in this plan

[Enroll Dependents](#) [Additional Information](#)

Select	Name	Relationship	Birthdate
<input type="checkbox"/>	DOE, JANE	Spouse	1/1/1990

[Add](#)

- Repeat the steps above for each Health, Dental and Vision plans

- Use the following instructions if you DO wish to enroll in a Flexible Spending Account (medical and/or dependent care):


- Click “Select Benefits” in the top right corner to display a list of benefit options

- ✔ Open Enrollment 2021 Overview:
- ✔ Video
- ✔ Dependents on File
- ✔ Enrollment
- ✔ Enrollment ^
- ✔ HEALTH PLANS
- DENTAL PLANS
- ✔ VISION PLANS
- ✔ FLEX MEDICAL PLAN OPEN ENROLLMENT

Enrollment
FLEX MEDICAL PLAN OPEN ENROLLMENT

Previous Next

☰ Select Benefits ...



No Benefits selected
Select Benefits above to enroll.

- Click “Select” next to the Flex plan option
- Complete the Flex Enrollment form
 - NOTE: you can choose to enter an annual amount, or a per-pay period amount.

11. Review and Submit

- Review the summary of your selected benefits.
- Click submit and agree to the enrollment terms to complete your enrollment.
- After you’ve submitted your enrollment, you will be able to download/print a PDF worksheet summarizing your elections.
- If you decide to make a change after clicking submit, you must click submit again to confirm changes.