

HOW TO REQUEST A QUALIFYING LIFE EVENT IN PAYCOM

Definition of a (QLE) Qualifying Life Event per the AoD Employee Benefits Guide:

Qualifying event/life status change/special enrollment changes include, but are not limited to:

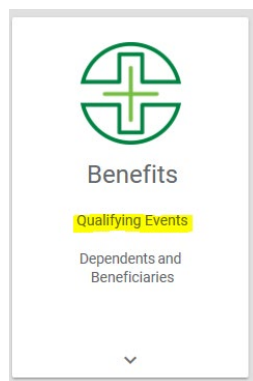
- Marriage, divorce, or legal separation
- Birth or adoption of an eligible child
- Death of your spouse or covered child
- Spouse's open enrollment
- Change in your spouse's work status that affects his or her benefits
- Change in your child's eligibility for benefits
- Qualified Medical Child Support Order

-
- **All changes must be made within 31 days of the date of the (QLE) Qualifying Life Event.**
- **Do not wait until the last day to make these changes, as the 2-step process requires an approval and the enrollment changes to elect and approve**

1. Locate the Benefits icon on your opening page in Paycom and select *Qualifying Events*
2. Complete the *Add Qualifying Event* date and drop down for the event reason (if no match, choose OTHER and explain in comments box)
3. At this point you can fill in the *Event Note* with any notes for future reference.
4. Upload the necessary forms:
 - a. Application for the Birth Certificate/Application for a Social Security Card for the newborn
 - b. COBRA notice signifying end of other coverage
 - c. Other Open/New Hire Enrollment documentation indicating effective date of other coverage (dropping AOD plans and going to spouse employer plan)
5. Click on *Add Qualifying Event*
6. The information will then go to Human Resources for approval and once your request has been approved, you will receive a notification that it has been approved and then the enrollments can be changed
7. Locate the Benefits icon and select *2020 Benefits Enrollment to Add Benefits and Dependents* and make enrollment changes
 - a. NOTE: you do not need to re-elect all your plans, only the plan options you wish to change
8. Finalize your benefits

Please see the included the screen shots below for your convenience before you start the process in Paycom.

Request and wait for approval of the life qualifying event:



Add Qualifying Event

Event Date *
mm/dd/yyyy

Choose Qualifying Event Type *
Birth

Event Note

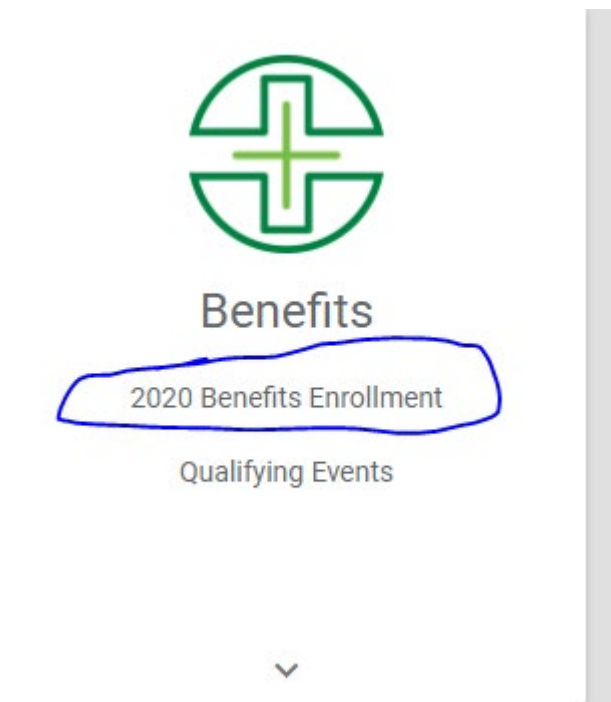
Documentation Information
Please supply a copy of the newborn's birth certificate to your local benefits manager prior to enrollment. If you do not have the original birth certificate, you can use the application for the birth certificate you completed at the hospital to begin the enrollment process. Please follow up with a copy of the original birth certificate. Thank you.

Include Document
FILES *
Upload one or more files

CANCEL ADD QUALIFYING EVENT

Next, after the approval above, your benefits tile opens up/adds the 2020 Benefits Enrollment button show again so you can make your benefits changes.

Navigate here to add benefits and dependents:



Remember to Finalize your benefits!