

Guide to Family Status Change Enrollment

Whether you are enrolling in benefits due to a job related event such as hire or open enrollment, or if you have experienced a family status change such as marriage or birth and need to enroll dependents, Employee Self Service can walk you through the process.

Benefits Home Page

To enter your benefit elections click on [Benefits Information](#) under Employee Self Service. The Benefits home page will open with options for [Benefits Summary](#), [Family Status Changes](#) and [Benefits Enrollment](#).

Here is what you'll see:

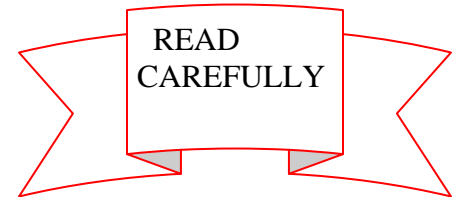
The screenshot shows the Emory Healthcare Employee Self Service Benefits page. The page has a blue header with the Emory logo and 'EMORY HEALTHCARE' text. Below the header, there is a navigation bar with 'Home', 'Help', and 'Sign Out' links. The main content area is titled 'Benefits' and contains four sections:


- Benefits Summary**: Review your current and historical benefits information.
- Education Benefit Program**: Emory University employees may view projected Courtesy Scholarship benefits for themselves and a qualified spouse/same-sex domestic partner or child.
- Family Status Change**: Step by step instructions will walk you through creating a Benefits Enrollment event for qualified Family Status Changes(FSC). **If you are making a change to a Family Status event you or the university created earlier, please access that event through the Benefits Enrollment link below.** [How to complete a Family Status Change](#)
- Benefits Enrollment**: Review events for benefits enrollment and complete the enrollment where appropriate. [Online Enrollment Guide](#)

At the bottom of the page, there are links for 'Employee Self Service Home' and 'Have A Benefits Question, Click Here to Email Us...'. A red callout bubble points to the underlined headings in the 'Family Status Change' section, containing the text: 'Click on the underlined headings to select a process.'

- The [Family Status Changes](#) link allows you to record events such as marriage, divorce, newborns, adoptions, changes in your spouse or dependent's employment status, or overage children who no longer qualify as dependents.
- [Benefit Enrollment](#) takes you directly into the enrollment panels for open events. Job related events like new hire or open enrollment will be opened by Human Resources. After Family Status Change has been created, you may regain access through Benefits Enrollment. This is also where you access Annual Enrollment each fall.

If you click on **Family Status**, the certification page opens:



 **Family Status Change Certification** Date: 02/07/2005

To begin enrollment, please complete sections 1, 2, 3, and 4 of the Certification form.

1. **I certify that I have incurred the following Family Status Change:**
(Please check one)

Marriage
 Divorce, Legal Separation, or Annulment
 Newborn/Legal Guardian
 Adoption
 Death of Dependent
 Start or Termination of spouse or dependent employment
 Spouse has changed from Part-Time to Full-Time or Vice Versa
 Spouse has taken unpaid leave of absence
 Dependent has lost/gained Eligibility
 Significant change in coverage due to spouse's employment
 Spouse or dependent Open Enrollment Period
 Spouse or dependent gains or loses Medicare/Medicaid coverage
 Change in dependent care provider or cost for Dependent Care Flexible Spending Account

The following events require documentation.
Contact the Benefits Department at (404) 727-7613 to process one of these events.

- * Change in residence to an area in or out of plan network
- * Dependent loses state's SCHIP plan
- * Judgement, Decree, or Court Order to add dependent coverage
- * New Domestic Partner Agreement completed
- * Domestic Partner Termination

2. **Event Date**
(Enter the date the event occurred)
02/07/2005 MM/DD/YYYY
Examples: Newborn - Date of Birth
Adoption - Date Child is Placed in Home
Dependent loses Eligibility - Date they marry or no longer qualify as a dependent
(If losing student status, then date is their birth date in the current year. For example, a child born 6/2/1983 losing coverage in 2005, would have an event date of 6/2/2005.)

3. **My dependent(s) meet one of Emory's definitions of an eligible dependent:**
(Verify that your dependent qualifies)
Legal Spouse
Natural born Son or Daughter
Legally adopted Son or Daughter
Step Son or Step Daughter residing in my home
Son or Daughter by court order Legal Guardianship
Same-Sex Domestic Partner with notarized SSDP Agreement
Same-Sex Domestic Partner's Son or Daughter with notarized SSDP Agreement

* Unmarried children are eligible up to age 19 or to age 25 if they are a full time student.
Contact the Benefits Department at (404) 727-7613 to establish eligibility for a disabled child.

4. **I wish to do the following:**
(Select the action you wish to take)

Add dependents to my existing plan
 Terminate dependents from my existing plan
 Add new coverage on myself and eligible dependents
 Terminate myself and all dependents
 Change Dependent Care Flexible Spending Account election

Please Read Carefully

By clicking the Accept button below, I certify that all statements made above are true. I understand that falsifying healthcare and dependent records may result in my immediate dismissal from Emory University. If I choose not to certify the data above, I may click Cancel to exit this page.

In Section 1, click on the type of event that best describes the change in your circumstance. If you have experienced one of the last 5 events, then you are required to provide documentation to the Benefits Department. You cannot create any of these enrollment events on-line.

The Event Date is the actual date the change occurred. For coverage dependents, that is their birthday, this year.

Although certain relatives may qualify as your financial dependent (mother/father), they may not meet Emory's definition of a qualified dependent.

Please click on the action that best describes how you want to change your plans.

Click Accept to continue the process or Cancel to exit without creating an event.

Click the ACCEPT button to proceed. You will be walked through the rest of your FAMILY STATUS CHANGE.

If you make an error, please do not add another event to correct the error. Call the Benefits Department at (404) 727-7613 for assistance.