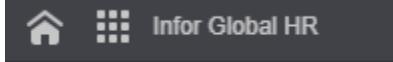


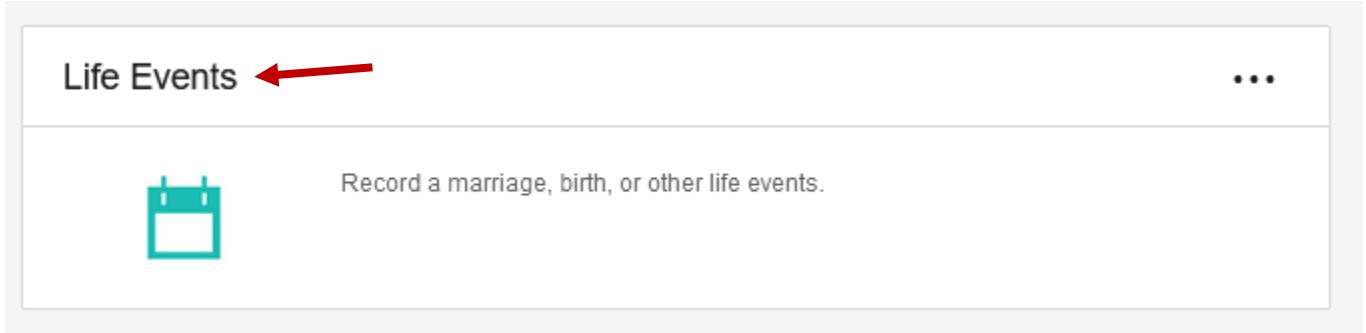
Global HR Employee Procedure

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



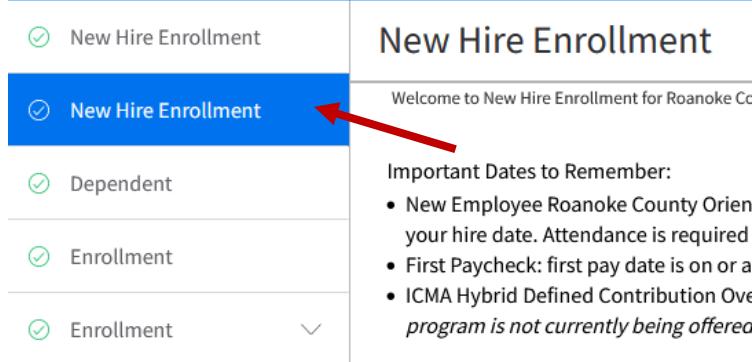
4. Click Add Life Event to start a new Life Event, or double-click an existing record in the Current Life Events section to continue one that has already been created.

Current Life Events			Add Life Event	...
	Life Event	Date of Event		
<input checked="" type="checkbox"/>	Life 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.

A screenshot of the 'Add Life Event' dialog box. It has a title bar 'Add Life Event'. Inside, there are two input fields: 'Life Event *' with a search icon and 'Event Date *' with a date picker icon. At the bottom, there are 'Cancel' and 'Submit' buttons.

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



New Hire Enrollment

Welcome to New Hire Enrollment for Roanoke Cc

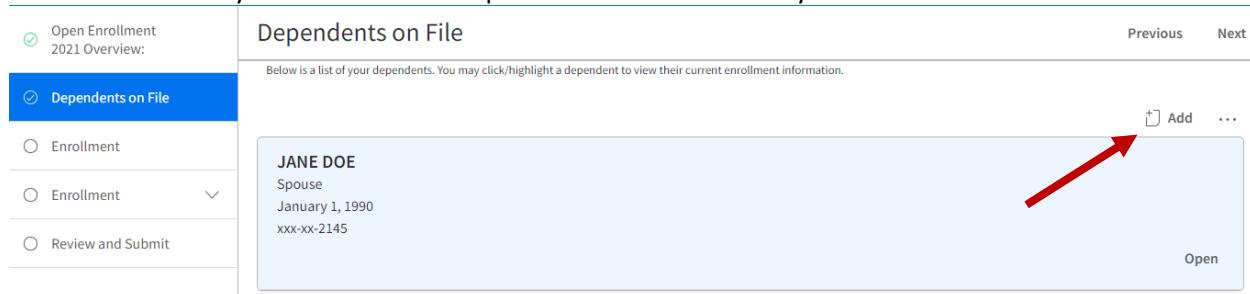
Important Dates to Remember:

- 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

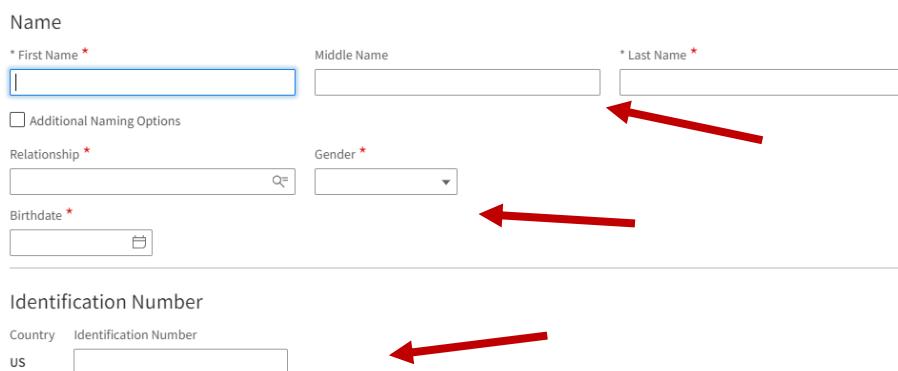
Below is a list of your dependents. You may click/highlight a dependent to view their current enrollment information.

JANE DOE	<input type="button" value="Open"/>
----------	-------------------------------------

Previous Next

- 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

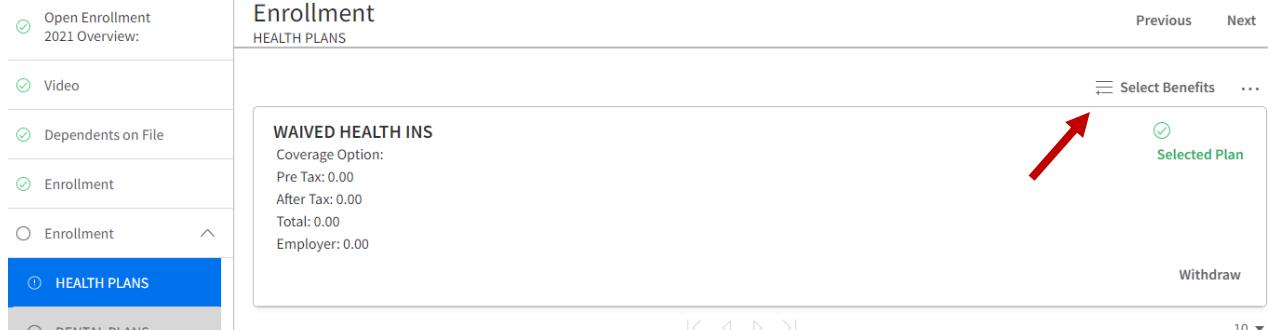
9. **Click Next at the top of the screen to move to the Enrollment Worksheet section**

- 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

WAIVED HEALTH INS

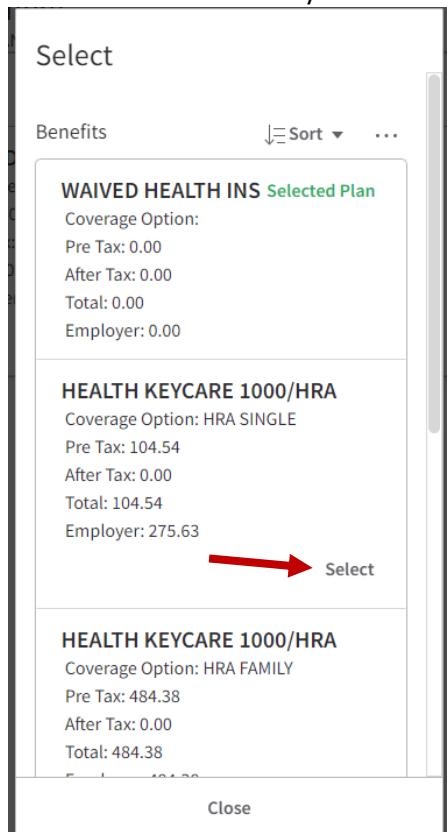
Coverage Option:
Pre Tax: 0.00
After Tax: 0.00
Total: 0.00
Employer: 0.00

Withdraw

Previous Next

Selected Plan

- 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

HEALTH KEYCARE 1000/HRA

Coverage Option: HRA FAMILY

Pre Tax: 484.38
After Tax: 0.00
Total: 484.38

Select

Close

- o 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

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

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

- o Check the box next to each eligible dependent to add to your coverage.
- o 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

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

- o 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):

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

≡
Open Enrollment
2021 Overview:
Enrollment
FLEX MEDICAL PLAN OPEN ENROLLMENT
Previous
Next

Video

Dependents on File

Enrollment

Enrollment

HEALTH PLANS

DENTAL PLANS

VISION PLANS

PLAN OPEN ENROLLMENT

No Benefits selected

Select Benefits above to enroll.

→

- o Click “Select” next to the Flex plan option
- o 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.