

Benefit Checklist

- Have you had a recent change that may affect your benefits?
 - Has the change happened in the last thirty days? Thirty days includes the date of the event, i.e., you had a baby born January 3rd, your 30 days ends at midnight on February 1st. (It is 30 days, not a month.)
 - ◆ No – change has happened more than 30 days
 - Contact Human Resources at 402-479-4574
 - ◆ Yes – benefit changes must be initiated thru the Employee Work Center (EWC) within 30 days with documentation attached
 - ◆ **Documents needed for a qualified change:**
 - **Birth** – Birth Certificate and eventually SS#
 - **Marriage** – Marriage Certificate
 - **Divorce** – Divorce Decree
 - **Spouse Open Enrollment** – letter from spouse’s employer stating effective date, etc.
 - **Spouse Loss/Gain of Coverage** – letter from spouses’ employer stating effective date, etc.
 - **Dependent Loss/Gain of coverage** – letter from employer stating effective date, etc.
 - **Medicare Eligible** – documentation of effective date
 - Once an employee or spouse turns 65 years of age, they will be asked to elect either Medicare or the State’s group health plan as the primary carrier.
 - If an employee or spouse elects the State health insurance as their primary payer (the ones that pays claims first), then they must file claims for services with that insurance carrier before filing claims with Medicare (the secondary payer).
 - If the employee or spouse elects Medicare to be their primary coverage, they may not choose any health insurance option through the State. You must initiate the change in EWC within 60 days of the 65th birthday to drop the State’s health coverage.
 - If the employee/spouse chooses to enroll in Medicare outside of their initial eligibility period (turning 65), they have 60 days to initiate the change in EWC from the effective date. A request received past 60 days will be denied.
 - ◆ You need to **start** the process in EWC within the 30 days even if you do not have the documents. Thirty days includes the date of the event, i.e., you had a baby born January 3rd, your 30 days ends at midnight on February 1st. (It is 30 days, not a month.)
 - Scan document(s) to your computer
 - Log onto EWC
 - Click on:
 - All About Me
 - Benefits
 - Under Change – click on Benefits
 - Select the event type
 - Use the drop down arrow for this list
 - Select the event date (ie – date of birth for newborn, marriage date, etc.)
 - Click on:
 - The “+” to attach your document(s)

(over)

Benefit Checklist, cont'd.

- Browse to find the document
 - Upload – your document is now attached
 - Submit
 - Open
 - Select/Waive each benefit available (scroll all the way to the bottom if necessary)
 - Continue to go thru the screens
 - “I Agree” box
 - Enter comments if applicable
 - Submit
 - **Print confirmation**
 - You have successfully completed the process to select/waive your benefits. Your change will be submitted to HR for review/approval.
- Want to change beneficiaries for life insurance?**
- ◆ Follow the same process as above after logging onto EWC
- Need to check/change a beneficiary/dependent address or contact information?**
- ◆ Log onto EWC
 - ◆ Click on:
 - All About Me
 - Benefits
 - Under Change
 - Dependent or beneficiary
 - Edit button
 - Change information as needed
 - OK
 - You have successfully changed the information
- Need to change your contact information, emergency contacts, marital status, name, birth date, etc.?**
- ◆ Log onto EWC
 - ◆ Click on:
 - All About Me
 - Personal Information
 - Under Change click on the line for the change you want to make
 - Edit
 - Make changes
 - Submit
 - You have successfully changed the information
 - Close
- Want to change beneficiaries for retirement/deferred compensation?**
- ◆ Complete the beneficiary form from State Retirements website
 - www.npers.ne.gov
 - ◆ Send the form directly to the address on the form
- ★ When decreasing benefits, coverage ends at the end of the month in which the change was submitted.

PER16-GP