Thomas Jefferson University & Hospitals
Human Resources department
presents

Your New Baby

Step-by-step guide to updating your benefits life event information

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For more information,
contact the HR Operations Center at 3-4772

BIRTH: Benefits Change Procedures

Log on to hr.jefferson.edu. Select Self-Service – Benefits – Life Events. Select the radio button next to "I had a baby."
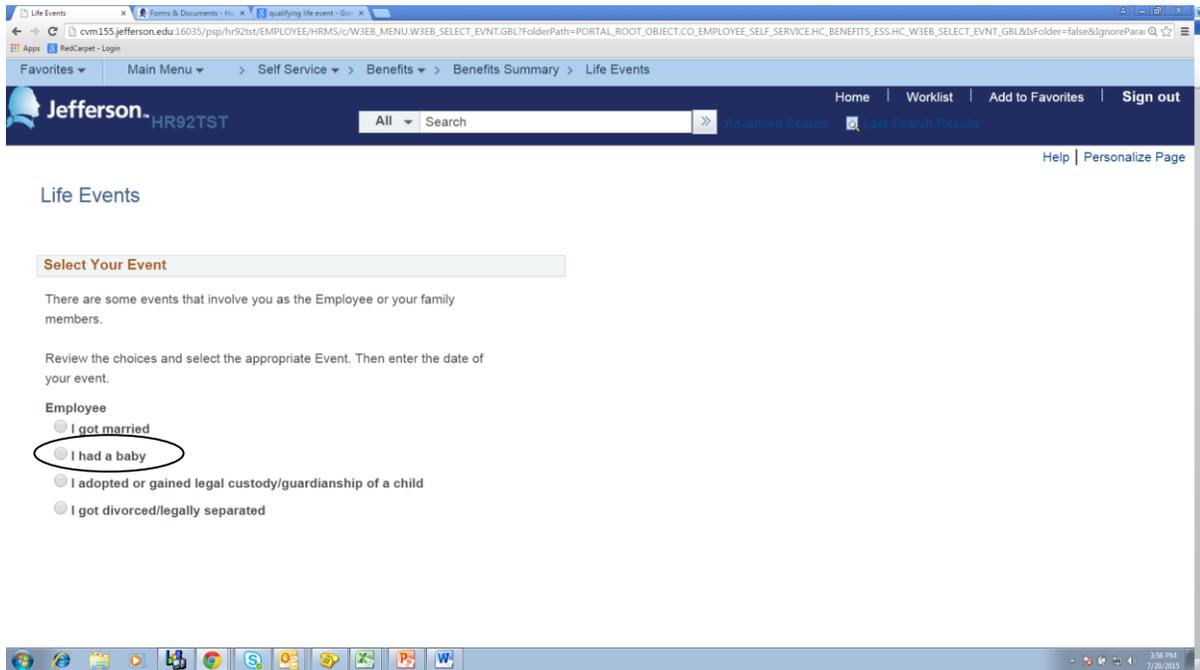
Enter the birth date and select OK. **This date must be within 30 days of the event.**
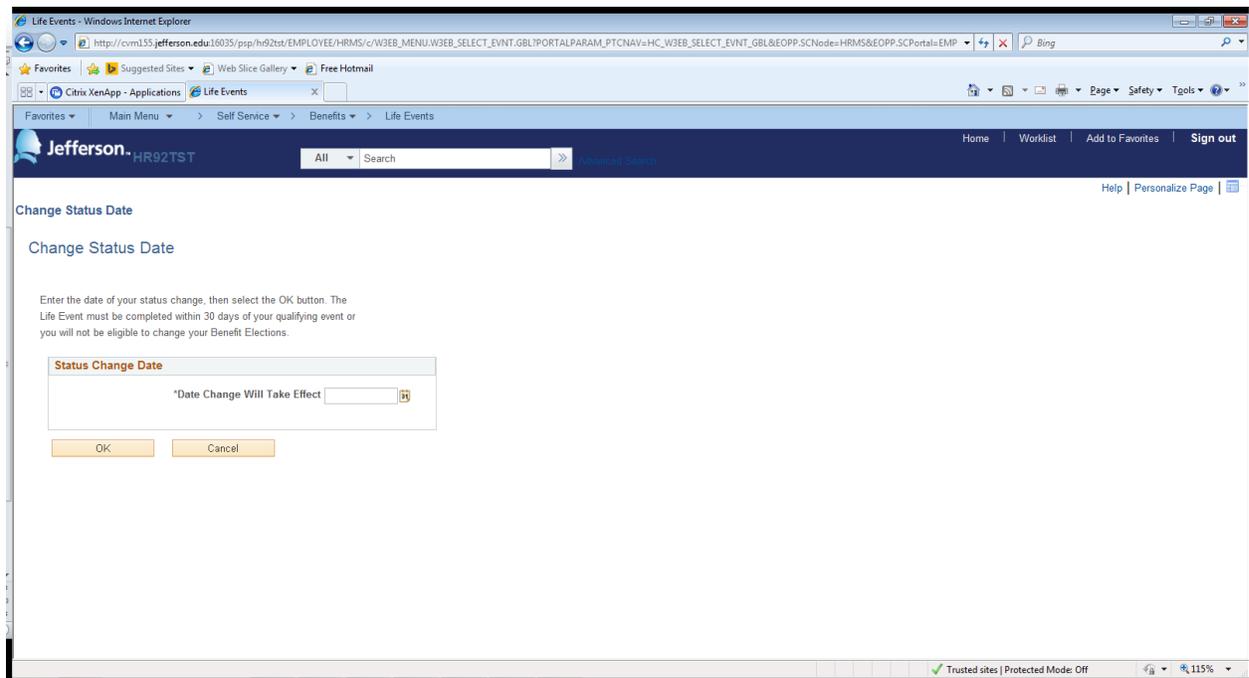
The guide will take you through all the steps necessary to ensure that your personal profile, benefits, and payroll information are updated to reflect this event in your life.

Click Next to begin the process.
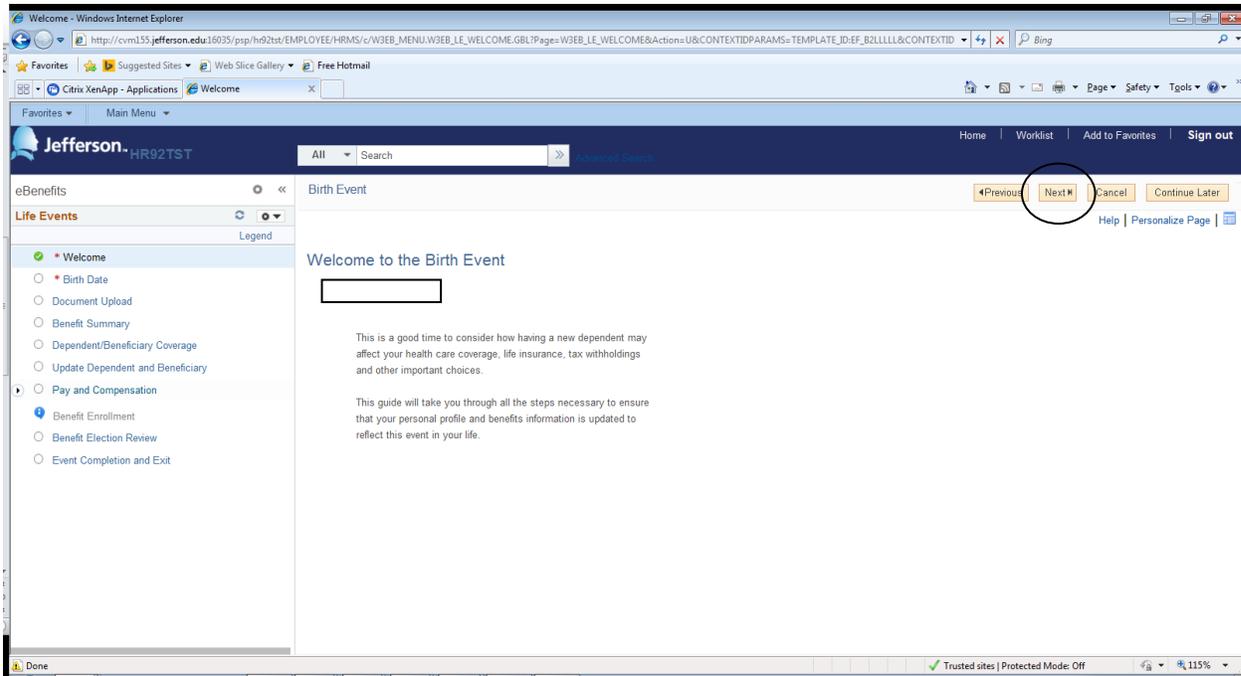
Click the Next button at the top right.
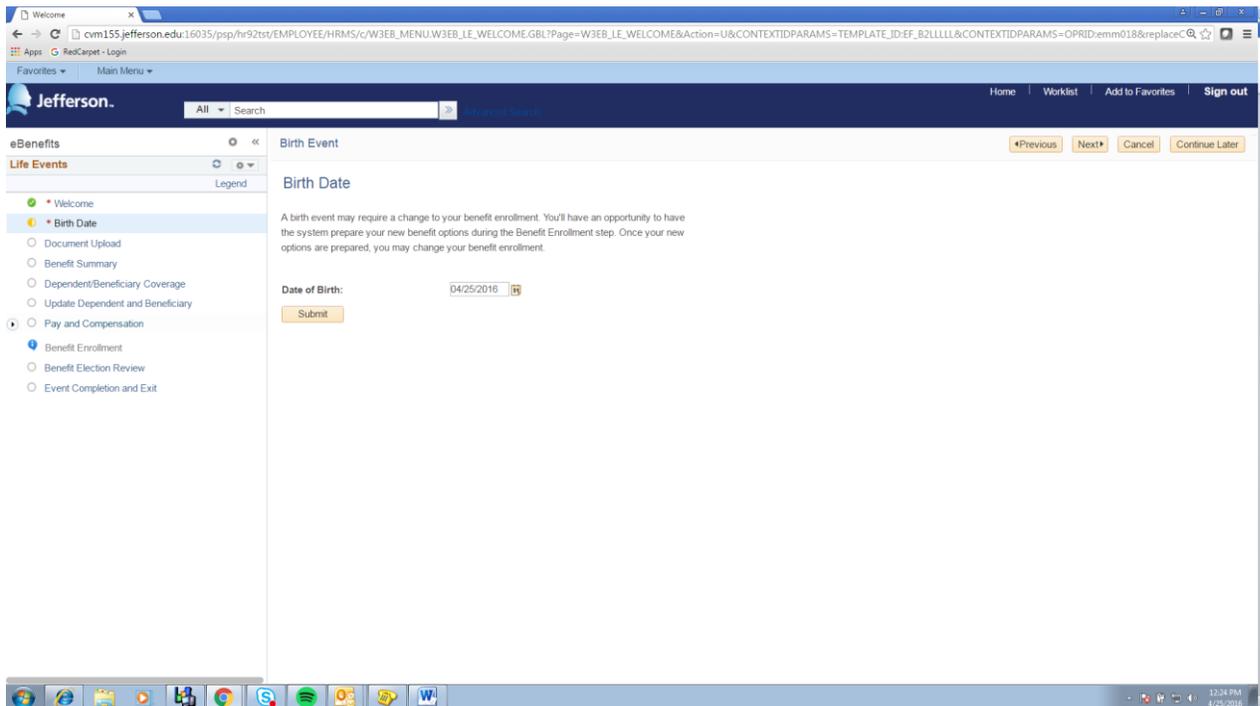
Enter the Date of Birth and press submit.
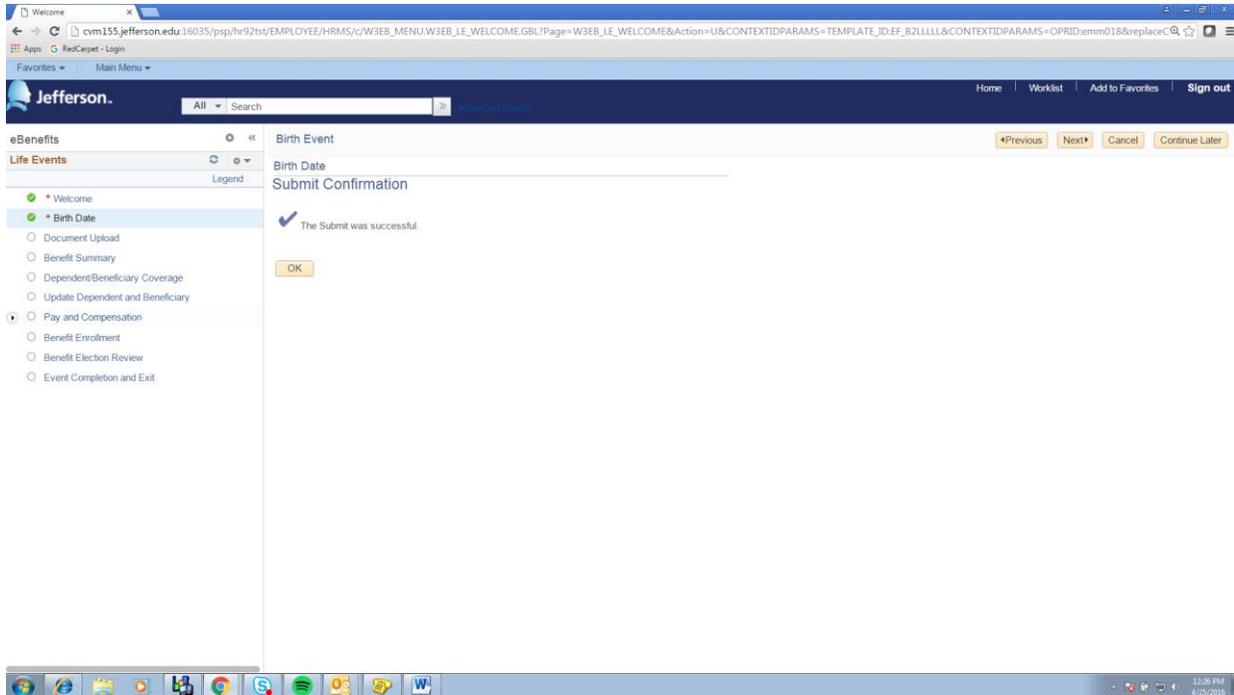
Press OK.
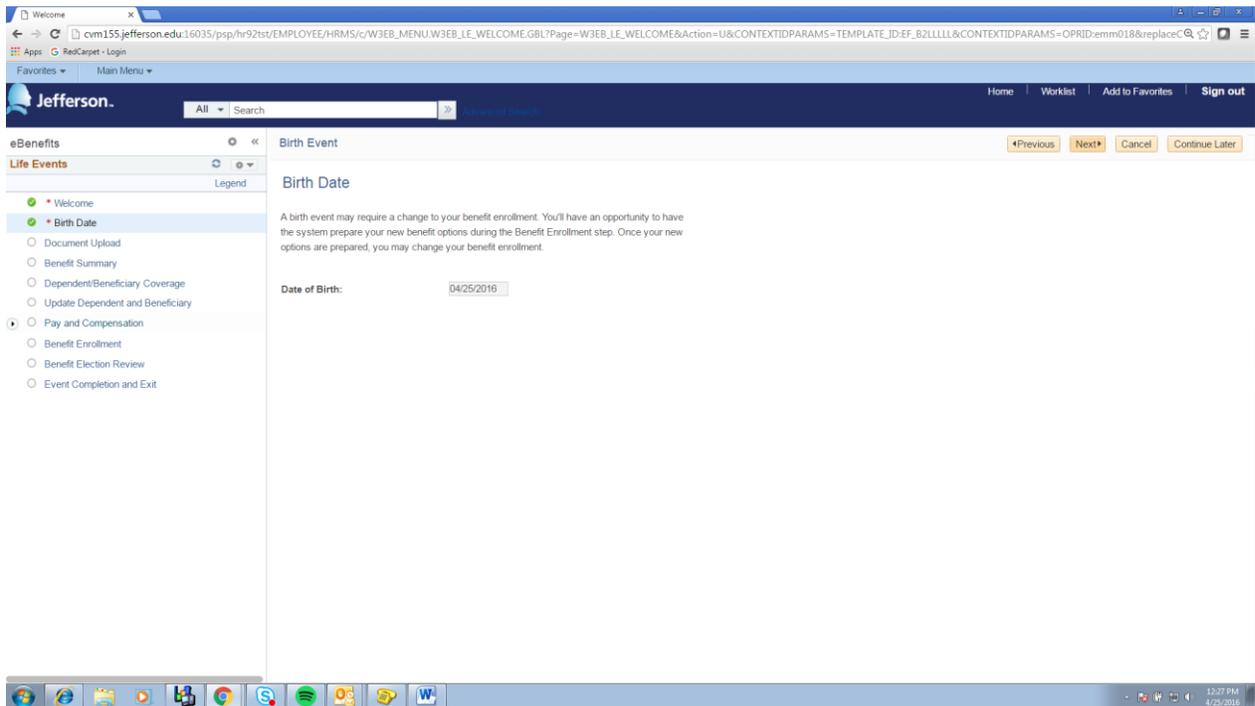
Press Next.

Upload the relevent documentation (i.e. birth certificate or footprints) by clicking Add Attachment, inputting a subject, then clicking Add Attachment again. You will then select the document from your documents and Upload. Then press Save.

Once completed hit Next in the upper right side of the screen.
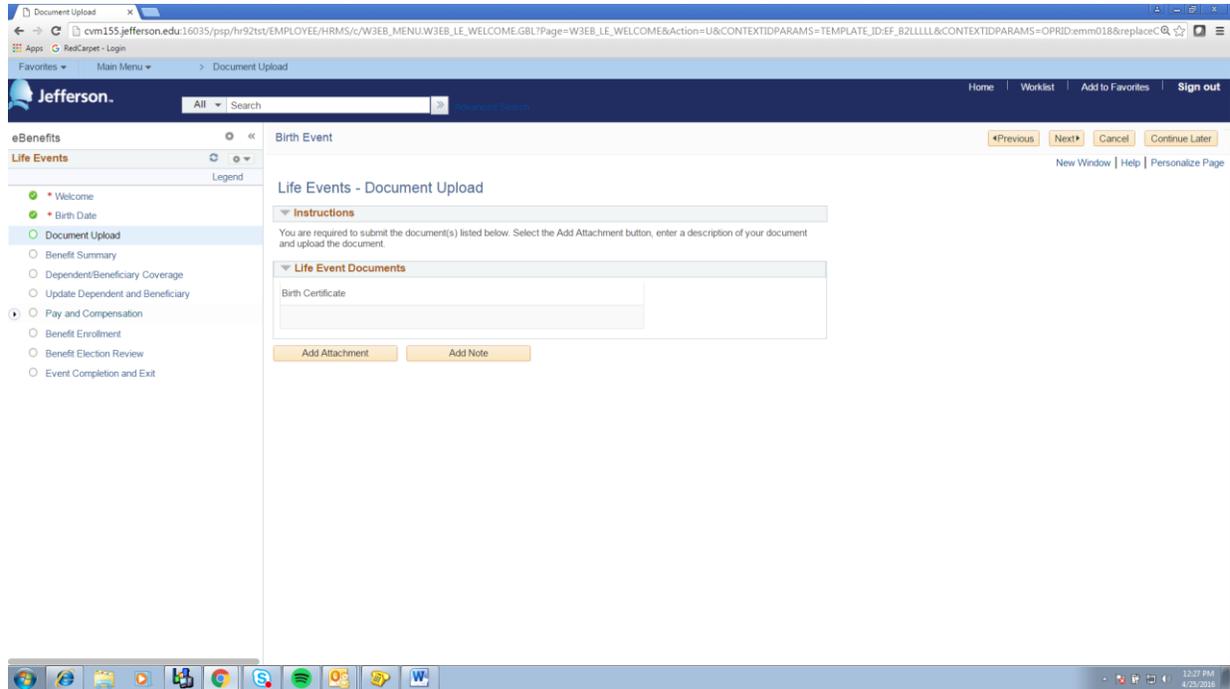
You will now see your current Benefits Summary. This is informational only as to what you are currently enrolled. Review and then press Next to continue.
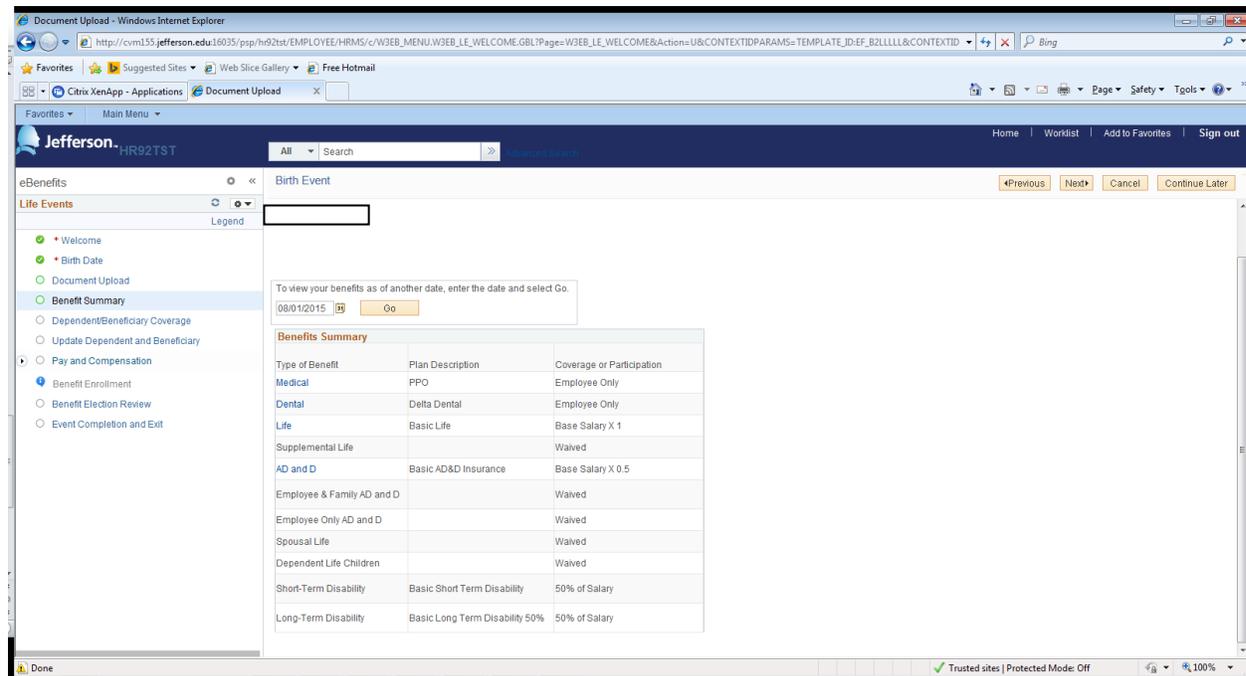
You are now viewing your current Dependent and Beneficiary Coverage Summary. Then click Next.
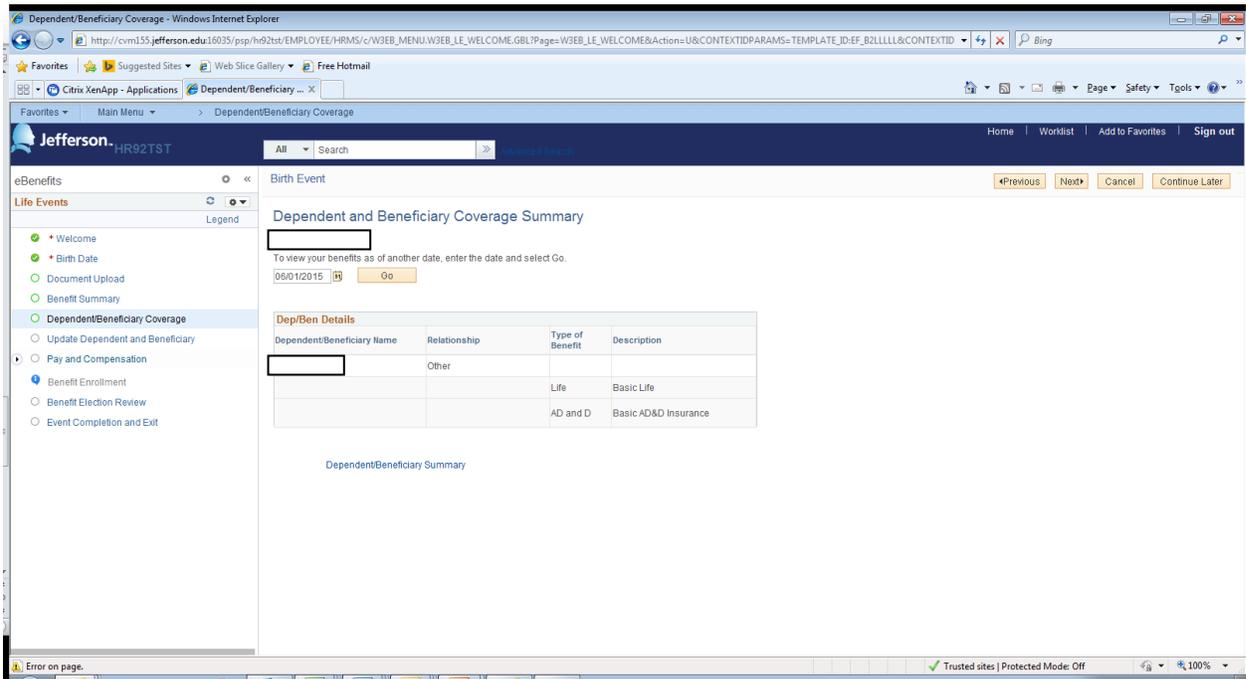
You now are able to update your Dependent/Beneficiary. If you intend to add your child to your plan, you will want to select Add a dependent at the bottom of the screen. Doing so will allow you to add them to plans during the remainder of the process. You can also make changes to your beneficiaries in this section by clicking on the individual's name and making any necessary updates.
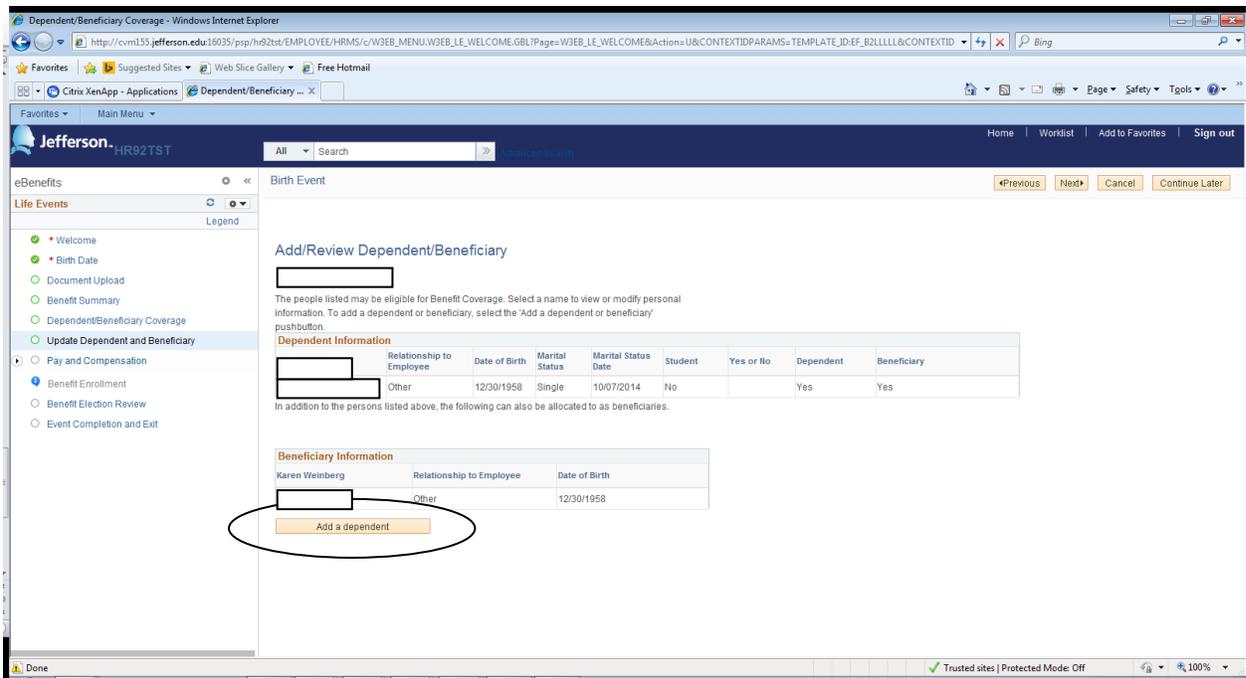
Complete the requested information and hit Save, Ok, then Next.
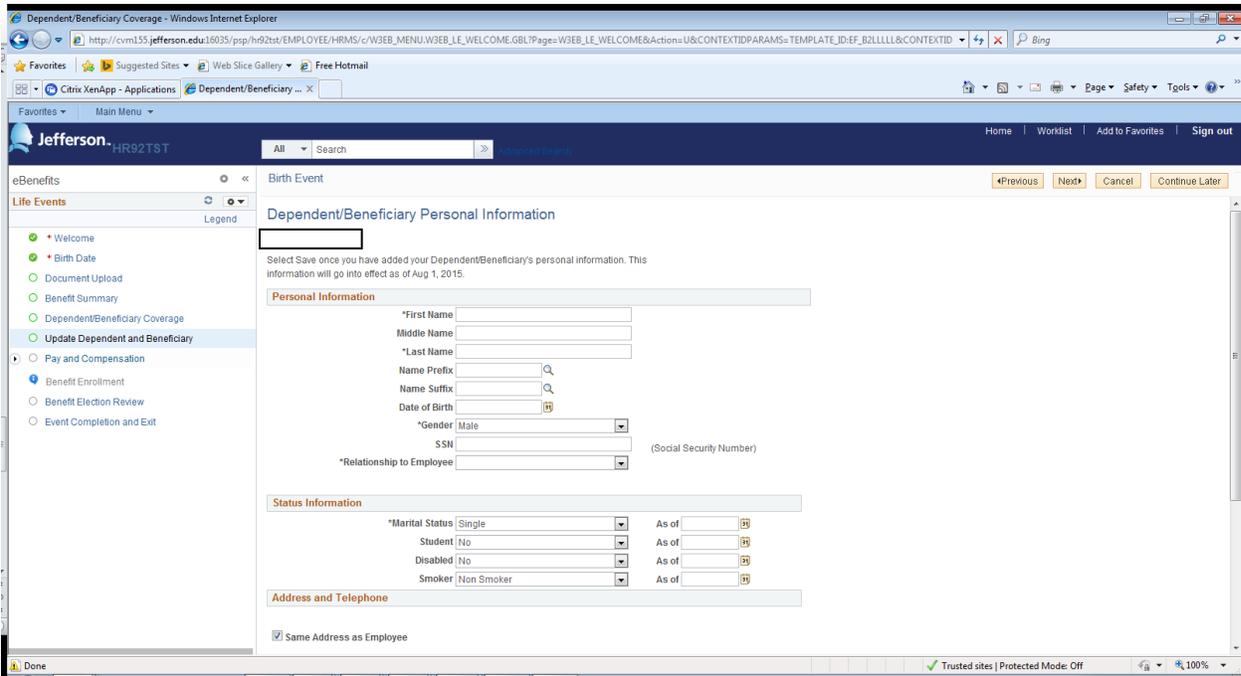
You are now in the Pay and Compensation section and can update your W4 Tax Information. If you wish to are update your tax information, please complete it here. You can change both your allowances and your filing status.

Press Submit, then Ok, then Next at the top right.
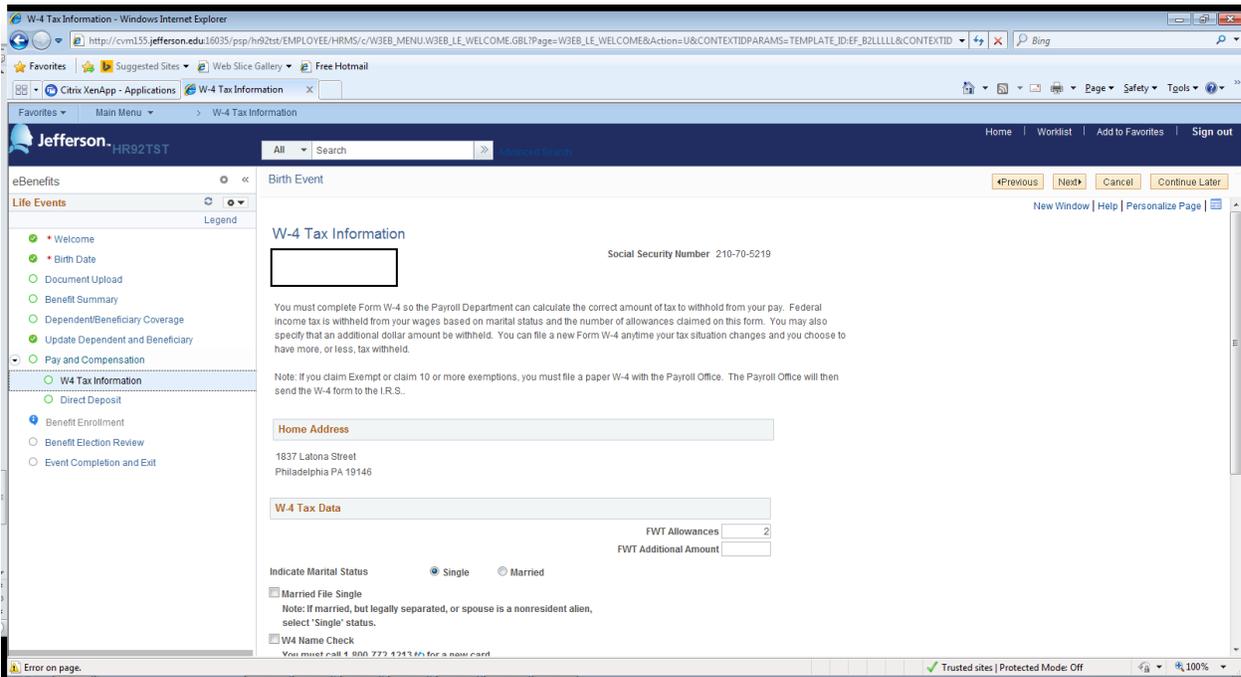
You are now at Direct Deposit. If you have any changes, please edit them here. You can Add Account or edit your current account. Press Submit if you are making changes once you have completed them.

Then press Next at the top.
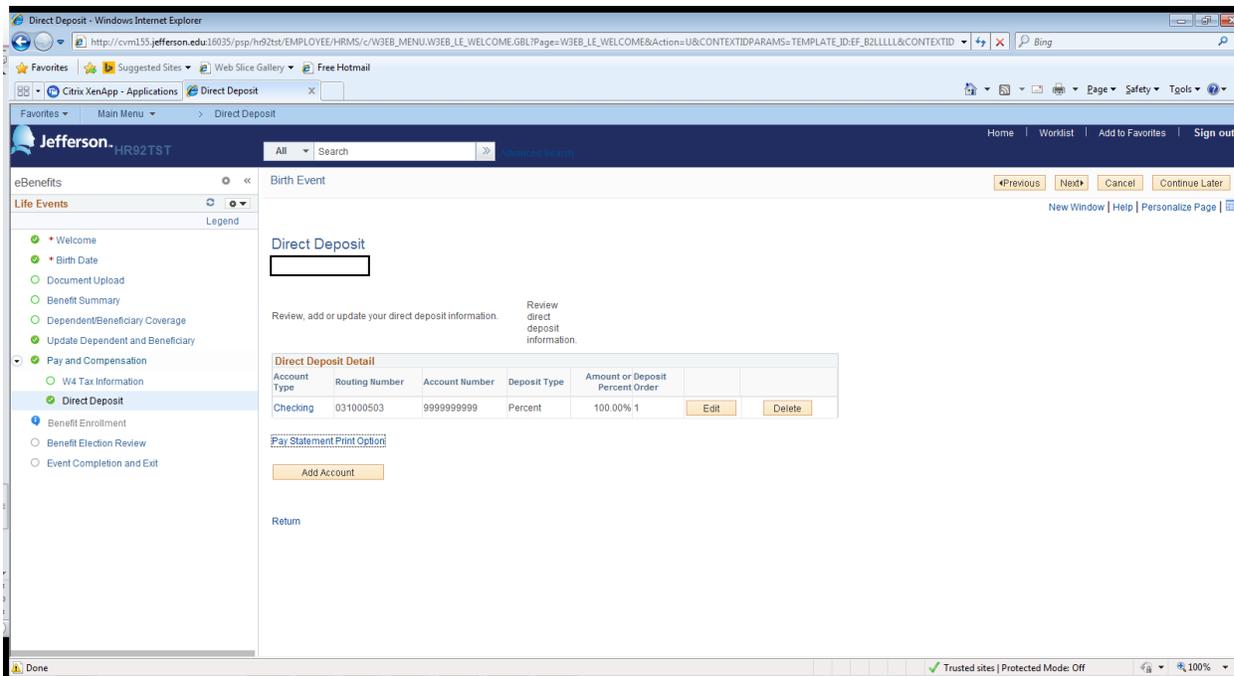
You are now at Benefits Enrollment. Select Start My Enrollment.
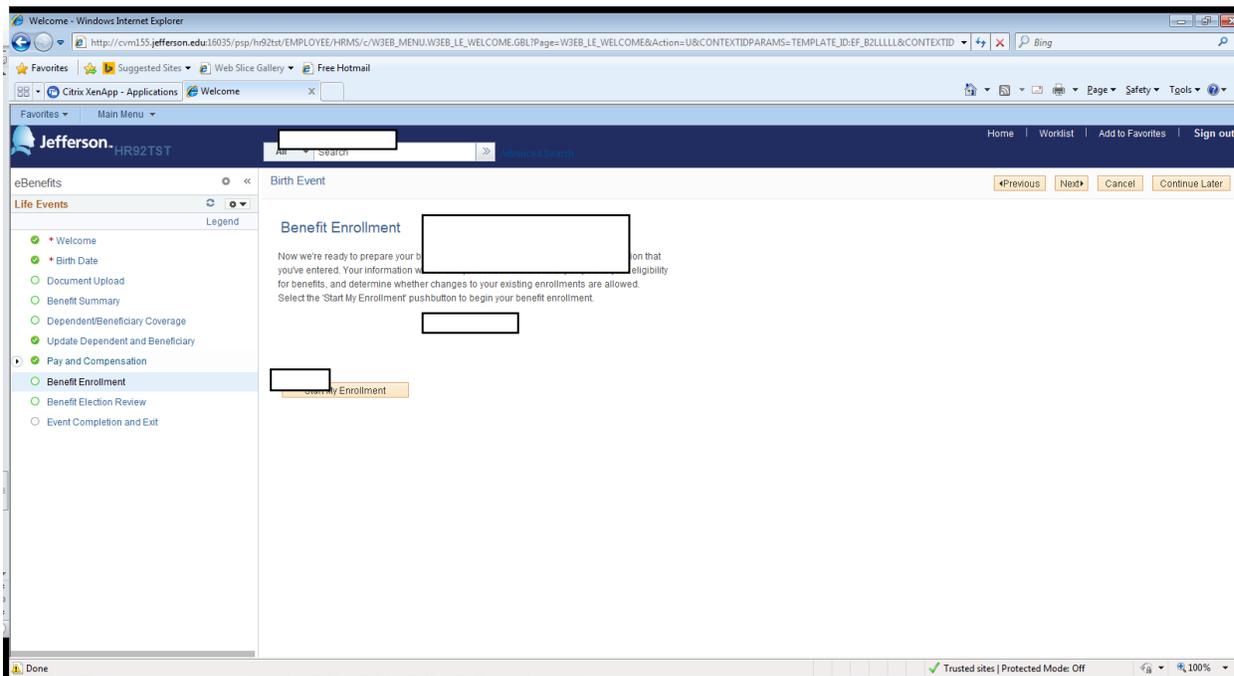
You will see your event date, status and title.

Please press select.
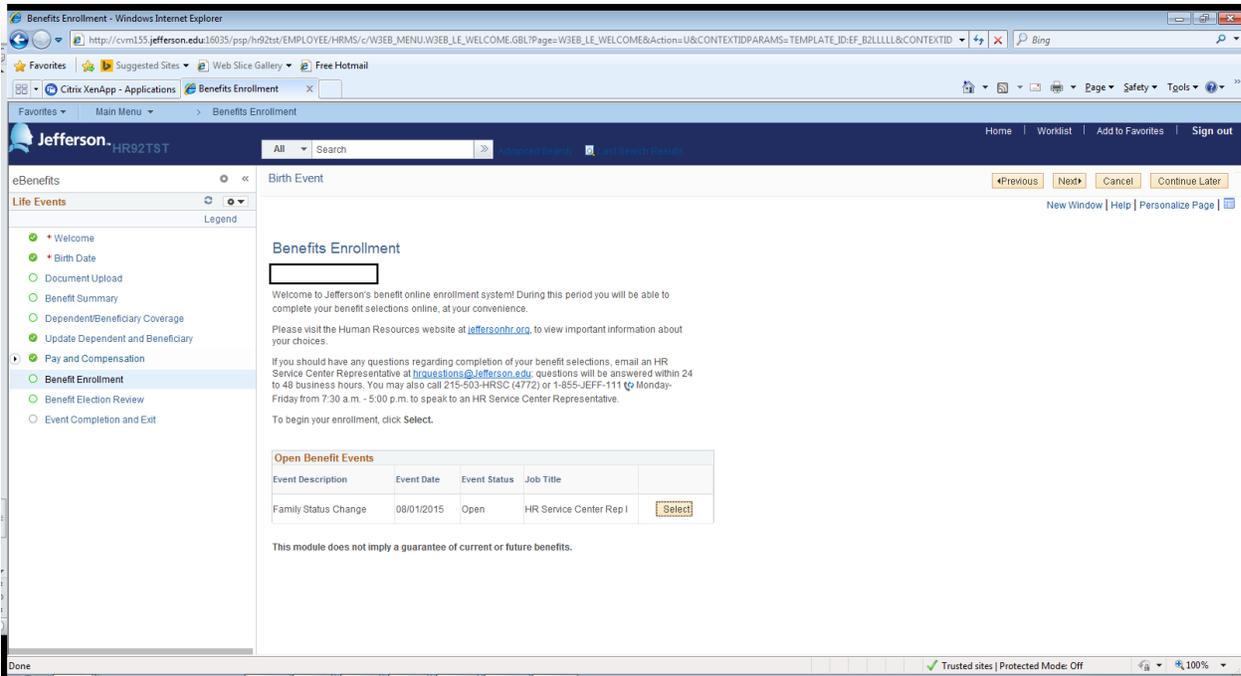
You are now on the enrollment screen. **IMPORTANT: TO EDIT YOUR BENEFITS, YOU MUST SELECT THE EDIT BUTTON NEXT TO EACH BENEFIT OPTION.**

The first one listed is Medical. Select the EDIT button next to that option. If you leave this page while you are selecting your benefits and have not yet submitted, you will need to log in to Employee Self-Service, select Benefits, then select Benefits Enrollment to return and complete your enrollment.
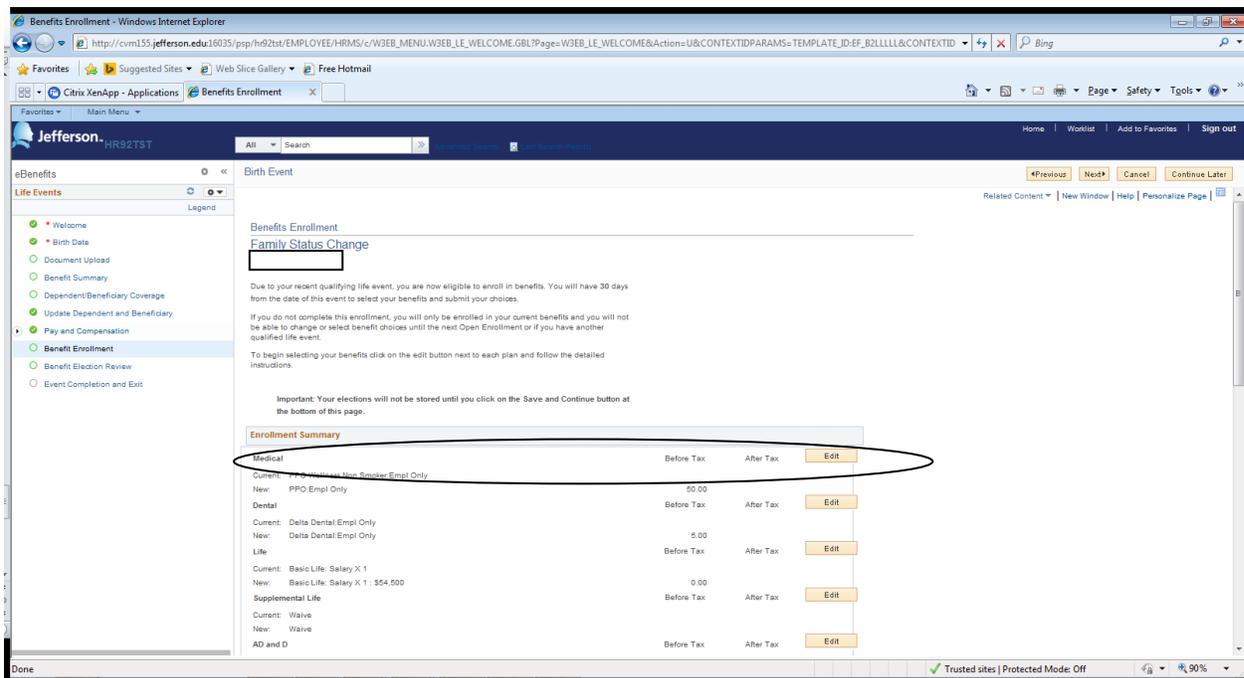
You will then see information regarding our medical plan at the top.
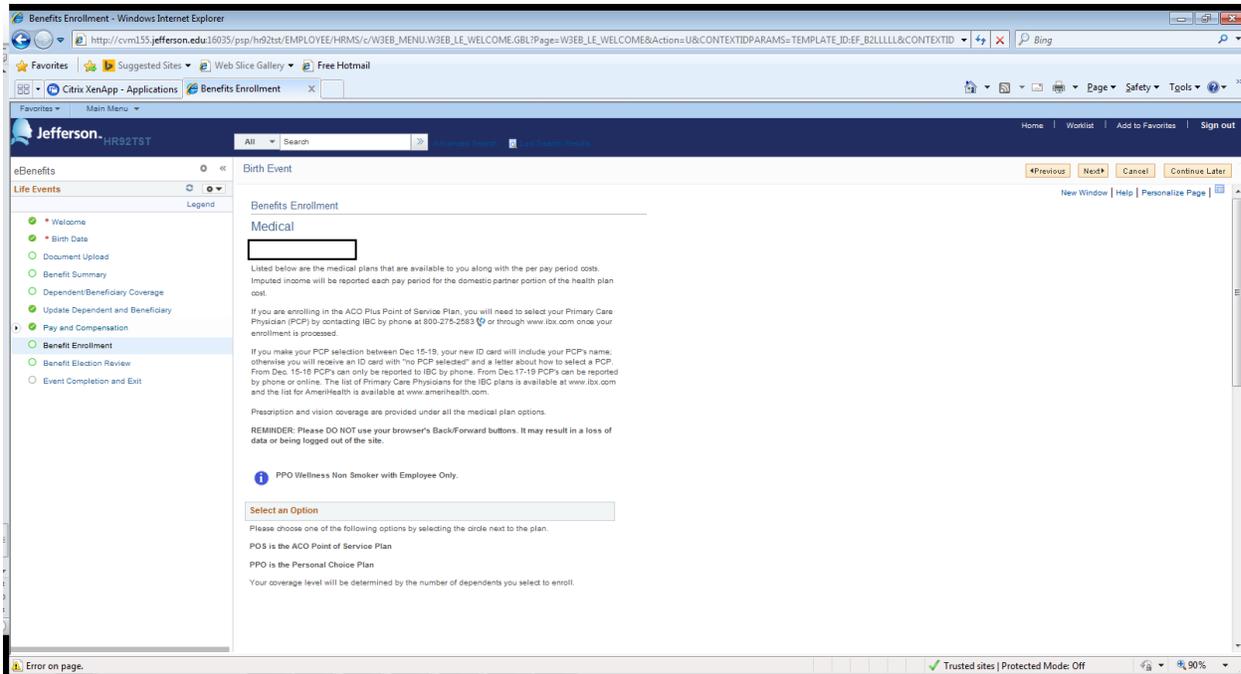
Continue scrolling down until you see Select an Option. ****Note, you cannot change plans you can only change coverage levels. This means if you are enrolled in the PPO or POS as Employee Only, you can only change the coverage level to Employee + One Dependent or Family Coverage. That is why you do not have an option to change here.**

Continue scrolling down. You will need to enroll your Dependents so that the coverage level changes. If you do not see them listed, go back to the Dependent and Beneficiary tab on the left side of the screen. Select the box next to the names of your depedents. Review your new elections. Press Update and Continue.

Confirm they are correct and press Update Elections.
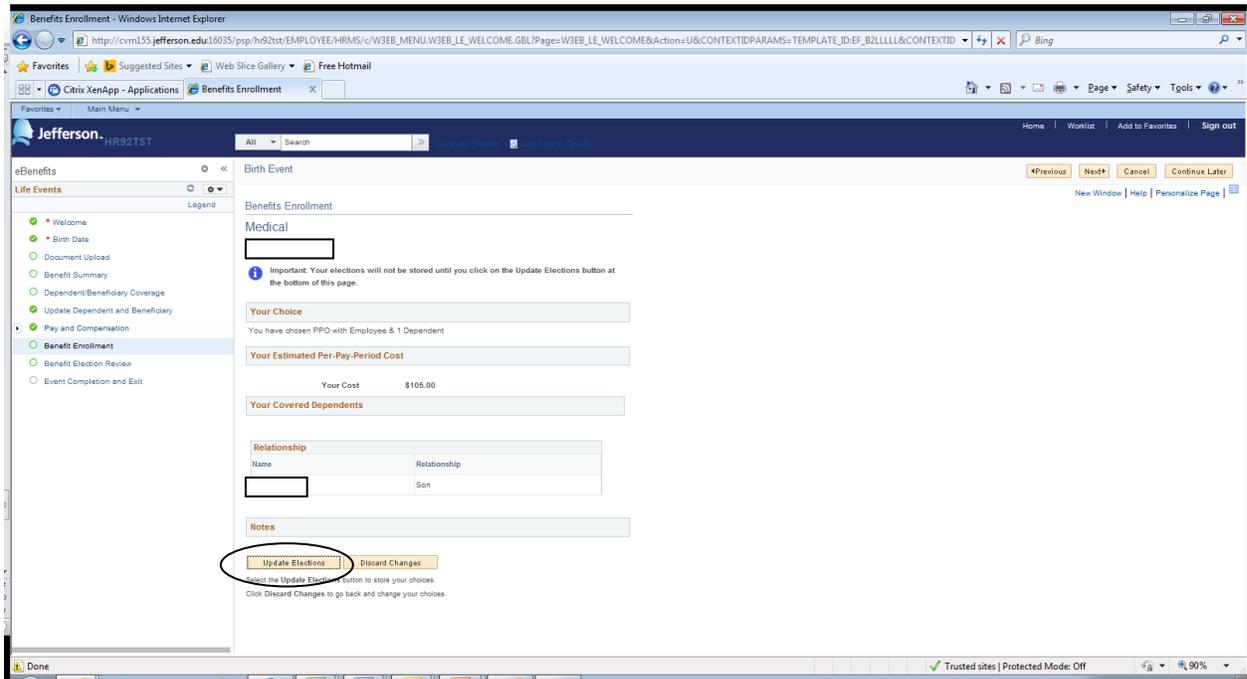
This takes you back to the screen. If you are making changes to benefits other than medical, you must do the same for:
- Dental
- Life
- Supplemental Life
- AD and D
- Employee Only OR Employee & Family AD and D
- Spousal Life
- Dependent Life Children
- Short-Term Disability
- Long-Term Disability
- Flex Spending Health
- Flex Spending Dependent Care

You can complete this by selecting the edit button to the right of each option. Once all options have been edited appropriately, scroll to the bottom of the Benefits Enrollment screen and press Save and Continue.

Then press Submit.
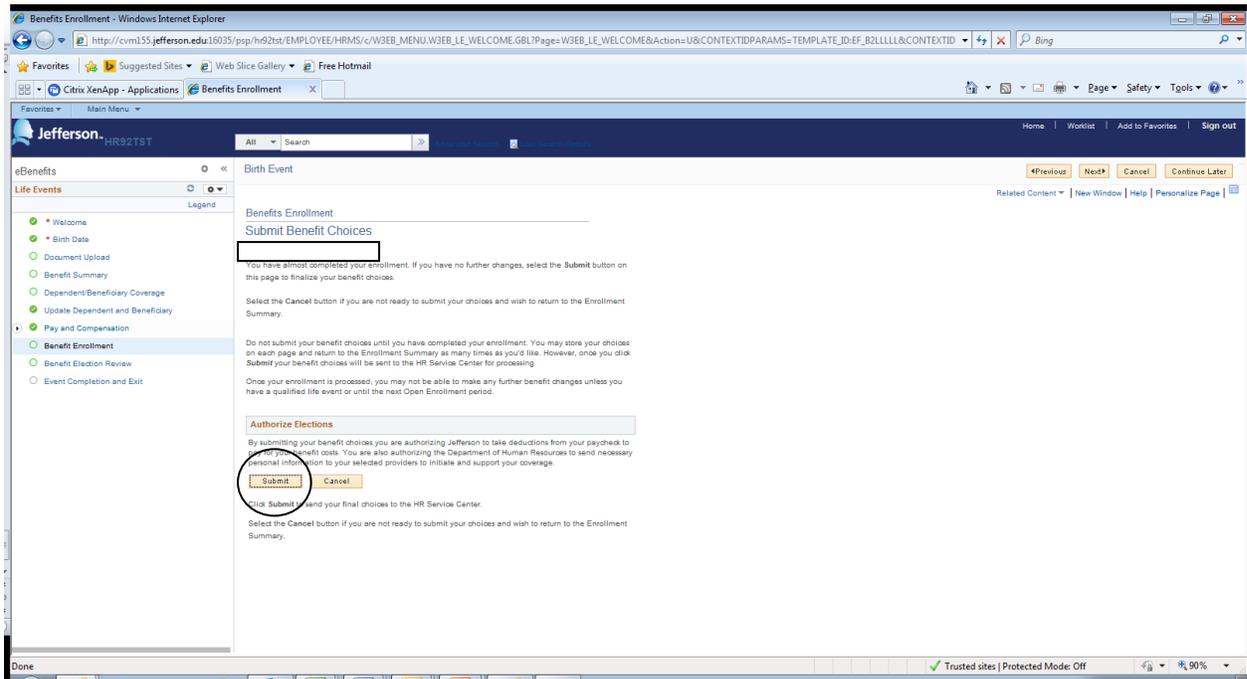
You will then see Confirmation that you submitted your Benefits. If you do not see this, that means your Benefit update did not go through please reach out to your HRBPfor assistance. Press Ok.
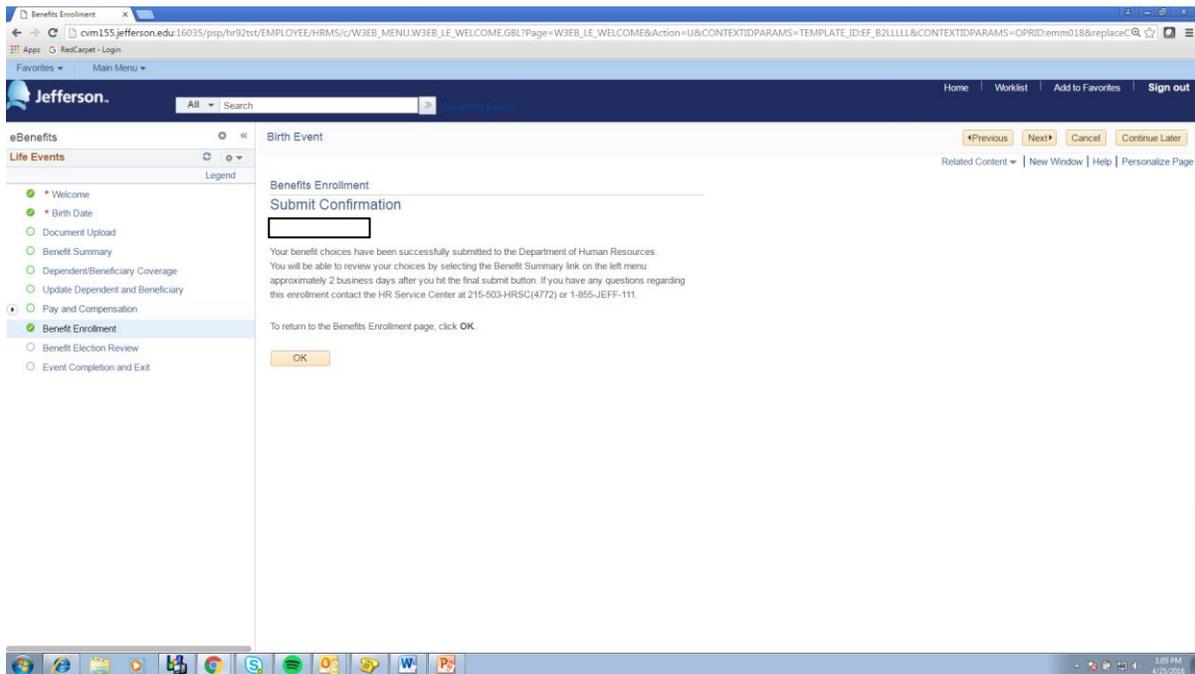
You can then review your elections by selecting Benefit Election Review.
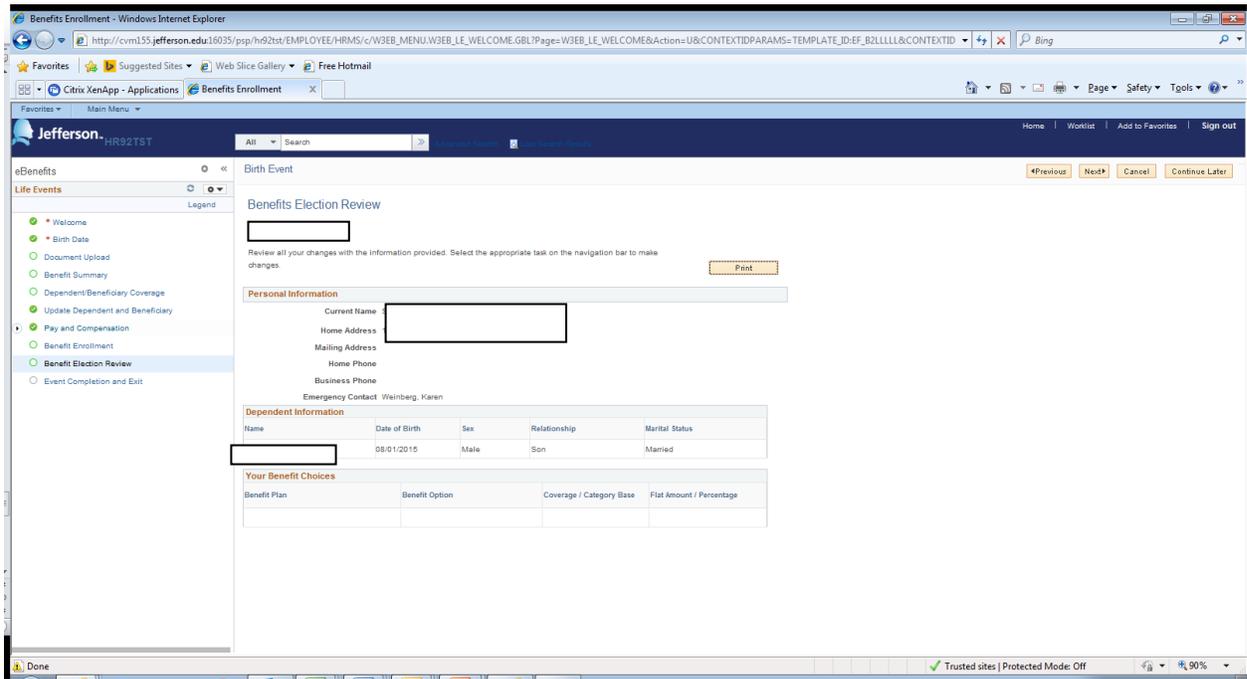
Finally, you will want to complete your event by selecting Event Completion and Exit. Then press Complete.
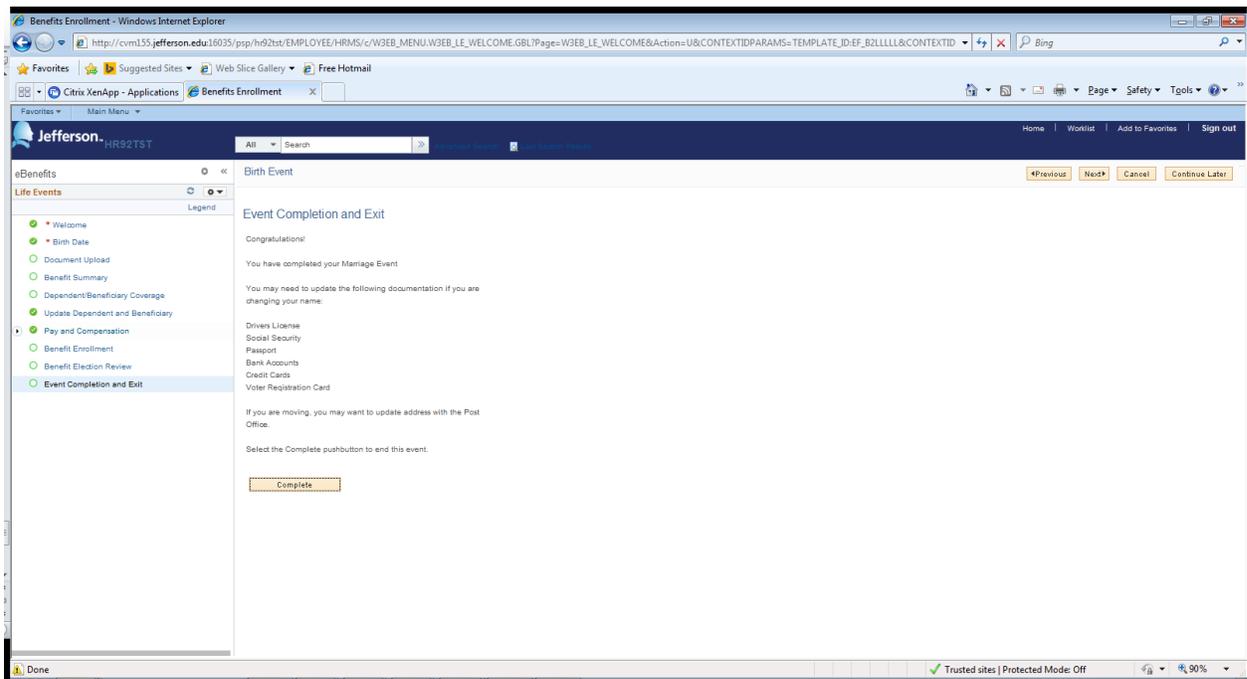
**Your event will take approximately 24 to 48 hours to finalize. Once your event is finalized you will be able to navigate to Benefits Summary and see your changes with an accurate date. If you do not see your change after 48 hours please contact the HR Operations Center.