

Thomas Jefferson University & Hospitals
Human Resources department
presents

Your New Baby

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

1101 Market Street, 23rd Floor

For more information,
contact the HR Service Center at 215-503-4772

BIRTH: Benefits Change Procedures

Log on to Employee Self-Service at myhr.jefferson.edu. Select Benefit Details - Life Events. Select the radio button next to "I had a baby."

Life Events

There are some events that involve you as the Employee or your family members.

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

I got married

I had a baby

I adopted or gained legal custody/guardianship of a child

I got divorced/legally separated

*As Of 

Start Life Event

Enter the birth date and select Start Life Event. **This date must be within 30 days of the event.**

Click Next to begin the event.

Welcome to the Birth Event
✔ Complete

Birth Date
● In Progress

Document Upload
○ Not Started

Benefit Summary
○ Not Started


Dependent/Beneficiary Coverage
○ Not Started

Dependent/Beneficiary Info
○ Not Started

▶ **Pay and Compensation**

Birth Date

A birth event may require a change to your benefit enrollment. You'll have an opportunity to have the system prepare your new benefit options during the Benefit Enrollment step. Once your new options are prepared, you may change your benefit enrollment.

Date of Birth: 

Submit

Confirm the birth date and click Submit. Then click Next.

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

- * Welcome to the Birth Event
✔ Complete
- * Birth Date
✔ Complete
- Document Upload**
● Visited
- Benefit Summary**
 Not Started
- Dependent/Beneficiary Coverage**
 Not Started
- Dependent/Beneficiary Info**
 Not Started
- Pay and Compensation**
 Not Started
- Direct Deposit**
 Not Started
- Benefit Enrollment**

Life Events - Document Upload

Instructions
 You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents

Birth Certificate

Add Attachment
Add Note

Attachments

Select	Sequence	Created	Author	Entry ID	Subject

Once completed click Next.

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

- * Welcome to the Birth Event
✔ Complete
- * Birth Date
✔ Complete
- Document Upload**
● Visited
- Benefit Summary**
● Visited
- Dependent/Beneficiary Coverage**
 Not Started
- Dependent/Beneficiary Info**
 Not Started
- Pay and Compensation**
 Not Started
- Direct Deposit**
 Not Started
- Benefit Enrollment**
 Not Started

Task: Benefit Summary

As Of

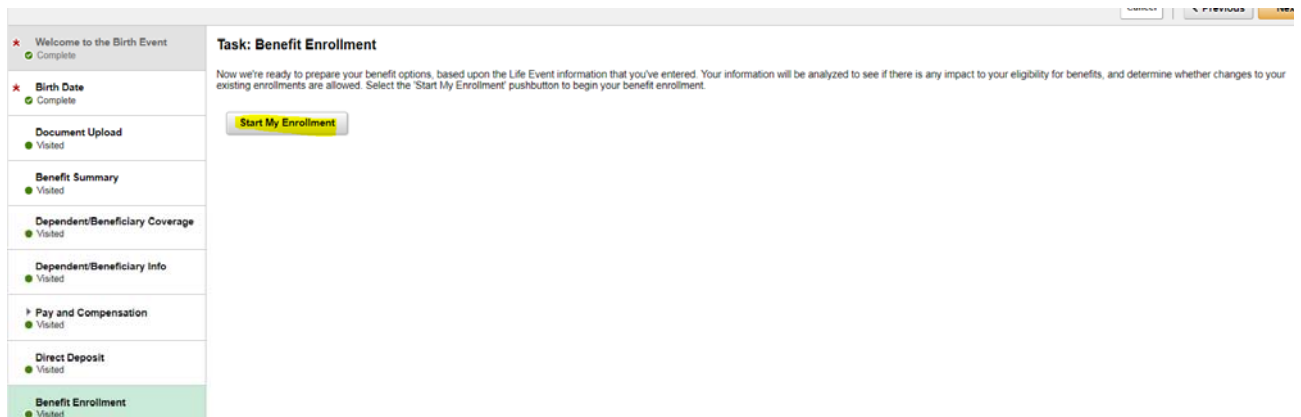
Refresh

Type of Benefit	Plan Description	Coverage or Participation
Medical	Medical Platinum	Employee + Child(ren) >
Dental	Dental Platinum	Family >
Vision	Vision	Employee + Spouse >
Employee Smoker Premium	Employee Smoker Premium	No >
Spouse Smoker Premium	Spouse Smoker Premium	No >
Working Spouse Premium	Working Spouse Premium	No >
Basic Life and ADD	Basic Life 1x Annual Salary	Base Salary X 1 >
Employee Supplemental Life	Employee Suppl. Life 5X	Base Salary X 5 >

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. Click Next.

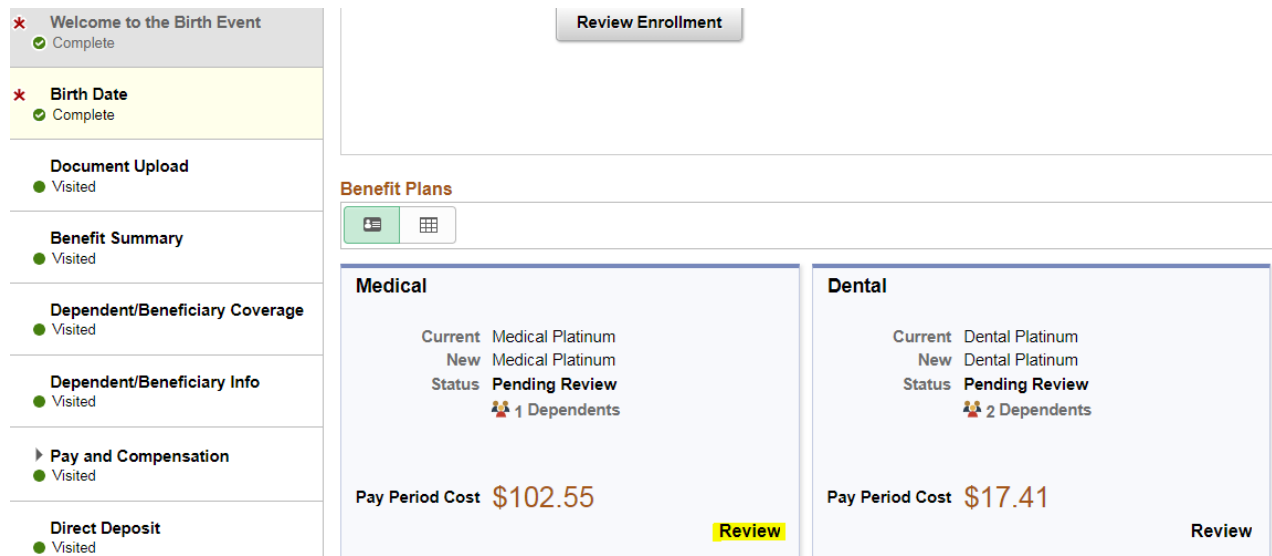
You will then review your current Dependent and Beneficiary Coverage Summary, Pay & Compensation, and Direct Deposit. Click Next after each screen to advance.

Select Start My Enrollment



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

The first one listed is Medical. Select the REVIEW 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 Benefit Details, then select Benefits Enrollment to return and complete your enrollment.



Continue scrolling down until you see Enroll Your Dependents.

You will need to enroll your Dependents by clicking the box next to their name. Press Done when you are finished. If you do not see your dependents listed, go back to the Dependent and Beneficiary tab on the left side of the screen.

Continue to review the rest of your benefits and make any necessary changes.

Task: Benefit Enrollment

Submit Enrollment

Please read the bullets below for important instructions on making your benefit selections. If you enroll in a medical plan, you will need to answer the questions for the Smoking and Working Spouse Premiums.

- **MEDICAL:** For Full Time and Part Time employees, you will have three options - Platinum, Gold and Silver.
- **DENTAL:** There are two dental plans, Platinum and Gold, available to Full Time and Part Time employees.
- **VISION:** There is no routine vision coverage under any medical plan. You must make a separate election if you wish to have vision coverage.

Select Submit Enrollment at the top right of your screen.

****Your event will take approximately 24 to 48 hours to finalize. Once your event is finalized you will be able to navigate to your Benefits Summary and see your changes with an accurate date. If you do not see your change after 48 hours please contact the HR Service Center at 215-503-4772, Option 8, then 1.**