

Changes are only permitted during annual enrollment or within 30 days of a qualified status change.

Qualified event/family status changes include:

- Marriage, divorce, legal separation or termination of domestic partnership •
Birth or adoption of a child
- Death of a spouse or dependent child
- A change in employment status from full-time to part-time or part-time to full-time by you, your spouse, or eligible domestic partner
- A child (including that of a domestic partner) no longer qualified as an eligible dependent)
- Dependent's loss of Medicaid/CHIP coverage because of ineligibility •
An unpaid leave of absence for you or your spouse
- A significant change in health coverage for you or your spouse or eligible domestic partner, attributable to your spouse's or domestic partner's employment

To initiate your life event, please log onto [HR@Hand](#).

Once logged on, click on the “Life Events” link on the left side of your screen. Then select the appropriate life event for your situation. Note: If you are adding a new dependent such as a birth or marriage, you will need to add your family member’s information in the “Add Family Member Screen.”

You will then be asked to confirm your information to save and start the life event enrollment. You will then go through the benefits enrollment process to update your benefits based on the type of Life Event you have had. Click on each benefit plan and make the appropriate changes as necessary. You must save each election and click “Continue.”

NOTE: Before your life event will be approved and processed, you will need to submit documentation to Human Resources to confirm your life event/status change.

If you have any questions regarding your life event or how to complete your benefit

enrollment/changes, please contact Jennifer Forrest at x2062 or jforres2@naz.edu.