

# Navigating a Qualified Life Event for Desktop

## Quick Reference Guide



For employees experiencing a Qualified Life Event (QLE) such as loss/gain of coverage, marriage/divorce, birth/adoption of a new family member, or death of a qualified dependent. You will have 30 days from the date of event to complete both the QLE in Workday & submit any required documentation to the benefits. Required documentation is outlined within the QLE in Workday. If you have any questions please reach out to [benefits@nrpgroup.com](mailto:benefits@nrpgroup.com)

### SELECT YOUR BENEFITS

1. From your Workday homepage, select the **Benefits app**
2. Choose the **Change Benefits**
3. Select **Change Reason**

**Change Benefits**

Change Reason \*

- Add/Update Beneficiaries
- Birth/Adoption of Child
- Death of Dependent
- Divorce/Legal Separation/Annulment
- Employee/Dependent Gains Outside Coverage
- Employee/Dependent Loses Outside Coverage
- Enroll/Update Commuter Plans
- HSA Contribution Change
- Marriage

4. Select each benefit to **Enroll, Waive or Manage** coverage. Please note your current elections will default

**Health Care and Accounts**

**Medical**  
Blue Cross of Calif. PPO

Cost (Monthly) \$186.00

Coverage EE + 1 Dependent

Dependents 1

**Manage**

5. **Modify your coverage**, if needed
6. Select **Confirm and Continue**

### MODIFY DEPENDENTS

If you select or modify a benefit plan during a qualified life event, you can also add dependents.

1. If a dependent already exists, Workday will populate them automatically

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage EE + Family

Plan cost (Monthly) \$262.00

**Add New Dependent**

2 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Jianyu Liu	Spouse	02/18/1959
<input checked="" type="checkbox"/>	Joe Jin	Child	01/03/2022

2. Next to the name of your dependent(s), select the **checkbox** to enroll in each benefit plan
3. Select **Save**

### ADD DEPENDENTS

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage EE + 1 Dependent

Plan cost (Monthly) \$186.00

**Add New Dependent**




1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Jianyu Liu	Spouse	02/18/1959

4. To add a new dependent, select **Add New Dependent**

5. Select the **Use as Beneficiary** checkbox if you want to use this dependent as a beneficiary as well and select **OK**
6. Complete all required information and select **Save**

### DESIGNATE LIFE INSURANCE BENEFICIARIES (REQUIRED FOR BASIC LIFE & VOLUNTARY LIFE)

1. From the **Beneficiaries** section, select the **Add Row** icon  to add a beneficiary
2. In the **Beneficiary** field, select the **prompt** icon  to select from a list of existing beneficiaries. Or select **Add New Beneficiary or Trust** to add a new beneficiary
3. To remove a beneficiary, locate the beneficiary and select the **Remove Row** icon  next to the name
4. In the **Percentage** column, enter the percentage of benefits for each beneficiary. This must equal 100% for both Primary and Secondary beneficiaries (if applicable)
5. Select **Save**

### COMPLETE YOUR ENROLLMENT

1. Select **Review and Sign**. A confirmation page displays
2. Review your elections and check **I Accept** in the Electronic Signature section
3. Click **Submit**
4. Select **View Benefits Statement** to view the QLE benefits statement
5. **Print** and **download** a PDF version of the QLE Benefits Statement for your records