



HOW TO REQUEST A QUALIFYING LIFE EVENT IN PAYCOM

Per the Archdiocese of Denver Employee Benefits Guide, a Qualifying event, life status change, or special enrollment change includes, but is not limited to:

- Marriage, divorce, or legal separation
- Birth of adoption of an eligible child
- Death of your spouse or covered child
- Spouse's open enrollment (at his or her workplace)
- Changes in your spouse's work status that affects his or her benefits
- Change in your child's eligibility for benefits
- Qualified Medical Child Support Order

**All changes must be made within 31 days of the date of the Qualifying Event.
Do not wait until the last day of the 31-day window to make these changes.**

This is a three-phase process which requires a final approval and the enrollment changes to elect and approve

PHASE 1 EMPLOYEE QUALIFIED EVENT REQUEST

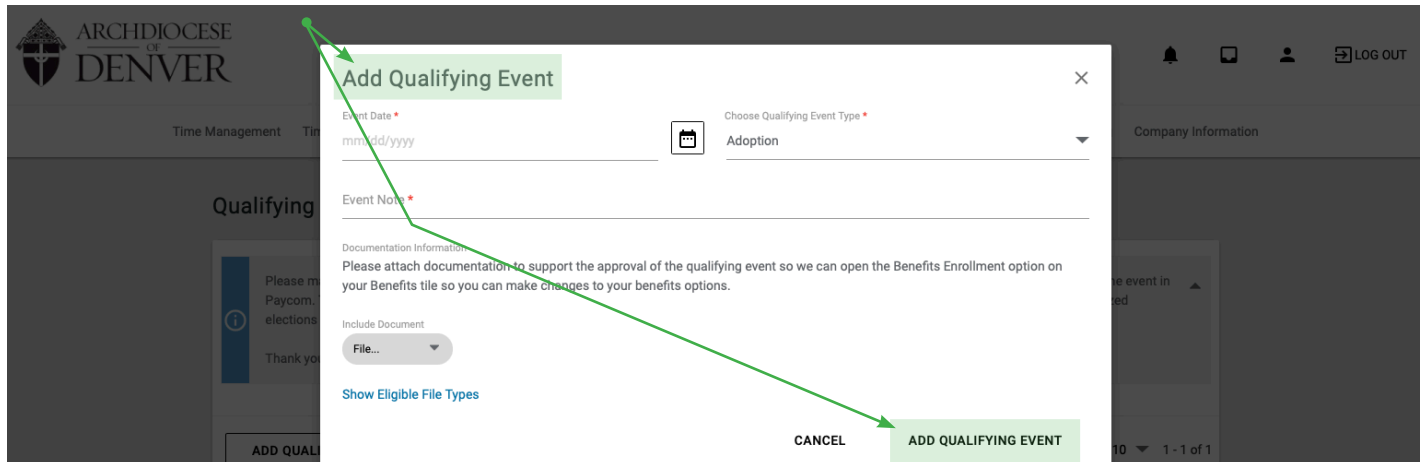
1. Locate the **Benefits** icon on your opening page in Paycom and select **Qualifying Events**



The screenshot shows the Paycom employee portal interface. At the top, there is a navigation bar with the Archdiocese of Denver logo on the left and a 'LOG OUT' button on the right. Below the navigation bar, there is a main menu with several categories: Time Management, Time-Off Requests, Information, Payroll, Documents, Checklists, Benefits, Performance, Personnel Action Forms, Learning, and Company Information. The 'Benefits' category is highlighted, and a dropdown menu is visible showing options: Qualifying Events, Dependents and Beneficiaries, Current Benefits, Historical Benefits, Benefit Forms and Links, and HR Information. The 'Qualifying Events' option is selected, and the page displays a section titled 'Qualifying Events'. This section includes a message box with instructions: 'Please make sure you have selected the correct qualifying event (life status change) and have uploaded the appropriate documentation supporting the event in Paycom. The qualifying event will not be approved without the required supporting documentation uploaded. Remember to print a copy of your finalized elections to compare against your paycheck. Thank you!'. Below the message box is a button labeled 'ADD QUALIFYING EVENT'. At the bottom, there is a table with columns: Qualifying Event Type, Event Date, First Day for Changes, Last Day for Changes, and Status. The table currently shows 10 items, and the page is 1 of 1.

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2. Within the **Add Qualifying Event** pop-up box, enter the Event Date and choose the best option from the drop-down menu for the **Choose Qualifying Event Type** reason.
 - If no match, choose OTHER and explain in comments box
3. At this point you may also fill in the **Event Note** with any notes for future reference.
4. Upload the necessary forms - [This step is REQUIRED for review and approval]
 - Application for the Birth Certificate/Application for a Social Security Card for the newborn
 - COBRA notice signifying end of other coverage
 - Other Open/New Hire Enrollment documentation indicating effective date of other coverage (dropping AOD plans and going to spouse employer plan)
5. Click on **Add Qualifying Event** button to finalize your request.



PHASE 2 BENEFITS ADMINISTRATION APPROVAL

The Qualifying event request will be routed to the Office of People Support for approval.

Once your request has been approved, you will receive a Paycom system notification that it has been approved and then your benefit enrollments are ready to be changed, as of the effective date of the qualifying event

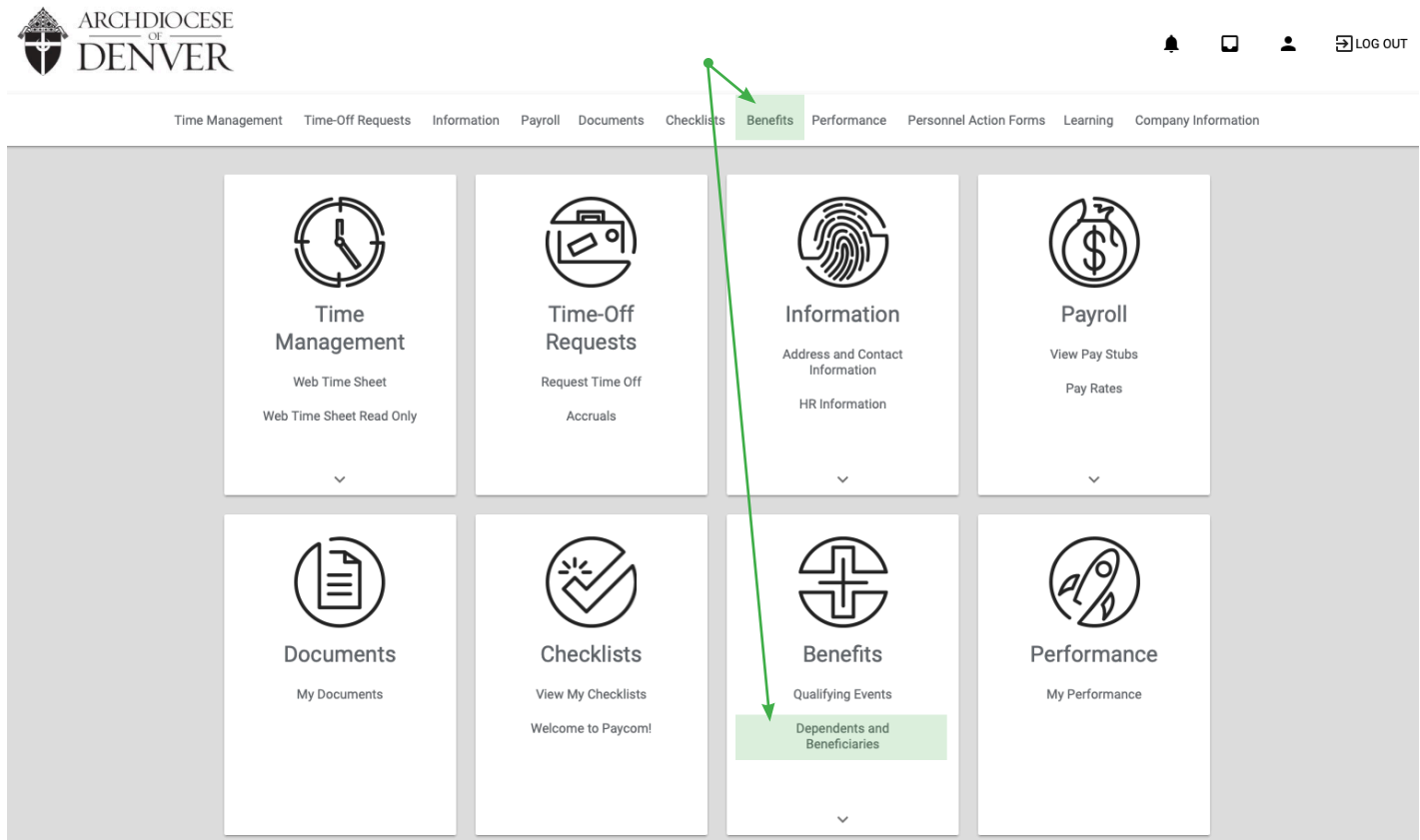
PHASE 3 EMPLOYEE ENROLLMENT CHANGE REQUEST

1. To change your enrollments, navigate back to the **Benefits** icon on the home screen.
After the approval of a qualified event, your benefits options will present again the applicable year's **Benefits Enrollment** button so you can make the applicable changes to your current benefits.

NOTE: you do not need to re-elect all your plans, only the plan options you wish to change

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2. Depending on the type of qualified event you selected, you may need to update your Dependents - you may do so by selecting the **Dependents and Beneficiaries** section and either editing, adding, or removing dependents there.



3. Finalize your benefits!

This step must take place for the benefit changes to save and be processed in the system.