INDIANA UNIVERSITY

Mid-Year Benefit Changes
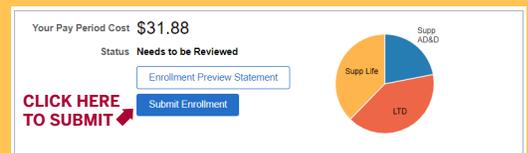## IRS-Qualifying Life Event Change Instructions
Updated 12/2023

When you experience an IRS-qualified life event, you have **30 calendar days from the date of the event** to make corresponding changes to your benefits. If you miss the 30-day window, your existing benefit elections must stay in place for the remainder of the year (unless you experience another life event). Your next opportunity to change your benefits will be during the annual Open Enrollment period each fall, with an effective date of January 1.

1. Search for and select the *Employee Center* task at **one.iu.edu** and log in using your IU username/passphrase and Duo.

2. Select the *Benefit Details* tile then the *Life Events* tile.

3. Select the radio button next to the type of event you experienced.

4. Enter the 'As Of' date at the bottom of the screen then select *Start Life Event*. This is the **actual date of the event** and should correspond to the date on any supporting documentation you provide. Future dates or dates more than 30 days in the past will not be accepted.

5. Read the information on the Welcome screen then select the *Next* button in the upper right-hand corner of the screen.

6. Confirm and submit the date of the event and any other required details, then select *Next*.

7. Upload an electronic copy of any required supporting documentation by selecting the *Add Attachment* button. On the next screen, select *My Device*. Navigate to the correct file, then select *Open*, then *Upload*. Once the upload is complete, select *Done* in the upper right-hand corner, then *Save*. Select the *Next* button to proceed to the next step. If you do not have your documentation available in the correct format, contact IU Human Resources at **askhr@iu.edu** or (812) 856-1234.

8. Verify or update your personal and payroll information. Select the *Next* button on each screen to proceed.

9. Select the *Start My Enrollment* button.

10. Under the 'Benefit Plans' heading, select each benefit tile one at a time to review your election, enroll, or make plan changes. When you're done selecting your coverage, dependents, and/or beneficiaries for each plan, select the *Done* button to return to the benefit enrollment changes screen.

11. Once you have made all of your desired changes, review your elections by selecting the *Enrollment Preview Statement* button under the 'Enrollment Summary' heading. Select the *X* in the upper right-hand corner of the screen to exit the preview.

12. When you are finished making changes, select the *Submit Enrollment* button.

13. A submission verification will immediately appear on the screen. Select *View* to review your submission, or *Done* to complete online enrollment.

14. Check your **IU email account within 48 hours of submitting your benefit changes for a confirmation that your elections were accepted and processed by IU Human Resources**. If you do not receive this email within 48 hours, your changes were not submitted properly. Contact AskHR at **askhr@iu.edu** or (812) 856-1234 for assistance in this situation.

15. To review your submission at any time, log in to the Employee Center, select the *Benefit Details* tile, then the *Benefits Statement* tile.

IMPORTANT: DON'T FORGET TO SUBMIT

Once you've made your elections, the status of the benefit tiles will be updated to 'Changed' in green font. However, this does not mean that you've submitted your elections.

To finalize and submit your elections, you must select the *Submit Enrollment* button in the Enrollment Summary section of the screen.

Your Pay Period Cost $31.88
Status Needs to be Reviewed
Enrollment Preview Statement
CLICK HERE TO SUBMIT → Submit Enrollment

Immediately following your submission, a verification message will pop up on the screen where you must select either *View* to review your submission or *Done* to complete online enrollment.

If you do not complete these steps, or close your browser before the verification message appears, your elections will not be submitted to Human Resources.