

Job Aid: Requesting a Voluntary Benefit Change



Document Name: Requesting a Voluntary Benefit Change		
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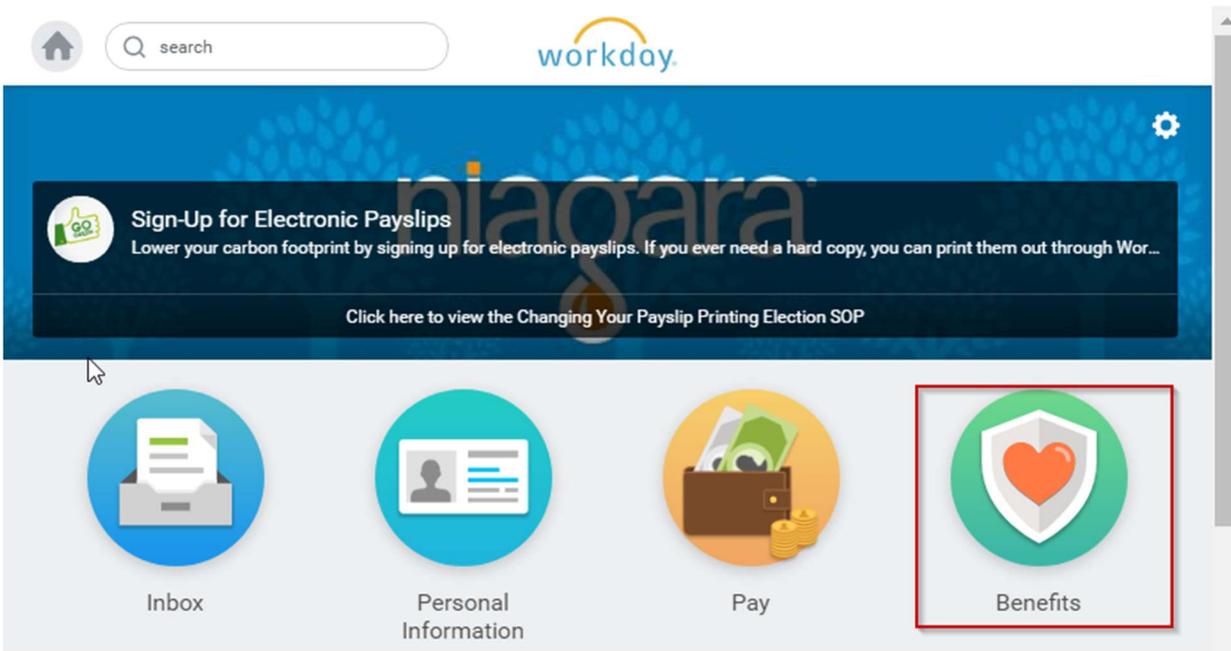
Overview

Niagara FT Regular team members are eligible for Legal Shield, Identity Theft, and two Pet Assure plans. This SOP covers how to make changes to your elections.

Procedure

Step 1 – Login to Workday at <https://services.niagarawater.com/services/>

Step 2 – Select Benefits



Step 3 – select Benefits under the Change Menu

Change



Benefits

Beneficiaries

Dependents

External Links

ALEX - Benefits Counselor

Niagara Benefits Website

Wellness Program

Fidelity 401k

Step 4 – for Benefit Event Type, choose Voluntary Benefit Change

The screenshot shows a web form with a dropdown menu for "Benefit Event Type". The dropdown is open, showing a list of options. The option "Voluntary Benefit Change" is highlighted with a red box. Other options include Beneficiary Change, Birth / Adoption of Child, Electronic Document Consent, Employee Loses / Gains Coverage, Health Savings Change, Legal Marital Status Change OR Legal Domestic Partner Change, Medicare / Medicaid Change, Other Dependent Change, and Spouse Loses / Gains Coverage. The "Benefit Event Type" field is also highlighted with a red box. The "Benefit Event Date" field is also highlighted with a red box. The "Submit Elections By" field is highlighted with a red box. The "Enrollment Offering Types" field is highlighted with a red box. The "Attachments" field is highlighted with a red box. The "Voluntary Benefit Change" option is highlighted with a red box.

- Effective Date:
 - If you are a NEW HIRE, you must enter your Benefit Effective Date + 1 day as your effective day. For instance, if your benefits are effective on 5/1/2018, enter 5/2/2018
 - If you are currently eligible for benefits, enter TODAY'S DATE
- Click Submit

Step 5 – Check your Workday Inbox for the Benefit Change task

The screenshot shows a Workday Inbox with a task titled "Benefit Change - Voluntary Benefit Change". The task is dated "on 04/04/2018". The inbox also shows "Actions 3" and "Archive" buttons. The "Viewing: All" and "Sort By: Newest" dropdowns are visible. The task details on the right show "Event Date 04/04/2018".

For your Additional Benefit Programs:

- Find more information on [Legal Shield & Identity Theft](#), [PetAssure Discount Plan](#), and the [PetPlus Prescription Drug Plan](#), at www.niagarabenefits.com under Work/Life Resources.

Additional Benefits Elections 5 items

Benefit Plan	*Elect / Waive	Coverage	Amount (Semi-monthly)	Percent	Team Member Cost (Semi-monthly)	Employer Contribution (Semi-monthly)	Benefit Credit (Semi-monthly)	Provider Website
Legal Assistance - Legal Shield and Identity Theft	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		0.00	0				
Legal Assistance - Legal Shield - Identify Theft Only	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Employee Only	0.00	0	\$6.48			
Legal Assistance - Legal Shield Only	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		0.00	0				
Pet Discount Plan - Assure Discount Plan	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		0.00	0				www.petassure.com
Pet Discount Plan - Assure PetPlus Prescription Drug Plan	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	X Unlimited Pet	0.00	0	\$4.25			www.petassure.com
					10.73	0	0	

- Choose **Elect** for the plans you're interested in adding
- Choose a **Coverage Type**
- When you're done, click **CONTINUE** at the bottom of the screen
- Scroll to the bottom of the next screen, select the **I AGREE** button,
- Then select **SUBMIT**