



Benefits: Life Event Enrollment Quick User Guide

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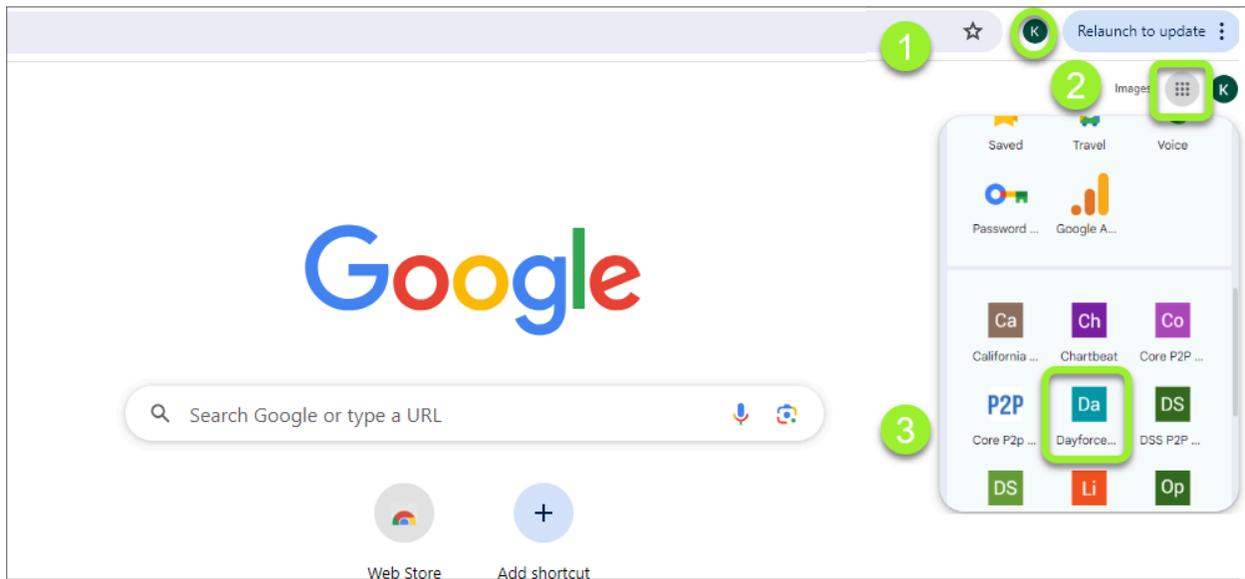
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Login to Dayforce using Google SSO

Step 1: Log into your Google account using your work email; if you need to switch accounts select the profile icon to select the LAT account associated with SSO.

Step 2: Select the apps and scroll down until you see the **Dayforce app**

Step 3 Click Dayforce

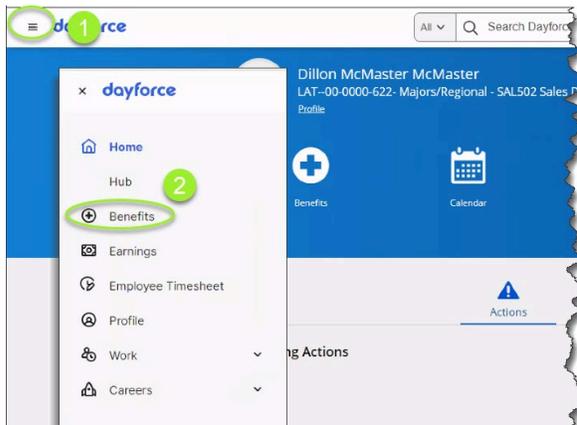


To initiate Life Event Enrollment

To begin, please follow these steps:

1. Click **Navigation**
2. Select the **Benefits** in the **Navigation bar** from the homescreen. Select the Life Enrollment that is needed and select **Start Enrollment**

To ensure a smooth enrollment process, we recommend completing your enrollment in one sitting. Dayforce does not save partial entries, so if you exit before finishing, you will need to start over.



Enrollments Refresh

Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"

Change in Health Savings Account	Available	Start Enrollment
Life Event Enrollment - All Other Life Events	Available	Start Enrollment
Life Event Enrollment - Birth/Adoption/Placement for Adoption	Available	Start Enrollment

Enrolling in Benefits

When available, your benefit enrollment events will be displayed at the top of this page. Please click "Start Enrollment" and complete your enrollment in benefits before the due date.

Viewing your Benefit Elections

Your current and historic benefit elections can be found using the 'Current Elections' and 'History' tabs at the top of the page.

Experiencing a Qualifying Life Event?

The choices you make during Open Enrollment remain in effect for the entire year (January 1 – December 31). In order to make changes to your benefit elections during the year, you must experience a qualifying life event (pursuant to the IRS Section 125 rules). This is also known as a special enrollment period. Qualifying life event (QLE) changes allow you to add, drop dependents or change your level of coverage. Changes must be consistent with the QLE.

If you've experienced a QLE, such as a change in marital status, the birth of a child, or the loss of benefits coverage elsewhere, click the "Forms" tab at the top of this page and complete the "Life Event Declaration" form. Once the form has been processed, a special enrollment event will be made available to you. This special enrollment event will allow you to make certain changes to your benefit elections outside of annual open enrollment based on the nature of your life event.

Qualifying life events must be reported within 30 days of the date of event. If you do not report your QLE within 30 days of the qualifying event, or you don't provide required documentation within the deadline, you will need to wait until the next open enrollment period to make changes to your elections.

For more information regarding the company's benefit offerings, please visit CA Times' Benefits website at <https://benefits.caltimes.com/>

For questions, please email the CA Times Benefits Team at catimesbenefits@latimes.com

Entering Data during Enrollment

Select the event and date and add documentation. You will have 30 days from the event date to complete your enrollment and the supporting documentation. If the documents are not readily available, you may proceed with making and submitting your elections. Delaying submitting your Life Event may delay when the benefits will be effective. Refer to page 8 for instructions on how to submit supporting documentation at a later time.

Use the following steps to start a Life Event transaction:

1. Click **Type of Event** drop down and select the correct life event
2. Enter the **Date of Event**
3. Click **Add Documents** button and upload supporting documentation
4. Click **Continue** button

The screenshot shows a web form titled "Event Details" and "Supporting Documents".

- Event Details:**
 - A dropdown menu labeled "Type of Event*" with a green circle '1' next to it.
 - A date input field labeled "Date of Event*" with a placeholder "month/day/year" and a calendar icon, with a green circle '2' next to it.
- Supporting Documents:**
 - A section titled "Supporting Documents" with a horizontal line and the text "No Documents Added" below it.
 - A blue button labeled "+ Add Documents" with a green circle '3' next to it.
- Footer:**
 - Buttons for "Finish Later" and "Back" on the left.
 - A blue button labeled "Continue" with a green circle '4' next to it on the right.

Navigating the Life Event Enrollment page

- A. This displays which Section of the enrollment process you're currently updating
- B. Click the Continue button to move forward to the next step. Use the scroll bar to locate the Continue button if it's not displaying
- C. Your Selections displays which Selections you've accessed and completed.
 - a. → Indicates which option is currently displayed
 - b. ✓ Displays when Selections are completed
- D. Use the scroll bar to move up and down the page

The screenshot displays the 'Medical Plans' section of the enrollment process. It features five plan options, each with a 'Select' button. The 'Waive Medical Coverage' option is currently selected, indicated by a blue circle and a checkmark. A 'Continue' button is located at the bottom right of the plan selection area. To the right, the 'Your Selections' list shows various options, with 'Electronic Consent' and 'Medical Plans' marked as completed with checkmarks. A scroll bar is visible on the right side of the 'Your Selections' list. A mouse cursor is pointing at the 'Continue' button. Green callout letters A, B, C, and D are overlaid on the image to highlight specific elements: A is on the 'Medical Plans' header, B is on the 'Continue' button, C is on the 'Medical Plans' selection in the 'Your Selections' list, and D is on the scroll bar.

Completing Enrollment

When you are prompted to Accept the Payroll Authorization option, you have completed the final option in the Enrollment Selection.

... Show More

Select a Plan
Employee Only

Payroll Authorization - I accept

Select

Finish Later Back Continue

You are prompted to review your enrollment Selections.
Click either Finish Later or Submit if you're finished

Review

Please review the summary of your elections. You are not enrolled until you click Submit and your enrollment is processed.

Your Selections

Electronic Consent	I elect to receive all employee benefit materials and notices
Bundled Plans	Electronically Effective from 5/1/2024
Medical Plans	Waive Medical Coverage Effective from 5/1/2024 Your Annual Contribution: \$0.00
Dependent Care FSA	Waive Dependent Care Flexible Spending Account Effective from 5/1/2024 Your Annual Contribution: \$0.00
Payroll Authorization	Payroll Authorization - I accept Effective from 5/1/2024

Finish Later Back Submit

Next you're prompted to print your Enrollment Selections

Next Steps



Submitted!
Congratulations! Your enrollment has been submitted.

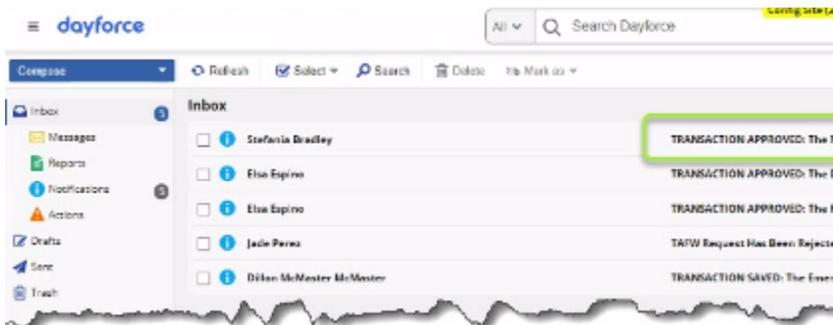
 Print

After leaving this page, you will no longer be able to see these next steps. Please print if you would like to retain a copy.

Life Event Benefits Approval

Once your enrollment is submitted, it will be reviewed and approved by the benefits administration team before your benefit changes become active. To approve the event, all supporting documentation, including dependent verification and event documentation, must be submitted **within 30 days of the date of event**. The enrollment will also be reviewed for accuracy to ensure that all elections and effective dates comply with IRS rules. If any adjustments are needed, the benefits team will contact you.

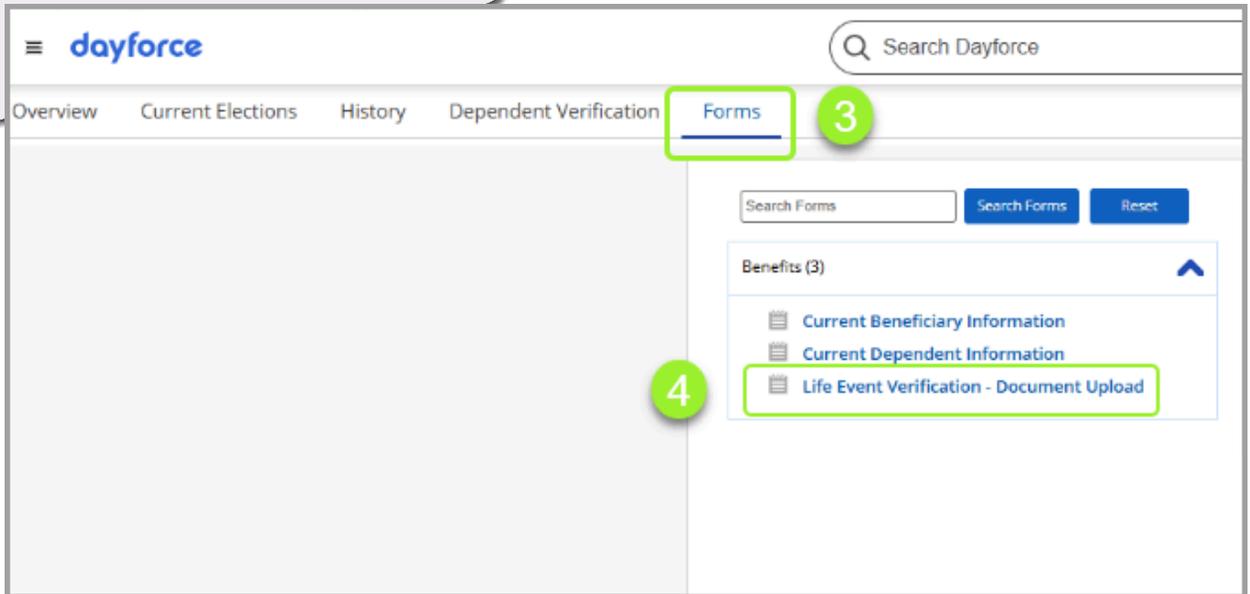
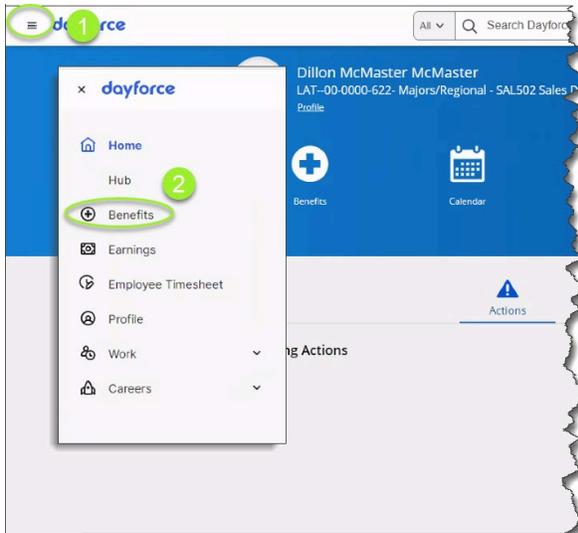
Once the enrollment is approved, you will receive a notification in the Message Center. You can then click the **Print Form** button to print the final approval, including the cost details of your benefits.



Life Event Documentation

To begin, please follow these steps:

1. Click **Navigation**
2. Select the **Benefits** in the **Navigation** bar from the homescreen.
3. Select **Forms**
4. Select **Life Event Verification-Document Upload**



Life Event - Document Upload

To begin, please follow these steps:

1. Enter the **Event Date**
2. Select **Life Event**
3. Upload Files
4. **Submit**

Life Event Verification - Document Upload

Status: Active Employee Number: :

Life Event Information

Event Date* 1 

Life Event* 2

Supporting Documents

 3

Comment

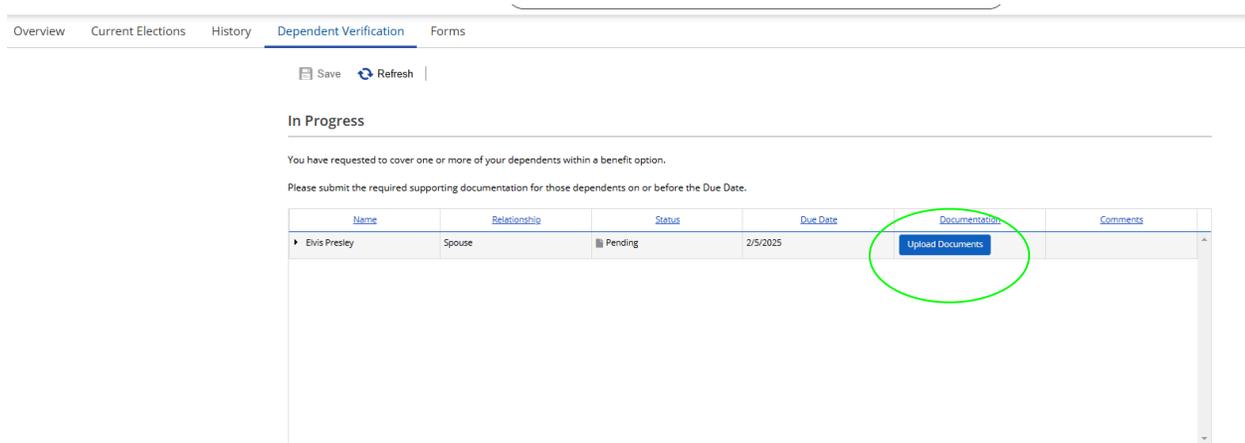
Add comment to the employee's file.

4

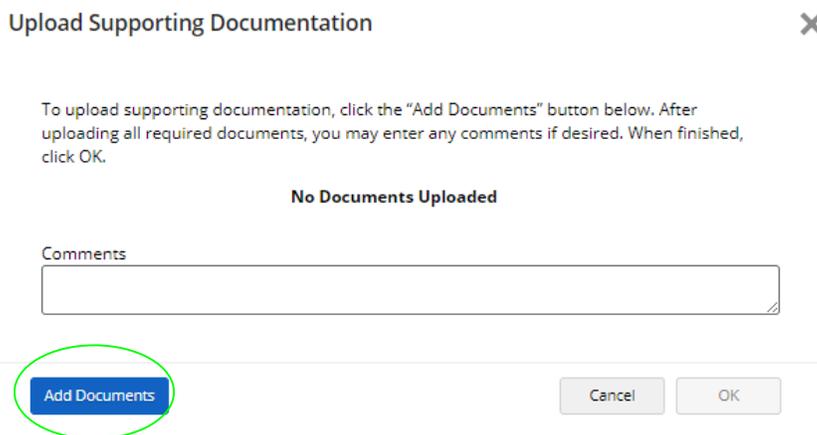
Dependent Verification

This section can be located under **Benefits, Dependent Verification, In Progress**. If a dependent is added, you will need to provide documents for your dependents. If this step is not completed, your dependents will not be added to your coverage. Dependent verification must be uploaded within 30 days from the event date to complete your enrollment.

Click on **Upload Documents** and add supporting documentation. Required documentation for dependents is located in the benefits portal: <https://benefits.caltimes.com/enrollment-resources/>



Click on **Add Documents**



Click on **Browse for file(s)**. Locate the document on your computer to upload.

Upload Files ✕



Drag and Drop File

We allow only: .jpg, .png, .doc, .docx, .pdf, .html, .csv, .xls, .bmp, .gif, .jpeg

Or

Browse for file(s)

File Name	File Size	Document Type	Action

Upload Clear List

Click **OK**. You will then be prompted to click on **Save**.

IMPORTANT: If you do not click save, your document will not be sent to the Benefits team.

Upload Supporting Documentation ✕

To upload supporting documentation, click the "Add Documents" button below. After uploading all required documents, you may enter any comments if desired. When finished, click OK.

1649972742202.jpg ✕

Comments

Add Documents Cancel **OK**

Once documents have been uploaded and approved, you will see them in this completed section.

Completed

The following dependents have completed the dependent verification process.

<u>Name</u>	<u>Relationship</u>	<u>Status</u>
▶ Elvis Presley	Child	✔ Approved

Contact for help

Note: If you need assistance, contact catimesbenefits@latimes.com

END