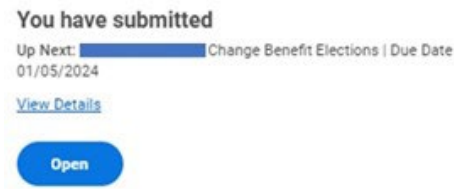


REPORT A COVERAGE CHANGE EVENT

Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth or adoption, marriage, divorce, change in spouse's employment or similar life event, you can change your benefits to better fit your needs.

Within 31 days of the date you experience a qualifying life event, submit your benefits change request in Workday at myworkday.com/wday/authgwy/maritz/login.html.

1. From the Home page, click the **Benefits and Pay Application**. If it is not showing in **Your Top Apps**, click **View All Apps**.
2. Click **Change Benefits** under Tasks and Reports.
3. Click the **drop-down menu** next to Change Reason and select your **qualifying life event**.
4. Provide the appropriate **Event Date**. (See page 2 for guidance.)
5. Click **Submit**, then click **Open**.



(If you are unable to complete the task immediately, you can access it any time in your Workday inbox.)

6. Click **Let's Get Started**.



7. Click **Manage** or **Enroll** then **Confirm and Continue** to review your elections and make updates as needed for each benefit tile. **Each benefit must be updated separately**. Making a change to one benefit (e.g., medical), will not update any other benefit.
 - You will see either **Enroll** or **Manage** for each benefit, depending on whether you are already enrolled in that benefit.
 - **Update the Coverage level first**, then add or remove family members (if applicable).
 - If you are enrolling a spouse* and/or child(ren)*, **select name(s)** from the dependent list, or click **Add New Dependent** if they are not already listed.
8. **Review** your elections.
 - If you need to make any changes, click Cancel to return to the main benefits tile menu.
9. Click **Review and Sign** when you are finished making all updates.
10. When finished, scroll down to click the **electronic signature** box.
 - No handwritten signature is required.
 - Do not attach documents in Workday.
 - **Submit supporting documentation*** for your qualified change to Michelle.Konakci@maritz.com within 1 week. (*See pages 2 and 3 for guidance.)
 - **Your Benefits Change Request cannot be approved in Workday until all required documentation is received.**
11. Click **Submit** and you should see "You've submitted your elections".
12. To print or save, click "View 2024 Benefits Statement" then Print (at the bottom). Click Download to generate a PDF which you can print and/or save.

Please note that Cigna and Express Scripts ID cards are not automatically mailed, but can be requested from the insurance carriers.

Event Type	Event Date to Use	Effective Date of Benefits Change	Supporting Documentation Required *See page 3 if you are enrolling family members
Birth or Adoption	Date of baby's birth or adoption date	Date of baby's birth or adoption date	Birth certificate or adoption paperwork
HSA Contribution Change	Today's date	Next available paycheck	None
Change in Employment/Coverage or Qualifying Loss of Coverage	Date new coverage begins or Date other coverage ends	1st day of the pay period following the event date. (If the event date is the 1st or the 16th of the month, the event date and effective date will be the same.)	Proof of qualified change. Spouse's offer of employer letter, letter from spouse's HR Department, screenshots from an employee portal, etc. that show the hire date and benefits effective date. Copy of COBRA notice or other loss of coverage document.
Commuter Enroll/Change/Cancel	1st Day of Current Month	Next available paycheck	None
Daycare Provider or Rate change	Date the provider/rate changed	1st day of the pay period following the event date (No retroactive adjustments)	Proof of change such as a statement, invoice, enrollment/withdrawal letter, etc. from day care provider(s) showing provider/rate prior to and after change.
Decrease in Daycare Utilization	Date the daycare utilization decreased	1st day of the pay period following the event date (No retroactive adjustments)	Proof of change such as a statement, invoice, enrollment/withdrawal letter, etc. from day care provider(s).
Divorce/Legal Separation Adding Coverage	Last date you will have coverage on your spouse's plan due to the divorce	1st day of the pay period following the event date. (If the event date is the 1st or the 16th of the month, the event date and effective date will be the same.)	Copy of divorce decree, only the 1st page and signature page(s) that show the names and judge's signature with date filed.
Divorce/Legal Separation Cancel Spouse	Date of the divorce	1st day of the month following the divorce.	Copy of divorce decree, only the 1st page and signature page(s) that show the names and judge's signature with date filed.
Leave of Absence or Return from Leave for Dependent Care FSA	Date the Leave of Absence begins or ends	1st day of the pay period following the event date. (If the event date is the 1st or the 16th of the month, the event date and effective date will be the same.)	None (On file in Workday)
Marriage	Date of marriage	1st day of the pay period following the event date. (If the event date is the 1st or the 16th of the month, the event date and effective date will be the same.)	State/County-issued marriage certificate/license
Medicare/Medicaid Eligibility	Date Medicare/Medicaid begins (or ends)	1st day of the pay period following the event date. (If the event date is the 1st or the 16th of the month, the event date and effective date will be the same.)	Copy of Medicare card/letter that has effective date or copy of Medicaid letter with that shows eligibility details.

Are You Adding a Spouse or Child to Medical, Dental, or Vision?

If the Maritz Benefits Department does not already have a copy of the following documents on file, you will need to provide a copy (not originals) of the following documentation for each family member you are enrolling, to verify their relationship to you:

- Legal Spouse (same or opposite sex): State/County-issued marriage certificate/license
- Birth Child: Certified birth certificate (not certificate from hospital)
- Adopted Child: Adoption paperwork confirming the adoption
- Stepchild: Certified birth certificate (not certificate from hospital) AND State/County-issued marriage certificate for the child's parent and the employee
- Legal Ward (child who is not adopted or a birth child): Signed official court order granting you legal guardianship

Send documentation to Michelle Konakci via email to michelle.konakci@maritz.com (photos/screenshots are acceptable), no later than one week after submitting your elections in Workday.

If you will not be able to obtain copies of the required documentation right away, email michelle.konakci@maritz.com or call 636-827-4088 to see what other options may be available so that you don't miss the 31-day deadline to enroll your family member(s). If you miss this deadline, you will not have another opportunity to enroll them or make changes until the next annual open enrollment period unless you experience another qualified status change.