

How to Update your Benefit Elections Due to a Qualifying Life Event

Employees have 30 days from the effective date of the qualifying life event (QLE), to provide acceptable documentation of the change in order to make updates to current Acadia benefit enrollments.

Ensure that you upload the documentation into Workday within the deadline, and your coverage will be effective retroactive to the first day of eligibility due to the QLE. If you miss the 30-day QLE window, you will have to wait until the next open enrollment period in order to make enrollment changes.

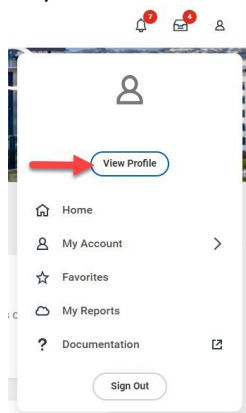
Acadia's HRIS, Workday, does not permit updates to elections in advance of the effective date of the qualifying life event (i.e. if coverage under another plan ends on July 31, updates will not be permitted by the system until August 1, the effective date of coverage under the new plan).

On the effective date of the QLE change, log into Workday (chiclet to Workday located in Okta).

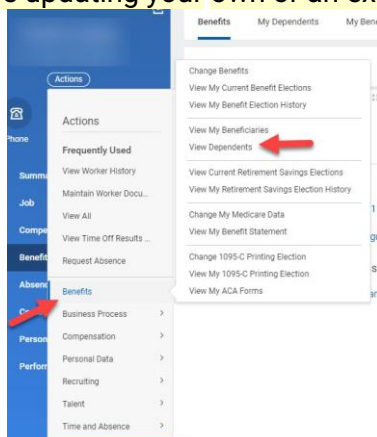
1. Click on your photo icon found in the upper right corner of your Workday home page (if you haven't uploaded your photo to Workday, you'll see the below icon instead)



2. Next, click on the "View Profile" button



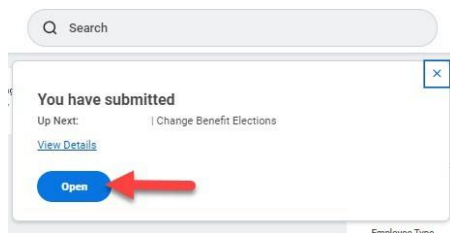
3. Click on the "Actions" button found along the left side of the screen. If you are adding a new dependent to your plan(s), select the "View Dependents" option first. **Please skip to Step 16 if you are updating your own or an existing dependent's enrollments.**



4. Click on the “Add” button to enter your dependent’s information



5. Enter all dependent information fields by clicking on the pencil icon in each section
6. You must upload documentation to support the QLE (i.e.: marriage certificate, birth certificate, etc.)
7. Click the “Submit” button. A member of the benefits team will review the supporting document(s) to verify the change is a QLE that allows updates to enrollments to be made. You will receive an email if there are any questions or issues with your documentation
8. After submitting, click on the “Open” button to open the Change Benefit task

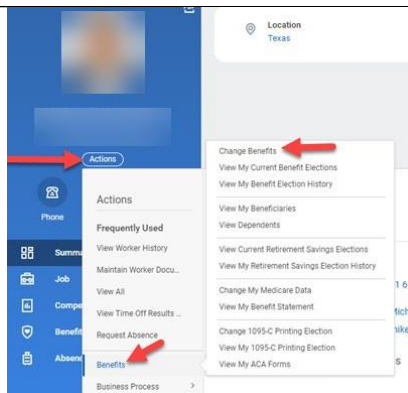


9. Click on the “Let’s Get Started” button to open the enrollment task
10. Advance through each enrollment screen to either enroll in or waive benefit options
11. On the final screen, carefully review the election summary to ensure elections were entered correctly
12. Scroll down to read the enrollment acknowledgement
13. Click on the “I Agree” button if appropriate
14. Click on the “Done” button to submit enrollment elections
15. After submitting, you’ll have the option to print/save to PDF a copy of your election summary (recommended so you have documentation for your records).

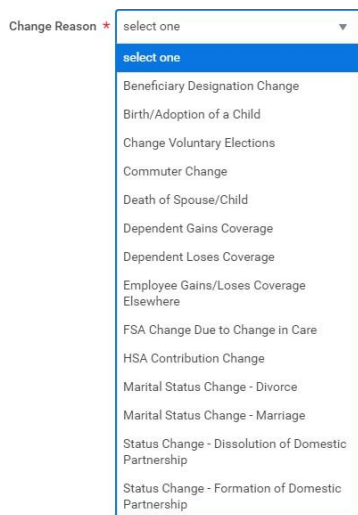
NOTE: Your submitted enrollments do not become effective until reviewed and approved by a member of the Benefits Team. We will only reach out to you if there are questions or issues regarding your elections. A system notification will be sent to the employee when the elections have been approved.

The below instructions are for those who are making QLE updates to their own or an existing dependent’s enrollments

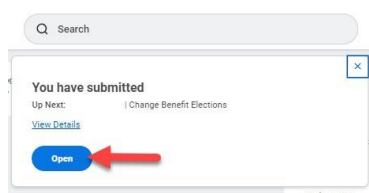
16. Go to the left side of the next screen, and click on the “Actions” button, then select “Benefits”, and then “Change Benefits” from the menus (see screenshot on next page)



- On the next screen, click inside the “Change Reason” search window, scroll down and select the appropriate reason for the QLE from the drop down menu



- Enter the effective date of the change in the “Benefit Event Date” field. If adding or dropping coverage, enter the first day without coverage under the plan (i.e.: if coverage ends on July 31, the date entered should be August 1. (The “Submit Elections By” date auto-populates)
- Click on the “Select Files” button in the gray “Attachments” area to upload a PDF copy of your documentation that supports the qualifying life event” (i.e.: COBRA notifications, proof of coverage elsewhere, or other documentation)
- Click the “Submit” button to submit your documentation to the Benefits Team
- Click the “Done” button
- After submitting, click on the “Open” button to start the Change Benefit task (or click on the inbox icon in the upper right side of your home page to find the Change Benefit enrollment task)



23. Click on the “Let’s Get Started” button

24. Advance through each enrollment screen to either enroll in or waive benefit options

25. On the final screen, carefully review the election summary to ensure elections were entered correctly

26. Scroll down to read the enrollment acknowledgement

27. Click on the “I Agree” button if appropriate

28. Click on the “Done” button to submit enrollment elections

REMINDER: **Your submitted enrollments do not become effective until reviewed and approved by a member of the Benefits Team.** We will only reach out to you if there are questions or issues regarding your elections, otherwise, you are now done with your QLE updates. A system notification will be sent to the employee when the elections have been approved.

Approved enrollments will transmit to the insurance carriers in the subsequent weekly file feed. It typically takes 5-10 business days after file transmission for enrollments to be updated in the carriers’ systems.

Please contact PeopleOperations@acadia-pharm.com with questions.