Remove or Maintain an Overage Dependent

|	
Purpose:	This reference guide provides you with the steps to remove or maintain an overage dependent from your benefits coverage.
	Dependents age **21 to 24** are only eligible to remain on your coverage if they are full-time students, enrolled in an accredited post-secondary institution (proof of enrolment may be requested each year). Alternatively, a dependent is eligible to remain on your coverage if they are dependent upon you by reason of a mental or physical disability, and became totally disabled prior to attaining age 21, and who have been continuously disabled since that time.
	Dependents **25 and older** are only eligible to remain on your coverage if they meet the definition of a medically disabled dependent (see previous paragraph).
	For coverage on a dependent with a mental or physical disability, contact HR directly: hr@ucalgary.ca or call (403) 210-9300.
Audience:	University of Calgary employees with dependents age 21 to 25
Prerequisites:	You have received a system email notification from DoNotReply@ucalgary.ca indicating you have a dependent turning 21 or 25 in the next month. Or, there is a change in the eligibility status for your adult dependent child.
Quicklinks	Click a link to navigate directly to that section in this document:
	Remove an Overage Dependent (age 21 to 25)
	Maintain an Overage Dependent (age 21 to 25)
Related Documents	**For related benefits information, visit the UofC Human Resources website and select your employee group:**
	https://www.ucalgary.ca/hr/
	Benefits Enrolment reference guides:
	• Support Staff • MaPS • Academics

Remove an Overage Dependent

The following steps are applicable if any of your dependents are age **21 to 24** and are not enrolled in an accredited educational institution, college, or university on a full-time basis.
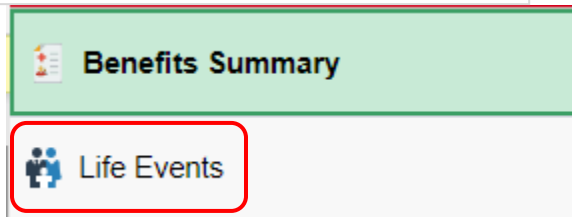
Overage Dependents who are dependent on you by reason of a mental or physical disability are eligible to remain on your coverage. Contact totalrewards@ucalgary.ca for details.

Step 1: Navigate to the Family Status Change Page

1. From the My UCalgary Portal, follow the path: **All about me > My benefits > Benefit details**
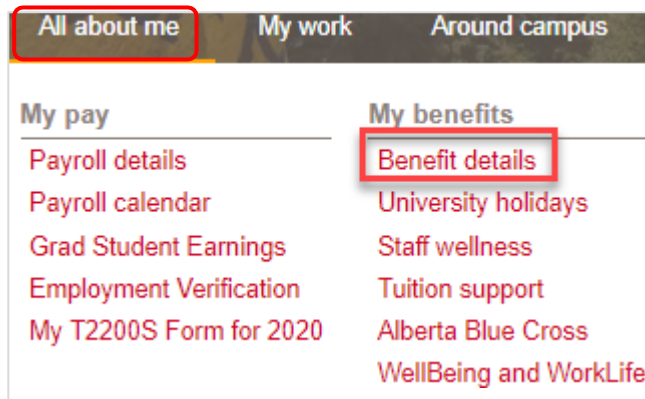
2. On the **Benefits** page, click **Life Events**.

3. On the **Life Events** page, select your event based on if your family status will/will not change:

Family Status:

Single	Coverage is **only for you**, the employee. You have no spouse or dependents.	
Couple	**You, plus one** other individual. Second individual could be spouse/partner, or a dependent child.	
Family	**You, plus at least two** other individuals. This could be a combination of spouse and dependent child(ren), or at least two dependent children	

If by removing your overage dependent, **your family status will change**:

- I.e. changing from Family to Couple status, or from Couple to Single status then select **Family Status Change**:

If by removing your overage dependent, **your family status will <u>NOT</u> change**:

- I.e. changing from 3 eligible children to 2 children (remaining as Family Status)

then select **Dependent/Beneficiary Update**:

Choose an Event

○ Marriage/Common-Law

○ Birth/Adoption

○ Divorce/Legal Separation

○ Family Status Change

○ Gain or Loss of Spousal Coverage

◉ Dependent/Beneficiary Update

4. In the **Change Status Date** window, select the **Date Change Will Take Effect**:
   - AGE 21 AND NOT A STUDENT: The first day of the month following your dependent's birthday (e.g. birthday: October 16, effective date: November 1), **OR**
   - AGE 21-24 AND NO LONGER A STUDENT: The first day of the month following the month of graduation/dependent stopped being a full-time student (e.g. graduated April 25, effective date: May 1), **OR**
   - AGE 25: The first day of the month following your dependent's birthday (e.g. birthday: October 16, effective date: November 1)

Change Status Date

Help

Change Status Date

For Support Staff (AUPE), Academic Staff, and Postdoctoral Associates: Enter the date of the qualifying life event, within the last 31 days.
NOTE: Events which have occurred more than 31 days ago must be processed on a go-forward basis - enter today's date.

For Management and Professional Staff (Maps): Enter the date of the qualifying life event, within the last 31 days. If it has been more than 31 days, please submit completed Benefit Change Form to benefits@ucalgary.ca.

Status Change Date

*Date Change Will Take Effect [_____] 🗓

OK   Cancel

5. Click the **OK** button.

   If completing a **<u>Family Status Change</u>** event, continue [here](#).

   If completing a **Dependent/Beneficiary** event, continue [here](#).

Step 2: Update Family Status Information

1. On the **Family Status Change** page, click the **Next** button.

2. Confirm the date the change takes effect (first day of the month following the child's birthday/graduation).
3. Click the **Submit** button.

4. Click the **OK** button.

5. Click the **Next** button.

6. Click on **Start My Enrolment**.

Family Status Change

Benefit Enrolment

Depending on your life event, there could be an impact on your benefits. Click **Start My Enrolment**. The system will analyse your information to see if there are more steps required.

Start My Enrolment

7. Click the **Select** button.

Benefits Enrolment

Review Life Events for information and resources.

Click the **Select** button to continue. It may take a few seconds for your benefit enrolment to load. When you have completed your enrolment, click the **Next** button to close your Life Event.

Open Benefit Events

Event Description		Event Date	Event Status	Job Title	
Family Status Change	ⓘ	2019/08/01	Open		Select

If the event status is Closed, contact benefits@ucalgary.ca.

8. Click **Review/Update Dependent Data**.

Benefits Enrolment
Family Status Change

Your recent life event allows you to modify your current benefit choices. You may be required to provide proof of enrolment at an accredited education institution for your over-age dependents.

First click the **Review/Update Dependent Data** button to confirm or change your dependent and beneficiary information.

Once you have reviewed your dependent data, click each **Confirm** button to review and/or edit all your benefits listed in the enrolment summary. For Life Insurance, AD&D, Optional coverage, and Pension benefits, confirming your benefit allows you to designate your beneficiaries.

When done confirming each benefit, click the **Save and Continue** at the bottom of the page.

ⓘ Select **Review/Update Dependent Data** to begin your enrolment. Refer to Group Benefit Definitions.

Review/Update Dependent Data

9. Click the name of the adult child that requires updating.

Add/Review Dependent/Beneficiary

Scott W Sun

A list of your dependents/beneficiaries is shown below. Dependents include both your spouse and children. This list will include all individuals who may have been a dependent or beneficiary. You will designate your benefit allocations later in the enrolment. All individuals on the list must remain for historical record purposes, please do not overwrite an individual record. To make limited changes to an existing dependent/beneficiary, click the person's name. To make more significant changes email benefits@ucalgary.ca. To add new dependents and/or beneficiaries click the "Add a dependent or beneficiary" button. When additions and edits are complete, click "Return to Event Selection".

Dependent and Beneficiary Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
Valerie Sun	Domestic Partner Adult	1960/01/01	Married	2016/11/01	No	No	Yes	Yes
Daniel L Sun	Child	1998/06/07	Single		No	No	Yes	Yes

Add a dependent or beneficiary

Confirm and Return to Enrolment

10. On the **Dependent/Beneficiary Personal Information** page, scroll to the bottom and click the **Edit** button.

Dependent/Beneficiary Personal Information

Edit

11. Under **Personal Information**, use the **Relationship to Employee** drop down menu to select **Adult Child**.

Personal Information

*First Name	Daniel
Middle Name	L
*Last Name	Sun
Name Prefix	
Name Suffix	
Date of Birth	1998/06/07
*Gender	Male
Social Insurance Number	
*Relationship to Employee	Adult Child

12. Under **Status Information**, ensure the **Student** drop-down is set to **No**.

Status Information

*Marital Status	Single
*Student	No
*Disabled	No
*Smoker	Non Smoker

13. Click the **Save** button.

Save

14. On the **Save Confirmation** page, click the **OK** button.

Personal Information

Save Confirmation

✔   The Save was successful.

[OK]

15. On the **Add/Review Dependent/Beneficiary** page, click to **Confirm and Return to Enrolment**.

Add/Review Dependent/Beneficiary

A list of your dependents/beneficiaries is shown below. Dependents include both your spouse and children. This list will include all individuals who may have been a dependent or beneficiary. You will designate your benefit allocations later in the enrolment. All individuals on the list must remain for historical record purposes, please do not overwrite an individual record. To make limited changes to an existing dependent/beneficiary, click the person's name. To make more significant changes email benefits@ucalgary.ca. To add new dependents and/or beneficiaries click the "Add a dependent or beneficiary" button. When additions and edits are complete, click "Return to Event Selection".

Dependent and Beneficiary Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
Valerie Sun	Domestic Partner Adult	1960/01/01	Married	2016/11/01	No	No	Yes	Yes
Daniel L Sun	Adult Child	1998/06/07	Single		No	No	No	Yes

[Add a dependent or beneficiary]
Confirm and Return to Enrolment

The adult child's status has now been revised from a dependent and beneficiary to only a beneficiary.

16. On the Family Status Change page, click **Enrol** on each: **Health, Dental, Wellness Spending Account, and Health Spending Account**. You will note under the Dependent Beneficiary table that the updated dependent no longer appears.

Family Status Change

Benefits Enrolment
Family Status Change

Health		Enrol
Current: MaPS Extended Health Option 2:Family		
New: MaPS Extended Health Option 2:Family		

Dental		Enrol
Current: MaPS Dental Option 1:Family		
New: MaPS Dental Option 1:Family		

Wellness Spending Account		Enrol
Current:		

Health Spending Account		Enrol
Current:		

17. Click **Update and Continue**.

Select the **Update and Continue** button to save your choice until you are ready to submit your final enrolment.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrolment Summary.

18. Click **Update Elections**.

Notes

Once submitted, this choice will take effect on 2023/08/01. If a payroll deduction is required, it will start in the pay period beginning 2023/08/16.

Select the **Update Elections** button to save your choices.

Select the **Discard Changes** button to go back and change your choices.

19. Continue steps 16 and 17 under each plan, and continue until **all four (Health, Dental, Wellness Spending Account, Health Spending Account) benefits** have been reviewed.
    Note: your benefit event will not finalize if steps 15-18 are missed for any of the four benefits.

20. Click **Save and Continue**.
    Note: **Save and Continue** will be greyed out (cannot select) if steps 15-18 are not completed.

Select the **Save and Continue** button to send your final choices to Human Resources.

ⓘ   Important: Your enrolment will not be complete until you submit your choices at the end of the enrolment process.

21. **Benefits Enrolment** window will open outlining your benefits selections. Click **OK**.

Benefits Enrolment

Note - all deductions are estimates - actual deductions will be displayed on your paycheque.

22. **Submit Benefits**:
   a) Click the **Beneficiary Designation** form link to print and sign your updated beneficiary form
   b) Click **Submit** to finalize your Family Status Change benefit event

Family Status Change

Benefits Enrolment
Submit Benefits

You have almost completed your enrolment. <mark>Prior to submitting your choices, please click the Beneficiary Designation link(s) to</mark> the right of the Submit button at the bottom of this page to print and sign your beneficiary designations. <mark>Please ensure you print these forms **prior** to hitting the Submit button.</mark> If you do not sign and submit these forms to Human Resources, there may be delays or issues in the event of a claim.

Once you have printed your beneficiary form, if you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Do not submit your benefit choices until you have completed your enrolment. You may save your choices on each page and return to the Enrolment Summary as many times as you'd like prior to submitting. Once you select the **Submit** button your benefit choices will be sent to Human Resources for processing and you will no longer be able to make changes.

Once you have submitted your enrolment you will be unable to make changes to our benefits unless you have a qualified life event.

Should you require assistance with your enrolment contact UService at hr@ucalgary.ca or call 403-210-9300.

Authorize Elections

By submitting your benefit choices you are authorizing the University of Calgary to take deductions from your paycheque to pay for your benefit costs. You are also authorizing the University to send necessary personal information to your selected providers to initiate and support your coverage.

Submit   Cancel

Group Benefits - Beneficiary Designation Form
UAPP Designation of Spouse and Non Spouse Beneficiary

Select the **Submit** button to send your final choices to Human Resources for processing.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrolment Summary.

Once you have clicked **OK**, you will immediately receive an **email confirmation** from DoNotReply@ucalgary.ca with Subject: Benefits Selection – CONFIRMATION.

If you do not immediately receive a confirmation email, contact UService at hr@ucalgary.ca or 403-210-9300.

23. Once you have clicked Submit, the confirmation screen will appear. Click **OK**.

Family Status Change

Benefits Enrolment
Submit Confirmation

Your benefit choices have been successfully submitted to Human Resources. You will receive an email confirming your choices and the Benefits team will receive a copy.

Click the **OK** button to return to the Benefits Enrolment page to complete your Life Event.

OK

You will now see your Event Status as **Submitted**.

Open Benefit Events

Event Description		Event Date	Event Status	Job Title	
Family Status Change	🛈	2023/08/01	Submitted		Select

24. Click the **Next** button to close your benefit event.

Family Status Change   Previous | Next | Cancel | Continue Later

Benefits Enrolment

Review Life Events for information and resources.

Click the **Select** button to continue. It may take a few seconds for your benefit enrolment to load. When you have completed your enrolment, click the **Next** button to close your Life Event.

25. Click **Complete**.

Family Status Change

Complete Your Life Event

Click the **Complete** button to complete your Life Event.

If applicable, Alberta Blue Cross will issue new benefit cards in 4-6 weeks.

> **If you need to revise or make any changes to your benefit event, contact benefits@ucalgary.ca.**
>
> **Do not open another Life Event.**

Complete

Next Steps

If your overage dependent's status has changed and now meets the definition of eligible dependent, and they are under the age of 25, enrol them in your benefits:

- On the **Benefits Enrolment** screen, select Enrol for each category (Health, Dental, Health and Wellness Spending Accounts) to enrol your dependent in available benefits and ensure your dependent and beneficiary information is accurate. For further assistance, contact UService at hr@ucalgary.ca.

To review your benefits at any time, access the following reference guides or contact UService at hr@ucalgary.ca.

Benefits Enrolment reference guides:

- Support Staff
- MaPS
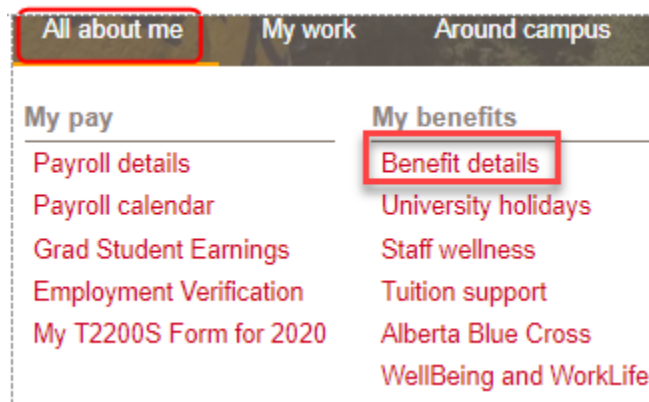- Academics

Maintain an Overage Dependent

Dependents **21 and older** are eligible to remain on your coverage if they are attending an accredited educational institution, college or university on a full-time basis, or are dependent on you by reason of a mental or physical disability, and became totally disabled prior to attaining age 21, and who have been continuously disabled since that time.

Note: If your overage dependent was a student, but is **no longer one**, change their student status to '**No**' in PeopleSoft using the following steps, then Remove the Overage Dependent from your benefits. You will receive a yearly notification reminding you of their student status.
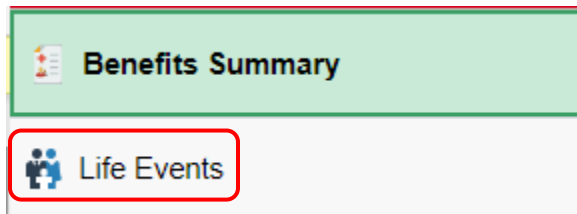
Dependents **over age 25** are only eligible to remain on your coverage if they are dependent on you by reason of mental or physical disability, and became totally disabled prior to attaining age 21, and who have been continuously disabled since that time. Contact totalrewards@ucalgary.ca for details.

Step 1: Navigate to the Dependent/Beneficiary Update Page

1. From the My UCalgary Portal, follow the path: **All about me > My benefits > Benefit details**

2. On the **Benefits** page, click **Life Events**.

3. On the **Life Events** page, select: **Dependent/Beneficiary Update**

4. In the **Change Status Date** window, select the **Date Change Will Take Effect**:

    • AGE 21 AND A FULL-TIME STUDENT: The first day of the month following your dependent's birthday (e.g. birthday: October 16, effective date: November 1), **OR**

    • AGE 21 AND NOT A STUDENT: The first day of the month following your dependent's birthday (e.g. birthday: October 16, effective date: November 1), **OR**

    • AGE 21-24 AND NO LONGER A STUDENT: The first day of the month following the month of graduation/dependent stopped being a full-time student (e.g. graduated April 25, effective date: May 1), **OR**

    • AGE 25: The first day of the month following your dependent's birthday (e.g. birthday: October 16, effective date: November 1)

Change Status Date

Change Status Date

For Support Staff (AUPE), Academic Staff, and Postdoctoral Associates: Enter the date of the qualifying life event, within the last 31 days.
NOTE: Events which have occurred more than 31 days ago must be processed on a go-forward basis - enter today's date.

For Management and Professional Staff (Maps): Enter the date of the qualifying life event, within the last 31 days. If it has been more than 31 days, please submit completed Benefit Change Form to benefits@ucalgary.ca.

Status Change Date

*Date Change Will Take Effect [   ]

OK   Cancel

5. Click the **OK** button.

Step 2: Update Dependent Information

1. On the **Dependent or Beneficiary Update** page, click the **Next** button.

Dependent/Beneficiary Update   Previous | Next | Cancel | Continue Later

Help | Personalize Pag

Dependent or Beneficiary Update

2. Confirm the date the change takes effect (first day of the month following the child's birthday/graduation).
3. Click the **Submit** button.

Event Date

Confirm the date of your status change to initiate updates. Click the Submit button.

Date of Event: 2023/09/01 📅

Submit

4. Click the **OK** button.

Birth Date
Submit Confirmation

☑ The Submit was successful. Click OK to continue.

OK

5. Click the **Next** button.

Dependent/Beneficiary Update   Previous | Next | Cancel | Continue Later

Event Date

Confirm the date of your status change to initiate updates. Click the Submit button.

Date of Event: 2023/09/01

6. Click to **Start My Enrolment**.

Benefit Enrolment

Depending on your life event, there could be an impact on your benefits. Click **Start My Enrolment**. The system will analyse your information to see if there are more steps required.

Start My Enrolment

7. Click the **Select** button.

Benefits Enrolment

Scott W Sun

Review Life Events for information and resources.

Click the **Select** button to continue. It may take a few seconds for your benefit enrolment to load. When you have completed your enrolment, click the **Next** button to close your Life Event.

Open Benefit Events

Event Description		Event Date	Event Status	Job Title	
Dependent/Beneficiary Update	ⓘ	2019/08/01	Open		Select

If the event status is Closed, contact benefits@ucalgary.ca.

8. Click **Review/Update Dependent Data**.

Benefits Enrolment
Dependent/Beneficiary Update

Scott W Sun

Your recent life event allows you to modify your current benefit choices. You may be required to provide proof of enrolment at an accredited education institution for your over-age dependents.

First click the **Review/Update Dependent Data** button to confirm or change your dependent and beneficiary information.

Once you have reviewed your dependent data, click each **Confirm** button to review and/or edit all your benefits listed in the enrolment summary. For Life Insurance, AD&D, Optional coverage, and Pension benefits, confirming your benefit allows you to designate your beneficiaries.

When done confirming each benefit, click the **Save and Continue** at the bottom of the page.

ⓘ Select **Review/Update Dependent Data** to begin your enrolment. Refer to Group Benefit Definitions.

Review/Update Dependent Data

9. Click the name of the adult child to change the status.

Add/Review Dependent/Beneficiary

Scott W Sun

A list of your dependents/beneficiaries is shown below. Dependents include both your spouse and children. This list will include all individuals who may have been a dependent or beneficiary. You will designate your benefit allocations later in the enrolment. All individuals on the list must remain for historical record purposes, please do not overwrite an individual record. To make limited changes to an existing dependent/beneficiary, click the person's name. To make more significant changes email benefits@ucalgary.ca. To add new dependents and/or beneficiaries click the "Add a dependent or beneficiary" button. When additions and edits are complete, click "Return to Event Selection".

Dependent and Beneficiary Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
Valerie Sun	Domestic Partner Adult	1960/01/01	Married	2016/11/01	No	No	Yes	Yes
Daniel L Sun	Child	1998/06/07	Single		No	No	Yes	Yes

Add a dependent or beneficiary

Confirm and Return to Enrolment

10. On the **Dependent/Beneficiary Personal Information** page, scroll to the bottom and click the **Edit** button.

Dependent/Beneficiary Personal Information

This is your Dependent/Beneficiary's personal information as of _____. Use the Edit button on this page to update the information. You must enter a birthdate for your dependents, which include both child and spouse. When done making changes click "Save" then click "Return to Dependent/Beneficiary Summary".

Edit

11. Under **Personal Information**:

- If maintaining a dependent, **Relationship to Employee = Child**
- If removing an overage dependent, **Relationship to Employee = Adult Child**

Personal Information

*First Name	Daniel
Middle Name	L
*Last Name	Sun
Name Prefix	
Name Suffix	
Date of Birth	1998/06/07
*Gender	Male
Social Insurance Number	
*Relationship to Employee	Adult Child

12. Under **Status Information**, use the **Student** drop-down menu to change the status as needed.
- If maintaining a dependent, **Student = Yes**
- If removing an overage dependent, **Student = No**

Status Information

*Marital Status	Single
*Student	No / Yes
*Disabled	
*Smoker	Non Smoker

13. Confirm the **As of Date** (same as event date).

*Marital Status	Single
*Student	Yes
*Disabled	No
*Smoker	Non Smoker

As of 2019/08/01

14. Click the **Save** button.

Save

15. On the **Save Confirmation** page, click the **OK** button.

Personal Information

Save Confirmation

✔ The Save was successful.

OK

16. On the **Add/Review Dependent/Beneficiary** page, click to **Confirm and Return to Enrolment**.

Add/Review Dependent/Beneficiary

Scott W Sun

A list of your dependents/beneficiaries is shown below. Dependents include both your spouse and children. To change an existing dependent/beneficiary, click the person's name. Click the Add a dependent or beneficiary button to add new people. When done adding or editing, click Confirm and Return to Enrolment. This list includes all individuals who are or may have been a dependent or beneficiary. Please do not overwrite individual records but use the add a dependent or beneficiary button to update your records. You must enter a birthdate for your dependents.

Dependent and Beneficiary Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent	Beneficiary
Valerie Sun	Domestic Partner Adult	1960/01/01	Married	2016/11/01	No	No	Yes	Yes
Daniel L Sun	Child	1998/06/07	Single		Yes	No	Yes	Yes

Add a dependent or beneficiary

Confirm and Return to Enrolment

17. On the Benefits Enrolment page, click **Enrol** on each: **Health, Dental**.

Enrolment Summary

Health		Annual Cost		Enrol
Current: Ext Health Support:Family				
New: Ext Health Support:Family			0.00	

Dental		Annual Cost		Enrol
Current: Dental Support:Family				
New: Support Dental:Family			0.00	

Basic Life		Annual Cost		Enrol
Current: BASIC LIFE: Salary X 2				
New: BASIC LIFE: Salary X 2 :				

Optional Employee Life		Annual Cost		Enrol
Current: No Coverage.				
New: No Coverage.				

18. Click **Update and Continue**.

> **Update and Continue**   **Discard Changes**
>
> Select the **Update and Continue** button to save your choice until you are ready to submit your final enrolment.
>
> Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrolment Summary.

19. Click **Update Elections**.

> **Notes**
>
> Once submitted, this choice will take effect on 2023/08/01. If a payroll deduction is required, it will start in the pay period beginning 2023/08/16.
>
> **Update Elections**   **Discard Changes**
>
> Select the **Update Elections** button to save your choices.
>
> Select the **Discard Changes** button to go back and change your choices.

20. Continue steps 16-18 under each plan and continue until **both Health and Dental benefits** have been reviewed. **Note: your benefit event will not finalize if steps 16-18 are missed for either benefit.**

21. Click **Save and Continue**.
    Note: **Save and Continue** will be greyed out (cannot select) if steps 16-18 are not completed.

> **Save and Continue**   **Save for Later**
>
> Select the **Save and Continue** button to send your final choices to Human Resources.
>
> (i) Important: Your enrolment will not be complete until you submit your choices at the end of the enrolment process.

26. **Benefits Enrolment** window will open outlining your benefits selections. Click **OK**.

> **Benefits Enrolment**
>
> Note - all deductions are estimates - actual deductions will be displayed on your paycheque.
>
> **OK**   **Cancel**

27. **Submit Benefits**:
    1. Click the **Beneficiary Designation** form link to print and sign your updated beneficiary form
    2. Click **Submit** to finalize your Dependent/Beneficiary Update benefit event

Dependent/Beneficiary Update

Benefits Enrolment
Submit Benefits

You have almost completed your enrolment. Prior to submitting your choices, please click the Beneficiary Designation link(s) to the right of the Submit button at the bottom of this page to print and sign your beneficiary designations. Please ensure you print these forms **prior** to hitting the Submit button. If you do not sign and submit these forms to Human Resources, there may be delays or issues in the event of a claim.

Once you have printed your beneficiary form, if you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Do not submit your benefit choices until you have completed your enrolment. You may save your choices on each page and return to the Enrolment Summary as many times as you'd like prior to submitting. Once you select the **Submit** button your benefit choices will be sent to Human Resources for processing and you will no longer be able to make changes.

Once you have submitted your enrolment you will be unable to make changes to our benefits unless you have a qualified life event.

Should you require assistance with your enrolment contact UService at hr@ucalgary.ca or call 403-210-9300.

Authorize Elections

By submitting your benefit choices you are authorizing the University of Calgary to take deductions from your paycheque to pay for your benefit costs. You are also authorizing the University to send necessary personal information to your selected providers to initiate and support your coverage.

| Submit | Cancel |

Group Benefits - Beneficiary Designation Form
UAPP Designation of Spouse and Non Spouse Beneficiary

Select the **Submit** button to send your final choices to Human Resources for processing.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrolment Summary.

Once you have clicked **Submit**, you will immediately receive an **email confirmation** from DoNotReply@ucalgary.ca with Subject: Benefits Selection – CONFIRMATION.

If you do not immediately receive a confirmation email, contact UService at hr@ucalgary.ca or 403-210-9300.

28. Once you have clicked Submit, the confirmation screen will appear. Click **OK**.

Dependent/Beneficiary Update

Benefits Enrolment

Submit Confirmation

Your benefit choices have been successfully submitted to Human Resources. You will receive an email confirming your choices and the Benefits team will receive a copy.

Click the **OK** button to return to the Benefits Enrolment page to complete your Life Event.

OK

You will now see your Event Status as **Submitted**.

Open Benefit Events

Event Description		Event Date	Event Status	Job Title	
Dependent/Beneficiary Update	ⓘ	2023/09/01	Submitted		Select

29. Click the **Next** button to close your benefit event.

Dependent/Beneficiary Update   Previous   Next   Cancel   Continue Later

Benefits Enrolment

30. Click **Complete**.

Complete Your Life Event

Click the **Complete** button to complete your Life Event.

If applicable, Alberta Blue Cross will issue new benefit cards in 4-6 weeks.

If you need to revise or make any changes to your benefit event, contact benefits@ucalgary.ca.

Do not open another Life Event.

Complete

Next Steps

If your overage dependent is no longer a student, remove them from your **group extended health care and dental care benefits**.

If your overage dependent's status has changed, and now meets the definition of eligible dependent, and they are under the age of 25, enrol them in your benefits:

- On the **Benefits Enrolment** screen, select Enrol for each category (Health, Dental, Health and Wellness Spending Accounts) to enrol your dependent in available benefits and ensure your dependent and beneficiary information is accurate.

For the steps to update your benefits, access the following reference guides or contact hr@ucalgary.ca

Benefits Enrolment reference guides:

- Support Staff
- MaPS
- Academics