

How to Create a Qualifying Event

The following steps should be followed after you have successfully logged into Paycom. If you have not yet logged into Paycom and/or have problems getting into the system, please contact Maria Nguyen in Human Resources.

Step 1: Click on “Qualifying Events” under the “Benefits” section of the Main Menu.



Benefits

2018 Benefits Enrollment

Qualifying Events



Step 2: Click on the Add Qualifying Event.

Qualifying Events

ADD QUALIFYING EVENT

Qualifying Event Type

Created By

Event Date

Last Day for Changes

Step 3: Add “Event Date” (*Please note: The qualifying event must be created in Paycom within 30 days of the actual event date.*)

Step 4: Select the appropriate “Event Type”, if none apply then choose Other.

Step 5: Click on the “Add Qualifying Event” button

Add Qualifying Event



Event Date *

08/17/2018



Choose Qualifying Event Type *

Birth

Event Note

Documentation Information

Upload documents supporting event

Include Document

FILES

Upload one or more files

CANCEL

ADD QUALIFYING EVENT

Step 6: Once you have added the Qualifying Event, click on the “ADD” button. You will need to have your dependent date of birth and SS#.

Dependents and Beneficiaries

Pre-Enrollment Questions

Do you have a spouse who works for this company? *

- ☒ No
☐ Yes

Do you want to re-enroll in the same benefits you did last year? *

- ☒ No
☐ Yes

ADD

Step 7: Please populate all the appropriate fields. Please note that fields with an asterisk (*) are required fields that you will have to populate. Click on the “Save Recipient” once you are done.

Add Dependent

Add As: *

- ☐ Beneficiary
☒ Dependent And Beneficiary

Relationship

Son or Daughter

First Name *

Middle Name

Last Name *

Social Security Number *

Birth Date *

mm/dd/yyyy



Sex

Male

☐ Full-Time Student

☐ Tobacco User

☐ Disabled

Address

☐ Same Address as Employee

Street *

City *

State *

Alabama

Zip *

Phone

Email

INCLUDE DOCUMENT

↑ FILES

Upload one or more files

CANCEL

SAVE RECIPIENT

STEP 8: Click “Save and Next.”

Dependents and Beneficiaries

Pre-Enrollment Questions

Do you have a spouse who works for this company? *

☒ No
☐ Yes

Do you want to re-enroll in the same benefits you did last year? *

☒ No
☐ Yes

[ADD](#)

Name	Documents			
Mickey Mouse	0			

[PREVIOUS](#) [SAVE AND NEXT](#)

STEP 9: Once your dependent is enrolled, you can click on the plans to the right hand side that you want to add your dependent to. The plans that you are enrolled in will have check marks. To edit a plan, click on the appropriate plan on the right side to the screen.

Quick Enrollment

Medical	Currently Enrolled	Dental	Currently Enrolled
Vision	Currently Enrolled	Core Dependent Life	Currently Enrolled

2018 Benefit Enrollment

\$1465.71

Total Cost Per Pay Period

Medical	\$292.00
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STEP 10: Check the box next to the newly added dependent then click “Enroll” at the bottom of the screen.

☒ Anthem HSA

PLAN DOCUMENTS

Choose Your Coverage

☐ Employee Only - \$22.00

☐ Employee and Spouse - \$176.00

☐ Employee and Child(ren) - \$125.00

☒ Employee and Family - \$292.00

Dependents

ADD DEPENDENT

<input type="checkbox"/>	Name	Documents	
<input checked="" type="checkbox"/>	Mickey Mouse	0	▼

PREVIOUS

ENROLL

STEP 11: Continue through these steps for each plan you want to add the dependent to.

STEP 12: Click “Finalize” to confirm your selection then click “Sign and Submit” and it will send to HR for approval.

Enrollment Submission

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CANCEL

SIGN AND SUBMIT

Please note, as you go through the plans, you can add your dependent to any of your existing plans, but you can’t change plans. For instance if you have the Anthem HSA, you can add your dependent to that plan, but couldn’t change to the HMO or to Kaiser at this time.