



### Academic Group Benefits Enrolment

<b>Purpose:</b>	<p>This reference guide provides you with the steps to enrol in the Academic group benefits. These selections remain in place unless you experience a qualified life event, such as a marriage, divorce, birth of a first child, etc., where you will have the opportunity to change your benefits to meet your evolving needs.</p> <p>The steps provided here are specific to new hires but are relevant for making changes to existing benefits, dependents, and beneficiaries if you experience a life event.</p> <p>If you choose not to complete the enrolment, your selections will default to single coverage. Note that if you do not make selections, any spending credits default to a Health Spending Account.</p>
<b>Audience:</b>	Newly hired University of Calgary Academic Staff
<b>Prerequisites:</b>	You have received a system email notification from DoNotReply@ucalgary.ca indicating you can access the enrolment tool to make your benefit selections.
<b>Related Documents</b>	<p><b>For related benefits information, visit the UofC Human Resources website:</b></p> <p><a href="https://ucalgary.ca/hr/benefits-pension/group-benefits/academic-staff">https://ucalgary.ca/hr/benefits-pension/group-benefits/academic-staff</a></p>

## Table of Contents

- Complete Your Enrolment ..... 3
  - Step 1: Navigate to the Enrolment Page ..... 3
  - Step 2: Review Key Information ..... 4
  - Step 3: Enter Dependent/Beneficiary Information ..... 5
  - Step 4: Make Your Enrolment Selections ..... 7
    - Overview of All Plans ..... 9
    - Health..... 10
    - Dental..... 12
    - Basic Life ..... 14
    - Optional Employee Life..... 16
    - Optional Spousal Life ..... 19
    - Optional Child Life..... 20
    - AD&D ..... 22
    - Voluntary Employee AD&D..... 22
    - Voluntary Spousal AD&D ..... 24
    - Wellness Spending Account..... 26
    - Health Spending Account ..... 27
    - Pension ..... 28
  - Step 5: Finalize Your Selections ..... 30
    - Errors ..... 31
    - Submit Benefits..... 31

## Complete Your Enrolment

Our comprehensive benefits and pension program is designed to promote a productive level of health and well-being to staff members through coverage for retirement income planning, health, dental, life insurance, and income protection for disability. We hope you find these programs beneficial in meeting your needs.

Benefit eligibility and an overview of your benefit plan would have been outlined in your offer of employment. Detailed benefit plan information can be found on the Academics [Benefits at a Glance](#) page.

If you have experienced a life event, go to the HR Life Events page at:

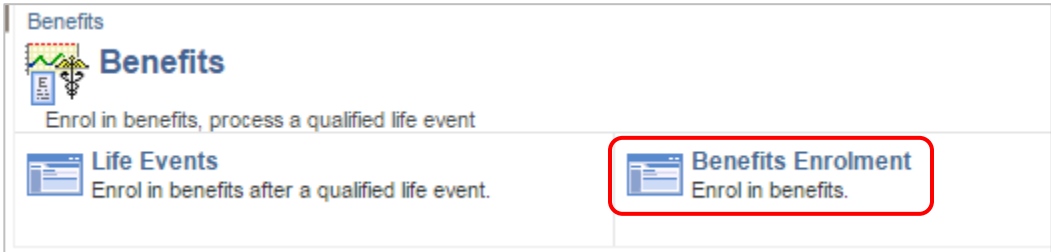
<https://ucalgary.ca/hr/benefits-pension/life-events> for key information, prior to making changes to your benefits.

### Step 1: Navigate to the Enrolment Page

1. From the My UCalgary Portal, click **All about me** → **My benefits** → **Benefit details**



2. On the **Benefits** page, click **Benefits Enrolment**.



Step 2: Review Key Information

- 1. The **Benefits Enrolment** page displays.
- 2. Read the information.
- 3. Click the **Overview of All Plans** link to review details about your benefits. The page opens in a new tab.
- 4. In the **Open Benefits Events** section, click the **Information** button for more detailed information.
- 5. Review the important information about **Enrolment**.
- 6. Click the **OK** button.


**Benefits Enrolment**  
Jiaao F Gauggel

The University of Calgary is pleased to offer a comprehensive Group Benefit Program.

Please review your options and make your selections. Click [Overview of All Plans](#) to review details about your choices.

After your initial enrolment the only time you may update your benefits through self-service is at a qualified Life Event.

Use the **Select** button to begin your enrolment.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Hire/Rehire		2019/07/01	Open	Associate Professor	<input type="button" value="Select"/>

After you click the **Select** button, it may take a few seconds for your benefit enrolment information to load.

**Benefits Enrolment**  
**Hire/Rehire**  
Jiaao F Gauggel

As a new hire you must enrol in benefits within 14 days of your date of hire. If you do not complete your selections you will be defaulted to base single coverage with no optional benefits. Before making your selections please enter your dependent data (spouse and children).

Ensure you select all your benefit choices before clicking Save and Continue.

Click **Review/Update Dependent Data** to begin your enrolment.

**Open Benefits Event**  
In this open benefit event, you will have the opportunity to review and finalize your benefits, including dependent and beneficiary information, as well as election of any optional benefits.

To make your benefit choices, go back to the Benefits Enrolment page and use the **Select** button to access your benefit event.

Step 3: Enter Dependent/Beneficiary Information

Enter your dependent information to ensure appropriate coverage. This is also the time to add your beneficiary information for your life insurance plan(s).

1. Click the **Select** button
2. The **Benefits Enrolment** page displays (you may need to scroll up).
3. Review the important information.
4. Click the **Review/Update Dependent Data** button.

**Note:** You cannot make your benefit selections until you have entered your dependent information.

5. Click **Add a dependent or beneficiary**.

**Note:** Ensure you add any non-dependent beneficiaries for your Life Insurance or AD&D at this point.

**Open Benefit Events**

Event Description		Event Date	Event Status	Job Title	
Hire/Rehire		2019/07/01	Open	Associate Professor	<b>Select</b>

After you click the **Select** button, it may take a few seconds for your benefit enrolment information to load.

**Benefits Enrolment**

**Hire/Rehire**

Jiaao F Gauggel

As a new hire you must enrol in benefits within 14 days of your date of hire. If you do not complete your selections you will be defaulted to base single coverage with no optional benefits. Before making your selections please enter your dependent data (spouse and children).

Ensure you select all your benefit choices before clicking Save and Continue.

Click **Review/Update Dependent Data** to begin your enrolment.

Select **Review/Update Dependent Data** to begin your enrolment. Go into each benefit to confirm or change election. Refer to [Group Benefit Definitions](#). To ensure your beneficiary form(s) populate correctly, you must go into each insurance benefit and follow the instructions to allocate percentages to your primary and secondary beneficiaries.

**Review/Update Dependent Data**

**Add/Review Dependent/Beneficiary**

The information below reflects current dependent/beneficiary data in our system. Make changes to existing individuals by selecting their name. Use the "Add a dependent or beneficiary" button to add new people. Dependents include both your spouse and children.

**No Dependents on Record**

Dependent Beneficiary Type

**Add a dependent or beneficiary**

[Confirm and Return to Enrolment](#)

6. Populate all the required and additional fields as needed. Required fields are marked with an asterisk.

**Note:** In Status Information, leave the **As of** date field blank.

- 7. Click the **Save** button.
- 8. Click to **Return to Dependent/Beneficiary Summary**.
- 9. Repeat for each dependent or beneficiary.

**Dependent/Beneficiary Personal Information**

Jiaao F Gauggel

Add/edit your dependent/beneficiary information. Note: Under Status Information, leave the As of field blank. Click the save button.

**Personal Information**

\*First Name

Middle Name

\*Last Name

Name Prefix

Name Suffix

Date of Birth

\*Gender

Social Insurance Number

\*Relationship to Employee

**Status Information**

\*Marital Status  As of

\*Student  As of

\*Disabled  As of

\*Smoker  As of

**Address and Telephone**

Same Address as Employee

Country Canada

Address 1536 Wu Avenue SW  
Calgary AB T9M 7P3

Same Phone as Employee

Phone

**Save**

[Return to Dependent/Beneficiary Summary](#)

10. When done reviewing and/or adding dependents, click the **Confirm and Return to Enrolment** link. This opens up your benefits for making selections.

[Add a dependent or beneficiary](#)

[Confirm and Return to Enrolment](#)

Step 4: Make Your Enrolment Selections

- 1. The **Benefits Enrolment** page displays.
- 2. Scroll down to your **Enrolment Summary**.

Benefits Enrolment  
Hire/Rehire  
Jiaao F Gauggel

As a new hire you must enrol in benefits within 14 days of your date of hire. If you do not complete your selections you will be defaulted to base single coverage with no optional benefits. Before making your selections please enter your dependent data (spouse and children).

Ensure you select all your benefit choices before clicking Save and Continue.

Click **Review/Update Dependent Data** to begin your enrolment.

**i** Select **Review/Update Dependent Data** to begin your enrolment. Go into each benefit to confirm or change election. Refer to [Group Benefit Definitions](#). To ensure your beneficiary form(s) populate correctly, you must go into each insurance benefit and follow the instructions to allocate percentages to your primary and secondary beneficiaries.

Review/Update Dependent Data

**Enrolment Summary**

Academic Group Benefits Enrolment

3. Click the **Enrol** button for **each** item in the **Enrolment Summary**, in order to make changes or validate your existing choices.

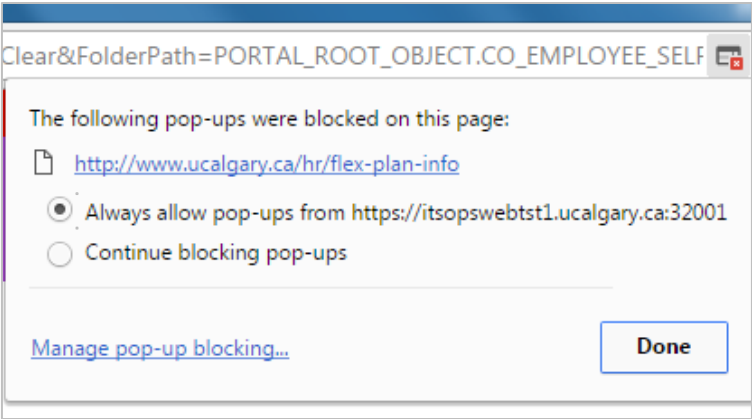
Depending on your eligibility, the **Enrolment Summary** may include:

- a. Health
- b. Dental
- c. Basic Life
- d. Optional Employee Life
- e. Optional Spousal Life (Couple/ Family coverage only)
- f. Optional Child Life (Family coverage only)
- g. AD&D
- h. Voluntary Employee AD&D
- i. Voluntary Spousal AD&D (Couple/ Family coverage only)
- j. Long-Term Disability
- k. Supplementary LTD
- l. Flexible Credits
- m. Wellness Spending Account
- n. Health Spending Account
- o. LTD Pension Waiver
- p. Pension

<b>Health</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: <b>Ext Health Academic:Single</b>	0.00	
<b>Dental</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: <b>Academic Dental:Single</b>	0.00	
<b>Basic Life</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: <b>BASIC LIFE: Salary X 2 : \$200,000</b>	474.00	
<b>Optional Employee Life</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: No Coverage.		
<b>Optional Spousal Life</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: No Coverage.		
<b>Optional Child Life</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: No Coverage.		
<b>AD&amp;D</b>	Annual Cost	
Current: Academic AD&D: \$100,000 New: Academic AD&D: \$100,000	16.80	
<b>Voluntary Employee AD&amp;D</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: No Coverage.		
<b>Voluntary Spousal AD&amp;D</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: No Coverage.		
<b>Long-Term Disability</b>	Annual Cost	
Current: Long-Term Disability Academic New: Long-Term Disability Academic	914.40	
<b>Supplementary LTD</b>	Annual Cost	
Current: Supplemental LTD ACA New: Supplemental LTD ACA	48.00	
<b>Flexible Credits</b>	Annual Cost	
Current: No Coverage. New: <b>ACA Flex Credits - 0.8-1.0 FTE</b>	800.00	
<b>Wellness Spending Account</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: <b>Wellness Spending - ACA: \$0.00</b>	0.00	
<b>Health Spending Account</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: <b>Health Spending - Academic: \$800.00</b>	800.00	
<b>LTD Pension Waiver</b>	Annual Cost	
Current: LTD with Pension Waiver New: LTD with Pension Waiver		
<b>Pension</b>	Annual Cost	<input type="button" value="Enrol"/>
Current: No Coverage. New: <b>Universities Academic Pension</b>		

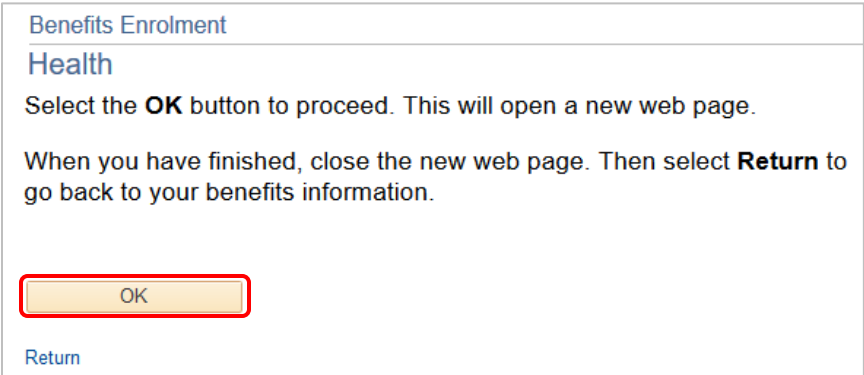
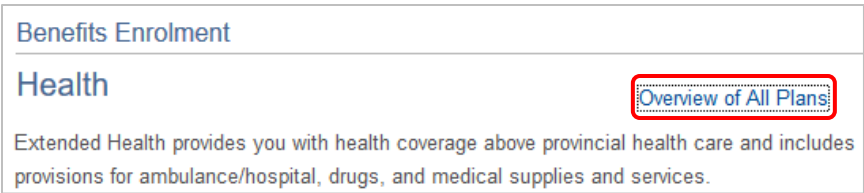


**Note:** When you click into each item, ensure your pop-up blocker is set to allow pop-ups on this site.



Overview of All Plans

1. For an **Overview of All Plans**, once you have selected to edit an item in your Enrolment Summary, click the link in the top right corner. This link is available when you navigate into each item of the Enrolment Summary.
2. Click the **OK** button to open a new browser window of the UofC Human Resources website – Group Benefits Information.
3. When done reviewing the available plans on the Human Resources website, click the other tab to return to your enrolment. You can return to the Human Resources website at any time by clicking the **Academic Benefits and Pension Plan** tab.



- 4. Click **Return** to go back to your benefits information.

Benefits Enrolment

Health

Jiaao F Gauggel

Use the **Return** button to go back to your benefits information.

**Return**

Health

- 1. Click the **Enrol** button for the **Health** option.
- 2. Before you make your **Health** selections, review the important information.
- 3. Scroll down to make your selections.

Health	Annual Cost	Enrol
Current: No Coverage.		
New: Ext Health Academic:Single	0.00	

- 4. Validate the selection. You cannot waive coverage unless your spouse (if applicable) has coverage through his/her employer. Rather than opting out, we recommend coordination of benefits between you and your spouse’s plans.

**Note:** The dollar amounts in the screen shot are just examples and may not accurately reflect your plan costs.

Benefits Enrolment

Health [Overview of All Plans](#)

Extended Health provides you with health coverage above provincial health care and includes provisions for ambulance/hospital, drugs, and medical supplies and services.

**i** Your current coverage is: No Coverage. If you do not make a choice, your coverage will be: Ext Health Academic with Single coverage

**Select an Option**

Below are the options with your annual cost.

Select one of the following plans:

Ext Health Academic

Coverage Level	Total
Single	\$71.04
Family	\$161.52

Waive

Coverage Level	Total
Single	\$0.00
Family	\$0.00

- 5. **Review Your Dependents** covered under this benefit. To make changes to dependents, click the **Update and Continue** button to return to the Enrolment Summary page.

**Note:** Changing dependents impacts your costs. If changes are made to dependents after benefits are selected, review selections to ensure they are still accurate.

- 6. If you are done reviewing and/or making changes, click the **Update and Continue** button.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit. Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

You may enrol any of the following individuals for coverage under this plan by checking the **Enrol** box next to the dependent's name.

Dependent Beneficiary		
Enrol	Name	Relationship
<input type="checkbox"/>	Janet Gauggel	Domestic Partner Adult
<input type="checkbox"/>	Alison M Gauggel	Child
<input type="checkbox"/>	Sophia M Gauggel	Child

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.

- 7. A summary displays with your selection.
- 8. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Health**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen Ext Health Academic with Family coverage.

**Your Estimated Cost**

Your Annual Cost      \$ xxx.xx

**Your Covered Dependents**

Dependent Information	
Name	Relationship
Janet Gauggel	Domestic Partner Adult
Alison M Gauggel	Child
Sophia M Gauggel	Child

**Notes**

Once submitted, this choice will take effect on 2019/07/01. Deductions for this benefit will start in the pay period beginning 2019/07/16.

**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.

Dental

- 1. Click the **Enrol** button for the **Dental** option.
  - 2. Before you make your **Dental** selections, review the important information. This includes the Plan name of your default coverage.
  - 3. Scroll down to make your selections.
- Remember, you can review all plans by clicking the link in the top right corner.

<b>Dental</b>	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>Academic Dental:Single</b>	0.00	

**Benefits Enrolment**

**Dental** [Overview of All Plans](#)

Jiaao F Gauggel

Dental coverage provides you with coverage for Basic Dental and Extensive Dental, as well as Orthodontics.

**i** Your current coverage is: No Coverage. If you do not make a choice, your coverage will be: Academic Dental with Single coverage

- 4. Validate the selection. You cannot waive coverage unless your spouse (if applicable) has coverage through his/her employer. Rather than opting out, we recommend coordination of benefits between your and your spouse's plans. You must enrol in Dental if you have enrolled in Health.

**Select an Option**

Below are the options with your annual cost.

Select one of the following plans:

Academic Dental

Coverage Level	Total
Single	\$56.40
Family	\$325.44
Employee + 1 Dependent	\$113.04

Waive

Coverage Level	Total
Single	\$0.00
Family	\$0.00
Employee + 1 Dependent	\$0.00

- 5. **Review Your Dependents** covered under this benefit. To make changes to dependents, click the **Update and Continue** button to return to the Enrolment Summary page.
- 6. If you are done reviewing and/or making changes, click the **Update and Continue** button.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit. Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

You may enrol any of the following individuals for coverage under this plan by checking the Enrol box next to the dependent's name.

Dependent Beneficiary		
Enrol	Name	Relationship
<input checked="" type="checkbox"/>	Janet Gauggel	Domestic Partner Adult
<input checked="" type="checkbox"/>	Alison M Gauggel	Child
<input type="checkbox"/>	Sophia M Gauggel	Child

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.

- 7. A summary displays with your selection.
- 8. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Dental**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen Academic Dental with Family coverage.

**Your Estimated Cost**

Your Annual Cost      \$ xxx.xx

**Your Covered Dependents**

Dependent Information	
Name	Relationship
Janet Gauggel	Domestic Partner Adult
Alison M Gauggel	Child
Sophia M Gauggel	Child

**Notes**

Once submitted, this choice will take effect on 2019/07/01. Deductions for this benefit will start in the pay period beginning 2019/07/16.

**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.

Basic Life

- 1. Select the **Enrol** button for **Basic Life**.
- 2. **Basic Life** coverage is mandatory.
- 3. Scroll down to review your selection.

<b>Basic Life</b>	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>BASIC LIFE: Salary X 2 : \$200,000</b>	474.00	

**Benefits Enrolment**

**Basic Life**      [Overview of All Plans](#)

Jiaao F Gauggel

Life insurance provides a benefit to your named beneficiary in the event of your death.

**i** Your current coverage is: No Coverage. If you do not make a choice, your coverage will be: Basic Life Academic: \$200,000

**Notes**

Your annual cost for this coverage is \$474.00. You will need to designate your beneficiaries. Your named beneficiaries for Basic Life will be your beneficiaries for Basic AD/D (if applicable).

Academic Group Benefits Enrolment

4. Review your coverage.

**Notes**

Your annual cost for this coverage is \$474.00.  
 You will need to designate your beneficiaries. Your named beneficiaries for Basic Life will be your beneficiaries for Basic AD/D (if applicable).

**Here Is Your Available Option**

Basic Life Academic ( \$200,000)

5. Designate your primary and secondary beneficiaries. Put a percentage amount for at least one beneficiary. The primary and secondary beneficiaries must **each** total 100%.

6. To add a beneficiary not already listed, navigate back to the **Enrolment Summary** page. It is important that you complete this section to avoid any delays, should a claim be made.

**Note:** You can't change **Allocation as** field from Percent (the drop down is deceiving).

**Designate Your Beneficiaries**

The following table displays a list of your eligible beneficiaries. If a beneficiary is missing from this list, or you wish to make changes to their personal information, please click **Update and Continue** on this page and return to Review/Update Dependent Data on the Enrolment Summary page. Once you have updated the beneficiary information, return to this page to make your allocations.

Refer to [Naming Beneficiaries](#) for details on naming beneficiaries.

You may designate any or all of the following individuals as Primary or Secondary beneficiaries by allocating a percent of the total benefit. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased.

You must print and sign the beneficiary designation form which is provided at the end of the enrolment process. If you do not designate a beneficiary, there may be delays or issues in the event of a claim. The designation in self-service is for display purposes. The original, signed Group Benefits - Beneficiary Designation form is required for claims. If no signed designation is on file, the claim would be paid to your estate.

\*Enter Primary Allocations as    
 \*Enter Secondary Allocations as

Allocation Details					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Janet Gauggel	Domestic Partner Adult			<input type="text"/>	<input type="text"/>
Alison M Gauggel	Child			<input type="text"/>	<input type="text"/>
Sophia M Gauggel	Child			<input type="text"/>	<input type="text"/>
<b>Total</b>		0	0		

7. Click the **Update and Continue** button.

- 8. A summary displays of your selections.
- 9. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Basic Life**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen Basic Life Academic ( \$200,000) coverage.

**Your Estimated annual Cost**

Your Annual Cost      \$474.00

**Your Primary Beneficiary Allocations**

**Primary Allocation Details**

Name	Relationship	Percent of Benefit
Janet Gauggel	Domestic Partner Adult	100

**Your Secondary Beneficiary Allocations**

You have not designated any secondary beneficiaries.

**Notes**

The amount of coverage for this plan is based upon your salary, and will vary in accordance with any changes to your salary over time. Once submitted, this choice will take effect on 2019/07/01. Deductions for this benefit will start in the pay period beginning 2019/07/16.

**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.

Optional Employee Life

- 1. Click the **Enrol** button for **Optional Employee Life**.
- 2. Before you make your **Optional Employee Life** selections, review the important information.
- 3. If you choose to enrol, medical evidence of insurability is required.
- 4. Scroll down to make your selections.

Remember, you can review all plans by clicking the link in the top right corner.

Optional Employee Life      Annual Cost      **Enrol**

Current: No Coverage.  
 New: No Coverage.

**Benefits Enrolment**

**Optional Employee Life**      [Overview of All Plans](#)

Jiaao F Gauggel

Optional Life Insurance is available in units of \$1,000 up to a maximum of \$300,000 subject to medical evidence of insurability. The cost of Optional Life depends on the amount of coverage chosen and your age, gender and smoking status.

If you wish to enrol you will receive the required forms to complete and send to the provider from Benefits once you have submitted your benefit choices. Please note that coverage under this benefit and associated payroll deductions will not take effect until approval is received from the provider.

**i** Your current coverage is: No Coverage. This coverage will continue if you do not make a choice.

Enrolment in this benefit requires medical evidence of insurability. If you select this choice, you will receive an Evidence of Medical Insurability form from Benefits, which you must complete and send to the provider.



## Academic Group Benefits Enrolment

- 5. If you would like to enrol in this additional insurance, select Opt. Life Academic.
- 6. Enter a **Coverage Amount** in units of \$1000 up to \$300,000. You will be sent required forms to complete and submit to the provider. Your coverage does not begin until approval is received from the provider.

**Notes**  
If you select this choice, you will receive an Evidence of Medical Insurability form from Benefits, which you must complete and send to the provider.

**Select an Option**

No, I do not want to enrol  
 **Yes** Opt. Life Academic

**Enter a Coverage Amount**

This plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your annual premium rate for this plan is \$0.7920 per \$1,000 of coverage.

Coverage Amount

- 7. Designate your beneficiaries. To add a beneficiary, navigate back to the **Enrolment Summary** page.

**Note:** You can't change the **Allocation as** field from Percent (the drop down is deceiving).

**Designate Your Beneficiaries**

The following table displays a list of your eligible beneficiaries. If a beneficiary is missing from this list, or you wish to make changes to their personal information, please click **Update and Continue** on this page and return to Review/Update Dependent Data on the Enrolment Summary page. Once you have updated the beneficiary information, return to this page to make your allocations.

Refer to [Naming Beneficiaries](#) for details on naming beneficiaries.

You may designate any or all of the following individuals as Primary or Secondary beneficiaries by allocating a percent of the total benefit. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased.

You must print and sign the beneficiary designation form which is provided at the end of the enrolment process. If you do not designate a beneficiary, there may be delays or issues in the event of a claim. The designation in self-service is for display purposes. The original, signed Group Benefits - Beneficiary Designation form is required for claims. If no signed designation is on file, the claim would be paid to your estate.

\*Enter Primary Allocations as

\*Enter Secondary Allocations as

Allocation Details					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Janet Gauggel	Domestic Partner Adult			100	
Alison M Gauggel	Child				
Sophia M Gauggel	Child				
<b>Total</b>			0	0	

- 8. Click the **Update and Continue** button.

Update and Continue


Discard Changes

- 9. A summary displays of your selections.
- 10. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Optional Employee Life**

Jiaao F Gauggel

 Important: Review this page to confirm your choice.

**Your Choice**

You have chosen Opt. Life Academic coverage for \$100,000.

**Your Estimated annual Cost**

Your Annual Cost      \$ xx.xx

**Your Primary Beneficiary Allocations**

Primary Allocation Details		
Name	Relationship	Percent of Benefit
Janet Gauggel	Domestic Partner Adult	100

**Your Secondary Beneficiary Allocations**

You have not designated any secondary beneficiaries.

**Notes**

You will receive a form from Benefits to complete and send to the provider before this coverage can take effect.  
The premium for this plan is based upon your age, gender, and smoker status as of the end of each pay period. The cost above is calculated based on the smoker status in our records, which may not be up-to-date.  
Coverage and deductions will take effect when approval has been received from the provider.

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

Optional Spousal Life

- 1. Click the **Enrol** button for Optional Spousal Life.
- 2. Review the important information about Optional Spousal Life.
- 3. If you choose to enrol, medical evidence of insurability is required.
- 4. Scroll down to make your selections.

Optional Spousal Life	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: No Coverage.		

**Benefits Enrolment**

**Optional Spousal Life** [Overview of All Plans](#)

Jiaao F Gauggel

Optional Life Insurance is available for your spouse in units of \$1,000 up to a maximum of \$300,000 subject to medical evidence of insurability. The cost of Optional Life depends on the amount of coverage chosen and the age, gender and smoking status of your spouse. You, as the employee, are automatically the beneficiary.

If you wish to enrol you will receive the required forms to complete and send to the provider from Benefits once you have submitted your benefit choices. Please note that coverage under this benefit and associated payroll deductions will not take effect until approval is received from the provider.

**i** Your current coverage is: No Coverage. This coverage will continue if you do not make a choice.

Enrolment in this benefit requires medical evidence of insurability. If you select this choice, you will receive an Evidence of Medical Insurability form from Benefits, which you must complete and send to the provider.

- 5. If you would like to enrol in this additional insurance, select **Yes** for **Life-Optional Spouse Academic**.
- 6. Enter a **Coverage Amount** in units of \$1000 up to \$300,000. You will be sent required forms to complete and submit to the provider. Your spousal coverage does not begin until approval is received from the provider.

**Notes**

If you select this choice, you will receive an Evidence of Medical Insurability form from Benefits, which you must complete and send to the provider.

**Select an Option**

No, I do not want to enrol

**Yes** Life-Optional Spouse Academic

**Enter a Coverage Amount**

This plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your annual premium rate for this plan is \$0.7920 per \$1,000 of coverage.

Coverage Amount

- 7. Enrol your spouse by selecting the box in the **Covered** column. To add a dependent, navigate back to the **Enrolment Summary** page.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit. You will have an opportunity to purchase Optional Child Life later in the enrolment process.

Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

Allocation Details		
Name	Relationship	Covered
Janet Gauggel	Domestic Partner Adult	<input checked="" type="checkbox"/>

- 8. Click the **Update and Continue** button.

**Update and Continue** **Discard Changes**

- 9. A summary displays of your selections.
- 10. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Optional Spousal Life**

Jiaao F Guggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen Life-Optional Spouse Academic coverage for \$25,000.

**Your Estimated annual Cost**

Your Annual Cost      \$19.80

**Your Covered Dependents**

**Primary Allocation Details**

Name	Relationship	Amount
Janet Guggel	Domestic Partner Adult	\$25,000

**Notes**

You will receive a form from Benefits to complete and send to the provider before this coverage can take effect.

Coverage and deductions will take effect when approval has been received from the provider.

**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.

Optional Child Life

- 1. Click the **Enrol** button for Optional Child Life.
- 2. Review the important information about Optional Child Life.
- 3. Scroll down to make your selections.

**Optional Child Life**      Annual Cost      **Enrol**

Current: No Coverage.  
 New: No Coverage.

**Benefits Enrolment**

**Optional Child Life**      [Overview of All Plans](#)

Jiaao F Guggel

Optional Child Life is available for your eligible dependent child(ren) in units of \$5,000 to a maximum of \$15,000 per insured child. The amount of coverage selected is applicable to all of your eligible dependent children. You, as the employee, are automatically the beneficiary.

**i** Your current coverage is: No Coverage. This coverage will continue if you do not make a choice.

Enrolment in this benefit requires medical evidence of insurability. If you select this choice, you will receive an Evidence of Medical Insurability form from Benefits, which you must complete and send to the provider.

- 4. If you would like to enrol in this additional insurance, select Child Optional Life.
- 5. Enter a **Coverage Amount** in units of \$5000 up to \$15,000.

**Select an Option**

No, I do not want to enrol

Yes Life-Optional Child Academic

---

**Enter a Coverage Amount**

This plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your annual premium rate for this plan is \$2.6400 per \$1,000 of coverage. You must enter either \$5,000, \$10,000 or \$15,000.

Coverage Amount

- 6. To enrol your child, select the box in the **Covered** column. To add a dependent, navigate back to the **Enrolment Summary** page.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit.

Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

**Allocation Details**

Name	Relationship	Covered
Alison M Gauggel	Child	<input checked="" type="checkbox"/>
Sophia M Gauggel	Child	<input checked="" type="checkbox"/>

- 7. Click the **Update and Continue** button.

- 8. A summary displays of your selections.
- 9. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Optional Child Life**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen Life-Optional Child Academic coverage for \$10,000.

**Your Estimated annual Cost**

Your Annual Cost	\$26.40
------------------	---------

**Your Covered Dependents**

**Primary Allocation Details**

Name	Relationship	Amount
Alison M Gauggel	Child	\$10,000
Sophia M Gauggel	Child	\$10,000

**Notes**

You will receive a form from Benefits to complete and send to the provider before this coverage can take effect. Once submitted, this choice will take effect on 2019/07/01. Deductions for this benefit will start in the pay period beginning 2019/07/16.

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

AD&D

Employees are automatically insured for Basic Accidental Death and Dismemberment (AD&D) with a principle sum \$100,000. This benefit provides coverage should you experience an accident resulting in death or serious injury.

Your designation of beneficiary for Basic AD&D is the same as for Basic Life Insurance, therefore no action is required for this benefit.

AD&D	Annual Cost
Current: Academic AD&D: \$100,000	
New: Academic AD&D: \$100,000	16.80

Voluntary Employee AD&D

1. Click the **Enrol** button for **Voluntary Employee AD&D**.
2. Review the important information about Voluntary Employee AD&D.
3. To enrol, select Yes ADD Optional Academic
4. Enter a Coverage Amount in units of \$1000 up to \$250,000.

Voluntary Employee AD&D	Annual Cost	Enrol
Current: No Coverage.		
New: No Coverage.		

**Benefits Enrolment**

**Voluntary Employee AD&D** [Overview of All Plans](#)

Jiaao F Gauggel

Voluntary Accidental Death & Dismemberment (AD&D) is available to employees and provides coverage for death or injury resulting from an accident. Coverage can be purchased in units of \$1,000 to a maximum of \$250,000.

**i** Your current coverage is: No Coverage. This coverage will continue if you do not make a choice.

**Select an Option**

No, I do not want to enrol

Yes **ADD Optional Academic**

**Enter a Coverage Amount**

This plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your annual premium rate for this plan is \$0.1680 per \$1,000 of coverage.

Coverage Amount

5. Designate your beneficiaries. To add a beneficiary, navigate back to the **Enrolment Summary** page.

**Note:** You can't change the **Allocation as** fields from Percent (the drop down is deceiving).

**Designate Your Beneficiaries**

The following table displays a list of your eligible beneficiaries. If a beneficiary is missing from this list, or you wish to make changes to their personal information, please click **Update and Continue** on this page and return to Review/Update Dependent Data on the Enrolment Summary page. Once you have updated the beneficiary information, return to this page to make your allocations.

Refer to [Naming Beneficiaries](#) for details on naming beneficiaries.

You may designate any or all of the following individuals as Primary or Secondary beneficiaries by allocating a percent of the total benefit. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased.

You must print and sign the beneficiary designation form which is provided at the end of the enrolment process. If you do not designate a beneficiary, there may be delays or issues in the event of a claim. The designation in self-service is for display purposes. The original, signed Group Benefits - Beneficiary Designation form is required for claims. If no signed designation is on file, the claim would be paid to your estate.

\*Enter Primary Allocations as

\*Enter Secondary Allocations as

Allocation Details					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Janet Gauggel	Domestic Partner Adult			<input type="text" value="50"/>	<input type="text"/>
Alison M Gauggel	Child			<input type="text" value="25"/>	<input type="text"/>
Sophia M Gauggel	Child			<input type="text" value="25"/>	<input type="text"/>
<b>Total</b>			100	0	

6. Click the **Update and Continue** button.

- 7. A summary displays of your selections.
- 8. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Voluntary Employee AD&D**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

---

**Your Choice**

You have chosen AD&D Optional Academic coverage for \$50,000.

---

**Your Estimated annual Cost**

Your Annual Cost	<b>\$8.40</b>
------------------	---------------

---

**Your Primary Beneficiary Allocations**

**Primary Allocation Details**

Name	Relationship	Percent of Benefit
Janet Gauggel	Domestic Partner Adult	50
Alison M Gauggel	Child	25
Sophia M Gauggel	Child	25

---

**Your Secondary Beneficiary Allocations**

You have not designated any secondary beneficiaries.

---

**Notes**

Once submitted, this choice will take effect on 2019/07/01. Deductions for this benefit will start in the pay period beginning 2019/07/16.

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.

**Voluntary Spousal AD&D**

- 1. Click the **Enrol** button for **Voluntary Spousal AD&D**.
- 2. Review the important information about Voluntary Spousal AD&D.
- 3. To enrol, select Yes ADD Spousal Academic.

<b>Voluntary Spousal AD&amp;D</b>	Annual Cost	<span style="border: 1px solid red; padding: 2px 10px;">Enrol</span>
Current: No Coverage.		
New: No Coverage.		

---

**Benefits Enrolment**

**Voluntary Spousal AD&D** [Overview of All Plans](#)

Jiaao F Gauggel

Voluntary Accidental Death & Dismemberment (AD&D) is available for your spouse and provides coverage for death or injury resulting from an accident. Coverage can be purchased in units of \$1,000 to a maximum of \$250,000. You, as the employee, are automatically the beneficiary.

**i** Your current coverage is: No Coverage. This coverage will continue if you do not make a choice.



Academic Group Benefits Enrolment

- 4. To enrol, select **Yes ADD Spousal Academic**.
- 5. Enter a Coverage Amount in units of \$1000 up to \$250,000.

**Select an Option**

No, I do not want to enrol

Yes ADD Spousal Academic

**Enter a Coverage Amount**

This plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage. Your annual premium rate for this plan is \$0.1680 per \$1,000 of coverage.

Coverage Amount

- 6. Select the checkbox for your spouse in the Covered column. To add a new dependent, navigate back to the **Enrolment Summary** page.

**Enrol Your Dependents**

The following table displays your dependents who are eligible for this benefit.

Should you wish to make changes to your dependents, please click *Update and Continue* to return to the Enrolment Summary page where you can Review/Update Dependent Data, then return to this page to complete your enrolment.

**Allocation Details**

Name	Relationship	Covered
Janet Gauggel	Domestic Partner Adult	<input checked="" type="checkbox"/>

- 7. Click the **Update and Continue** button.
- 8. A summary displays of your selections.
- 9. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

Benefits Enrolment

**Voluntary Spousal AD&D**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen AD&D Spousal Academic coverage for \$25,000.

**Your Estimated annual Cost**

Your Annual Cost	\$4.20
------------------	--------

**Your Covered Dependents**

**Primary Allocation Details**

Name	Relationship	Amount
Janet Gauggel	Domestic Partner Adult	\$25,000

**Notes**

Once submitted, this choice will take effect on 2019/07/01. Deductions for this benefit will start in the pay period beginning 2019/07/16.

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

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

Wellness Spending Account

- 1. Click the **Enrol** button for the **Wellness Spending Account**.
- 2. Before you make your **Wellness Spending Account** selections, review the important information.
- 3. If you choose to enrol in WSA, select the option. If you choose not to enrol, select **No, I do not want to enrol**.

Wellness Spending Account	Annual Cost	Enrol
Current: No Coverage.		
New: <b>Wellness Spending - ACA: \$0.00</b>	0.00	

**Benefits Enrolment**

**Wellness Spending Account** [Overview of All Plans](#)

Jiaao F Gauggel

A Wellness Spending Account (WSA) can be used to reimburse costs associated with wellness, learning, development and technology expenses. Amounts claimed are taxable and will result in a T4A slip. WSA can only be used by you and not your dependents.

Your available credits default to your Health Spending Account unless you allocate some or all of your credits to the WSA account.

**i** Indicate your desired annual allocation of credits below.

Your credit amount is \$800.00. You may allocate some or all of this amount to this account. Anything left over will default into your Health Spending Account.

**Select an Option**

No, I do not want to enrol

Wellness Spending - ACA

- 4. If you select the **WSA** option, enter the **Annual Credit Allocation** you would like to make.

**Note:** you can also divide your credits between the WSA and Health Spending account. A minimum of \$100 is required in each account.

- 5. Click the **Update and Continue** button.

**Select an Option**

No, I do not want to enrol

Wellness Spending - ACA

This plan requires that you specify an annual allocation amount.

**Annual Credit Allocation**

**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.

- 6. A summary displays with your selection.
- 7. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary. Otherwise click **Discard Changes** to update your selection.

**Benefits Enrolment**

**Wellness Spending Account**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You have chosen to enrol in the Wellness Spending - ACA plan with an annual allocation of \$250.00.

**Notes**

Once submitted, this choice will take effect on 2019/07/01.

**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.

Health Spending Account

- 1. Click the **Enrol** button for the **Health Spending Account**.
- 2. Review the important information about your Health Spending Account. Any excess credits default to this account. To change the amount, change your Wellness Spending Account amount.
- 3. The Annual Credit Allocation defaults in.
- 4. Click the **Update and Continue** button.

Health Spending Account	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: <b>Health Spending - Academic: \$800.00</b>	800.00	

**Benefits Enrolment**

**Health Spending Account** [Overview of All Plans](#)

Jiaao F Gauggel

The Health Spending Account allows you to use your flexible spending credits to pay for some Health expenses. For detailed information about Health Spending Accounts click "Overview of All Plans" link to review details about your option choices.

**i** Credits default to the Health Spending Account. If you wish to change this amount, change your Wellness Spending Account amount.

**Select an Option**

Health Spending - Academic

Credits default to this plan. If you wish to change the amount, first allocate credits in your Wellness Spending Account (WSA).

**Annual Credit Allocation**

**Update and Continue**

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

- 5. A summary displays with your selection.
- 6. If you are happy with your selection, click the **Update Elections** button to return to the Enrolment Summary.

Benefits Enrolment

### Health Spending Account

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

---

**Your Choice**

You have chosen to enrol in the Health Spending - Academic plan with an annual allocation of \$800.00.

---

**Notes**

Once submitted, this choice will take effect on 2019/07/01.

**Update Elections**

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

Pension

- 1. Click the **Enrol** button for **Pension**.
- 2. Pension is mandatory and can't be deselected.

Pension	Annual Cost	<b>Enrol</b>
Current: No Coverage.		
New: Universities Academic Pension		

Benefits Enrolment

### Pension

Jiaao F Gauggel

Academic employees are members of the Universities Academic Pension Plan (UAPP) and participation is mandatory. UAPP is a defined benefit plan that, at retirement, provides a monthly retirement benefit to the member. Employees and the university contribute equally to the UAPP.

**i** Your current coverage is: No Coverage. . If you do not make a choice, your coverage will be: Universities Academic Pension

---

Yes Universities Academic Pension

- 3. Read the important information regarding the designation of beneficiaries for your pension plan.
- 4. Designate your beneficiaries.
- 5. Click the **Update and Continue** button.

**Designate Your Beneficiaries**

The following table displays a list of your eligible beneficiaries. If a beneficiary is missing from this list, or you wish to make changes to their personal information, please click **Update and Continue** on this page and return to Review/Update Dependent Data on the Enrolment Summary page. Once you have updated the beneficiary information, return to this page to make your allocations.

Refer to [Naming Beneficiaries](#) for details on naming beneficiaries.

Your spouse, if you have one, is automatically your pension beneficiary. You may designate a non-spousal beneficiary in the event you do not have a spouse at the time of your death. Please select your spouse and any other beneficiaries you wish to designate, then click the link on the enrolment submission page to print your UAPP Designation of Spouse and Non-Spouse Beneficiary form. Please note that the paper form is required, all system records are for display purposes only.

**To properly populate the form, you MUST enter your spouse as 100% primary beneficiary.** Secondary beneficiaries are used to designate your non-spousal beneficiaries only. Under pension rules, your spouse must be designated primary.

\*Enter Primary Allocations as    
 \*Enter Secondary Allocations as

**Allocation Details**

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
Janet Gauggel	Domestic Partner Adult			<input type="text" value="100"/>	<input type="text"/>
Alison M Gauggel	Child			<input type="text"/>	<input type="text"/>
Sophia M Gauggel	Child			<input type="text"/>	<input type="text"/>
<b>Total</b>				0	0

- 6. A summary displays of your selections.
- 7. Click the **Update Elections** button to return to the Enrolment Summary.

**Benefits Enrolment**

**Pension**

Jiaao F Gauggel

**i** Important: Review this page to confirm your choice.

**Your Choice**

You are participating in Universities Academic Pension.

**Your Contributions**

**Your Primary Beneficiary Allocations**

**Primary**

Name	Relationship	Percent of Benefit
Janet Gauggel	Domestic Partner Adult	100

**Your Secondary Beneficiary Allocations**

You have not designated any secondary beneficiaries.

**Notes**

Contributions will start with the pay period beginning 2019/07/01.

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

Step 5: Finalize Your Selections

1. After reviewing all of your benefits, click **Save and Continue**. You can also choose to **Save for Later** if you are not ready to finalize your selections.

**Note:** Your enrolment is not complete until you submit your choices. If you do not submit by the end of the enrolment period, your coverage defaults to single coverage and any flexible spending credits go to your Health Spending Account.

2. A **Benefit Enrolment** summary box displays. Review the summary.

Benefits Enrolment x

[Help](#)

Jiaao F Gauggel

Prior to submitting your choices to Human Resources, please take a moment to review your selections summarized below.  
If you are ready to submit, click **OK** to continue with the enrolment process. Click **Cancel** to return to the enrolment page to make changes.

Once you have submitted your choices, they can only be changed within 31 days of a Life Event (or at the time of the next Re-Enrolment for MaPS employees).

Benefit Selections					
Benefit Plan	Covrg Level	Pay Period Employer	Pay Period Employee	Annual Employer	Annual Employee
Opt. Life Academic			\$2.75		\$66.00
Life-Optional Spouse Academic			\$0.82		\$19.80
Life-Optional Child Academic			\$1.10		\$26.40
Academic AD&D		\$0.70		\$16.80	
AD&D Optional Academic			\$0.35		\$8.40
AD&D Spousal Academic			\$0.17		\$4.20
Long-Term Disability Academic			\$38.10		\$914.40
Supplemental LTD ACA			\$2.00		\$48.00

FSA Allocation	
HSA Allocation	\$800.00

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

3. If you are satisfied with the information, click the **OK** button. To make changes, click the **Cancel** button.

Errors

1. If you have any errors, click the **Return** button to make changes to your plan selections, or click the **Continue** button (warnings only).
2. Warnings also indicate whether you need to complete an evidence of medical insurability form (for each insurance plan you registered in). This form is provided to you by Benefits once you have submitted your selections.
3. Click the **Continue** button.


Benefits Enrolment

**Errors and Warnings**


Jiaao F Gauggel

Your enrolment contains some warnings or errors. Please review the following list and make any required changes in your enrolment.


**Errors and Warnings**

 Optional Employee Life      Warning

Your enrolment in this benefit plan may require evidence of medical insurability. For Optional and Spousal Life Insurance as well as increases to MaPS Basic Life and LTD, Benefits will contact you with the appropriate forms for you to complete and submit to the provider. For Critical Illness, please return to the enrolment page and download and complete the form.

 Optional Spousal Life      Warning

Your enrolment in this benefit plan may require evidence of medical insurability. For Optional and Spousal Life Insurance as well as increases to MaPS Basic Life and LTD, Benefits will contact you with the appropriate forms for you to complete and submit to the provider. For Critical Illness, please return to the enrolment page and download and complete the form.

 Optional Child Life      Warning

Your enrolment in this benefit plan may require evidence of medical insurability. For Optional and Spousal Life Insurance as well as increases to MaPS Basic Life and LTD, Benefits will contact you with the appropriate forms for you to complete and submit to the provider. For Critical Illness, please return to the enrolment page and download and complete the form.

Select the **Return** button to go back to the Enrolment Summary and correct your benefit choices.

Select the **Continue** button to ignore these warnings and submit your benefit choices.

Submit Benefits

1. Review the important information prior to submitting your benefits, including instructions.

Benefits Enrolment

**Submit Benefits**

Jiaao F Gauggel

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 the Integrated Service Centre (ISC) at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or call 403-220-5932.

- 2. Before you click the Submit button, click the links to each form: **Group Benefits – Beneficiary Designation Form**, and **UAPP Designation of Spouse and Non Spouse Beneficiary**.

**Note:** When you click each form, ensure your pop-up blocker is set to allow pop-ups on this site.

- 3. Once you have printed off the forms, and you are done making changes to your benefits, click the **Submit** button.
- 4. **Submit Confirmation** displays.
- 5. To return to the **Benefits Enrolment** page, click the **OK** button.

**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.

[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.

Benefits Enrolment

**Submit Confirmation**

Severus Snape

Your benefit choices have been successfully submitted to Human Resources. Use the **Print** button to generate a confirmation statement of your elections.

To return to the Benefits Enrolment page, use the **OK** button.

You will receive an email confirming your choices; the Benefits team receives a copy as well.

### Next Steps

Your selections will remain in place unless you experience a qualified life event, such as a marriage, divorce, birth of a child, etc. For a qualified life event, review Life Events on the HR web pages at <https://ucalgary.ca/hr/benefits-pension/life-events> and follow the steps provided.

Send your completed paper beneficiary designation form to Human Resources.