

Salt Lake County

Birth/Adoption

HR POLICY 4-300: Insurance and Retirement Programs

LIFE EVENTS

Open a Life Event in PeopleSoft within 31 days of the birth/adoption

- Log into PeopleSoft
 - Main Menu > Self Service > Benefits > Life Events
 - Click the “Birth” or “Adoption” radial button.
 - Enter the baby’s date of birth or adoption date on the signed adoption papers *as the event date*.
 - Follow the navigation to add name, date of birth and social security number if you have it.
 - Add the child to medical coverage, and dental if you wish.
 - Opportunity to add dependent care FSA if needed.
 - Upload a copy of the birth certificate or adoption papers. If the birth certificate is not yet available, you may upload a copy of the hospital discharge paperwork.

- *Do not leave this up to your agency or supervisor, even if you have provided the documentation to them. **Call benefits with questions: 385-468-0580.***
 - Documentation **must** be received within 31 days, OR your next opportunity to enroll is during Open Enrollment in November for a January 1st start date of the following year.
 - Upload through document upload in PeopleSoft OR email to benefits@slco.org

- ✓ You may be eligible for Parental Leave or Family Medical Leave (FMLA), contact your supervisor or division HR Coordinator as soon as possible.

- ✓ Birth mothers: If you have Short-Term Disability (STDi) coverage, contact Benefits so we can assist you in how to file a claim.

- ✓ You may want to add dependent life insurance for your child. Enroll at www.pehp.org.

- ✓ Your benefits team is here to **help. Please reach out.**

Benefits Phone: 385-468-0580
Benefits email: benefits@slco.org
Benefits website: benefits.slco.org