INDIANA UNIVERSITY
HUMAN RESOURCES

LIFE EVENT ENROLLMENT INSTRUCTIONS

When a qualifying life event occurs, you have **30 calendar days** from the date of the event to make corresponding changes to your benefit elections. If you miss the deadline, your next opportunity to request a change is when another qualifying life event occurs, or during the annual Open Enrollment period with an effective date of January 1.

1. Search for and select **Employee Center** in one.iu.edu.

2. Login through CAS using your IU network ID and password.

3. Select the **Benefit Details** tab, then **Life Events** from the left-hand navigation.

4. Select the type of event from the list.

5. Enter the “As Of” date at the bottom of the screen then click **Start Life Event**. This is the **actual date of the event** and should correspond to the date on any supporting documentation you are required to provide (e.g. for a birth, the date of birth).

6. Upload any required documentation verifying the event.
   Do not begin the online process without electronic copies of your documentation as you will be unable to complete online enrollment without a submission. If you do not have the correct documents available in electronic format, contact IU Human Resources at askHR@iu.edu or (812) 856-1234 as soon as possible for instructions on how to proceed. **Enrollment elections and all required documentation must be submitted within 30 days of the event.**

7. Update/verify your payroll direct deposit and tax withholding information.

8. Make all benefit changes related to the event.
   Information on which changes you are allowed to make is available at hr.iu.edu/bcc/index.html.

9. When finished, click **Submit** to complete your Life Event.

10. A confirmation e-mail will be set to your IU email address once your elections have been submitted.

QUESTIONS? **askHR** at (812) 856-1234 or askhr@iu.edu