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# Enrolling in Benefits for Graduate Assistants and Interns: Divorce/Legal Separation Life Event

**Overview** This job aid will assist you with removing your ex-spouse and any stepchildren from your health coverages as a result of a recent divorce or legal separation. You have 31 days following the qualifying event to remove ineligible dependents in eBenefits. The health coverage changes will be effective on the first of the month following your divorce or legal separation. Future dated life events are not allowed.

**Before You Begin** **Proof Documentation:** For a Divorce/Legal Separation event, you must provide proof. CORE-CT self-service provides you with the opportunity to upload the proof documentation, or to indicate how the proof documentation will be provided, such as fax, mail, email or in person. For a divorce or legal separation event, you will be required to provide one of the following:

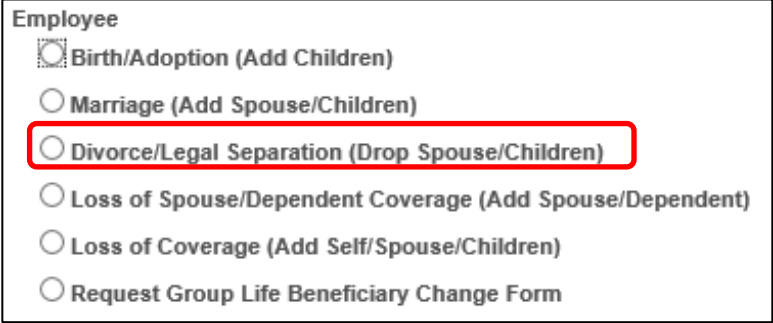
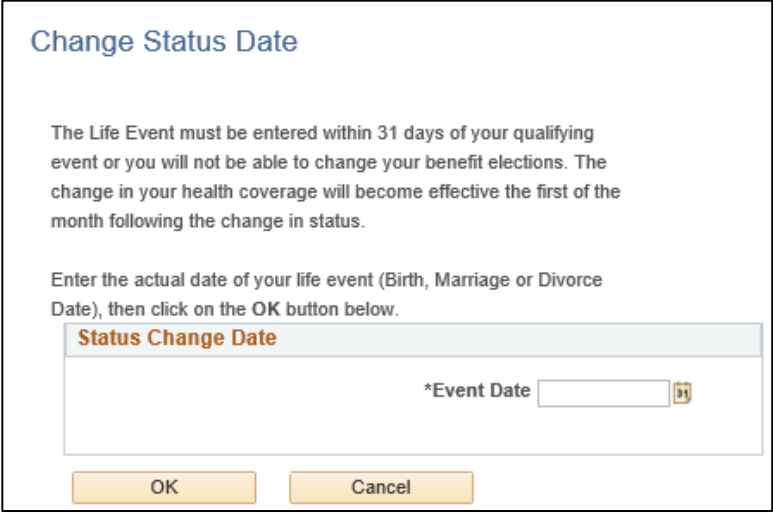
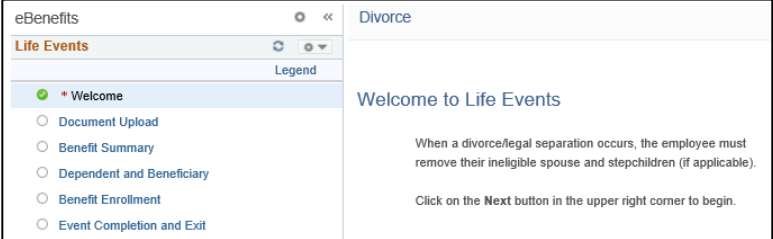
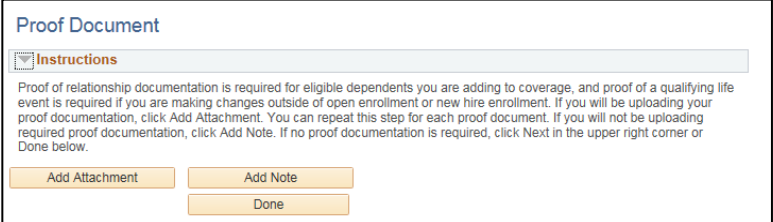
1. Screen print from the [State of Connecticut Judicial website](#) that reflects the date of your divorce or legal separation. If your divorce or legal separation was filed in a different state, you can include a screen print from that state's judicial website.
2. Divorce Decree

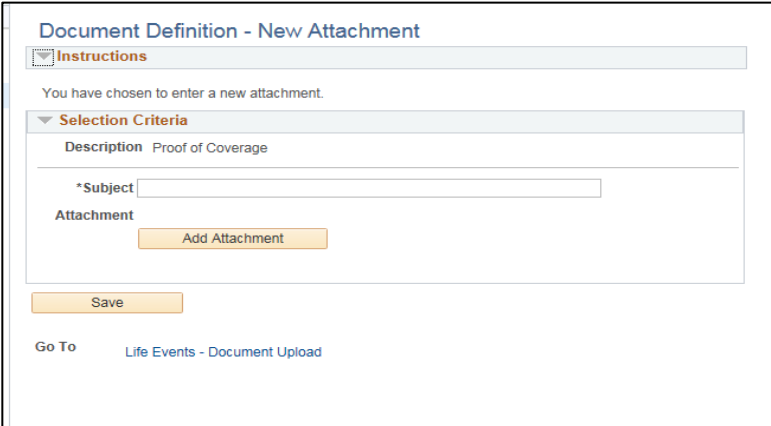
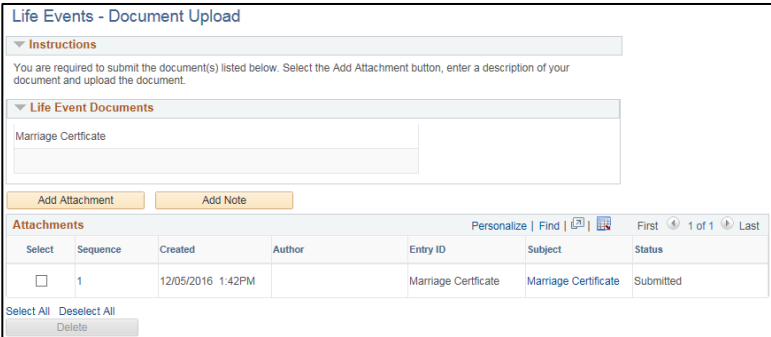
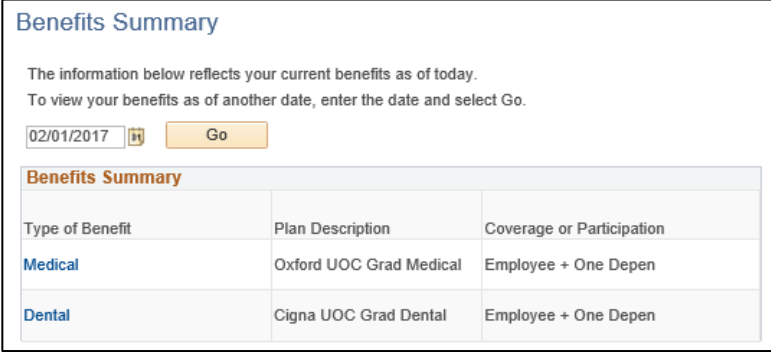
**Please note the following:**

This module contains information that does not apply to Graduate Assistants and Interns. Please disregard information about:

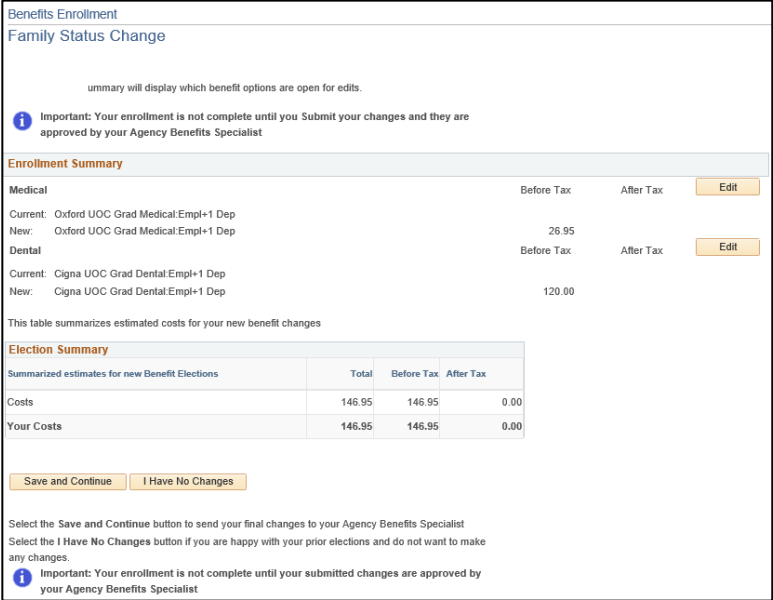
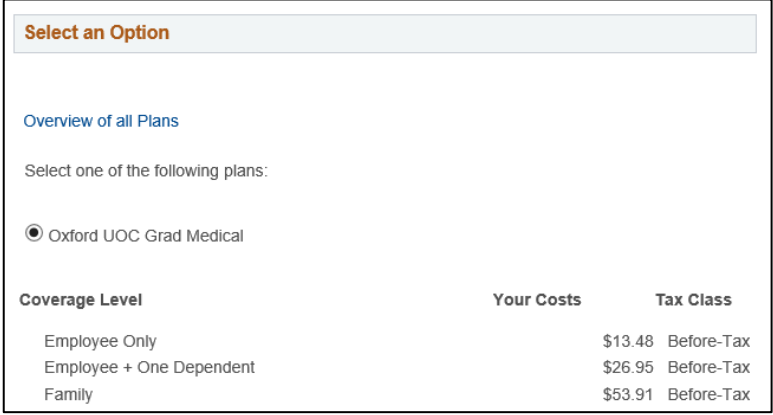
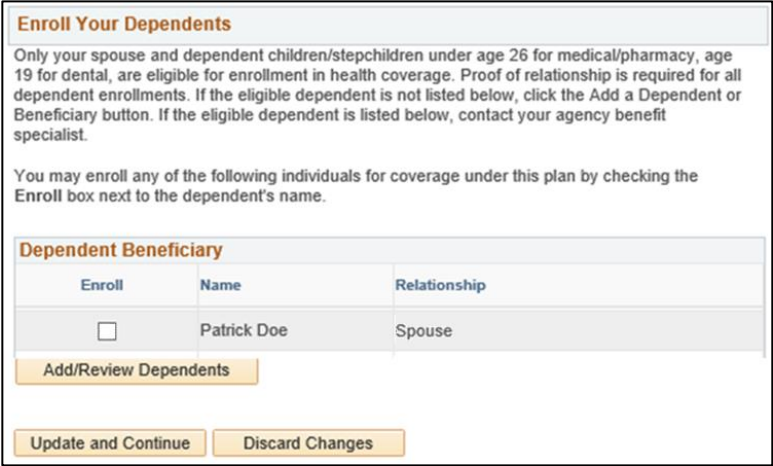
- Health Enhancement Program (HEP)
- Family Less Employed Spouse (FLES)
- Life Insurance and Life Insurance Beneficiaries

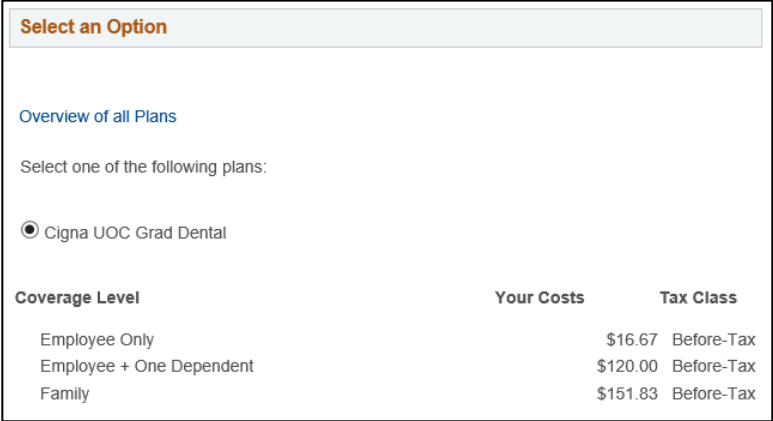
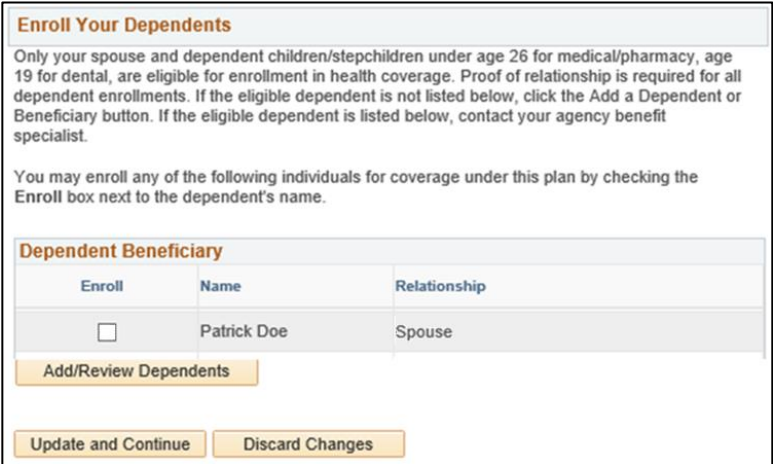
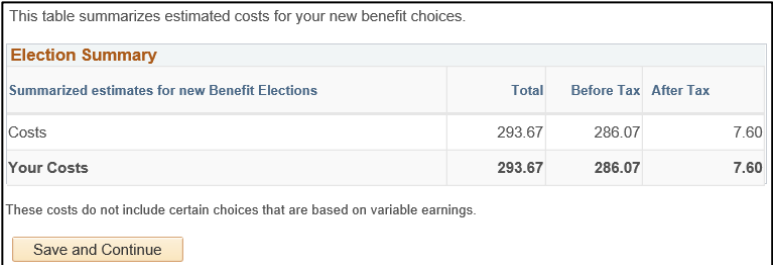
**Process Steps**

| Step | Action  | Screenshot   |
|------|---|--|
| 1    | Navigation: <b>Main Menu &gt; Core-CT HRMS &gt; Self Service &gt; Benefits &gt; Life Events</b>   |  |
| 2    | On the <b>Life Events</b> page, elect the <b>Divorce/Legal Separation (Drop Spouse/Children)</b> option. It will take you to the <b>Change Status Date</b> page.  |  <p><b>Employee</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Birth/Adoption (Add Children)</li> <li><input type="radio"/> Marriage (Add Spouse/Children)</li> <li><input checked="" type="radio"/> <b>Divorce/Legal Separation (Drop Spouse/Children)</b></li> <li><input type="radio"/> Loss of Spouse/Dependent Coverage (Add Spouse/Dependent)</li> <li><input type="radio"/> Loss of Coverage (Add Self/Spouse/Children)</li> <li><input type="radio"/> Request Group Life Beneficiary Change Form</li> </ul>  |
| 3    | <p>On the <b>Change Status Date</b> page, enter the <b>Event Date</b> of your divorce or legal separation.</p> <p><b>Note:</b> You are required to remove your ex-spouse and any stepchildren from your health coverages within 31 days following your divorce or legal separation. If your divorce or legal separation occurred more than 31 days ago, contact your Agency Benefits Specialist for assistance.</p> <p><b>Reminder:</b> Future dated life events are not allowed.</p> <p>Once the date is entered, click <b>OK</b> to continue.</p> |  <p><b>Change Status Date</b></p> <p>The Life Event must be entered within 31 days of your qualifying event or you will not be able to change your benefit elections. The change in your health coverage will become effective the first of the month following the change in status.</p> <p>Enter the actual date of your life event (Birth, Marriage or Divorce Date), then click on the OK button below.</p> <p><b>Status Change Date</b></p> <p>*Event Date <input type="text"/></p> <p>OK Cancel</p>   |
| 4    | <p>You will be brought to the <b>Divorce/Legal Separation</b> life event portal. On the left side, you can see the different steps you will be guided through to remove your ex-spouse and any stepchildren from your health coverages.</p> <p>Click on the <b>Next</b> button in the upper right corner to move to the <b>Life Events – Document Upload</b> page.</p>  |  <p>eBenefits &lt;&lt; Divorce</p> <p><b>Life Events</b></p> <p>Legend</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> * Welcome</li> <li><input type="radio"/> Document Upload</li> <li><input type="radio"/> Benefit Summary</li> <li><input type="radio"/> Dependent and Beneficiary</li> <li><input type="radio"/> Benefit Enrollment</li> <li><input type="radio"/> Event Completion and Exit</li> </ul> <p>Welcome to Life Events</p> <p>When a divorce/legal separation occurs, the employee must remove their ineligible spouse and stepchildren (if applicable).</p> <p>Click on the <b>Next</b> button in the upper right corner to begin.</p> |
| 6    | <p>For a divorce or legal separation event, the following are considered proof documentation:</p> <ul style="list-style-type: none"> <li>• Screen print from the <a href="#">State of Connecticut Judicial website</a>, reflecting the date of your divorce or legal separation. If your divorce or legal separation was filed in a different state, you can include a screen</li> </ul>  |  <p><b>Proof Document</b></p> <p><b>Instructions</b></p> <p>Proof of relationship documentation is required for eligible dependents you are adding to coverage, and proof of a qualifying life event is required if you are making changes outside of open enrollment or new hire enrollment. If you will be uploading your proof documentation, click Add Attachment. You can repeat this step for each proof document. If you will not be uploading required proof documentation, click Add Note. If no proof documentation is required, click Next in the upper right corner or Done below.</p> <p>Add Attachment Add Note Done</p>   |

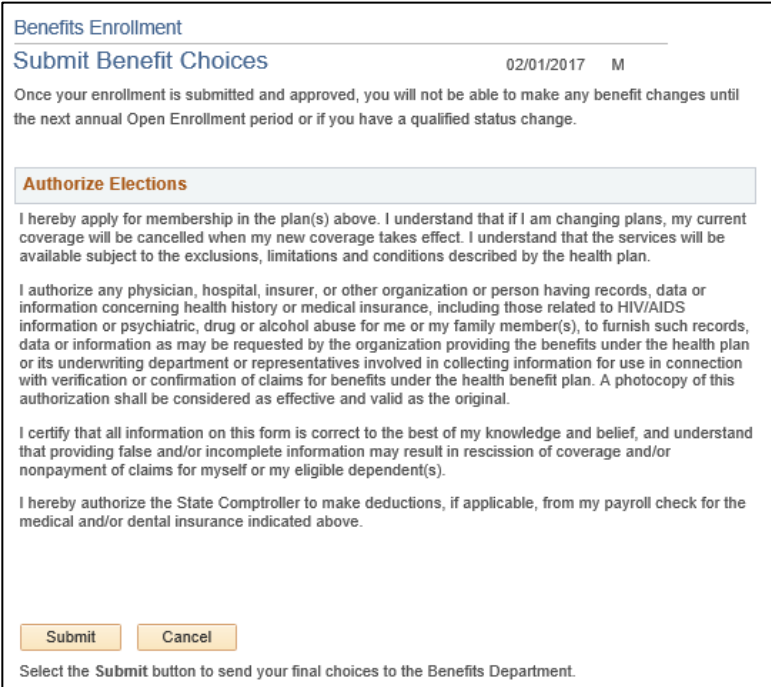
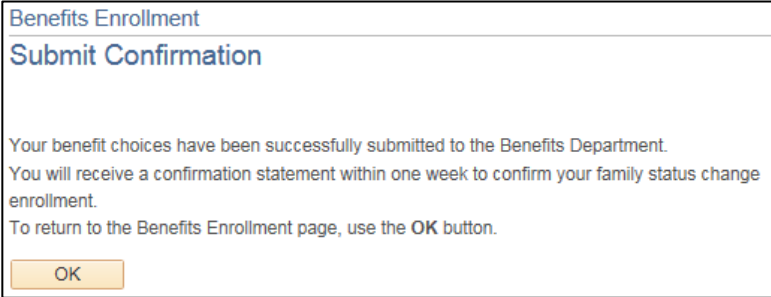
| Step                     | Action   | Screenshot   |                 |                  |                           |           |                         |                      |        |                          |                      |                   |  |  |                      |           |
|--------------------------|--|--|-----------------|------------------|---------------------------|-----------|-------------------------|----------------------|--------|--------------------------|----------------------|-------------------|--|--|----------------------|-----------|
|                          | <p>print from that state’s judicial website.</p> <ul style="list-style-type: none"> <li>Divorce Decree</li> </ul> <p>If you are not providing your proof documentation in self-service, click <b>Add Note</b> and indicate how you will be providing the proof documentation to your Agency Benefits Specialist, such as by fax, mail, email or in person.</p> <p>If you are uploading your proof documentation in self-service, click on <b>Add Attachment</b>.</p> <p>On the <b>Document Definition – New Attachment</b> page, type the name of the document you will be uploading, such as Divorce Decree. Then click <b>Add Attachment</b>. A <b>File Attachment</b> pop-up box will appear. Click on <b>Browse</b> to locate the document you will be uploading. Once the document location appears in the box to the left of <b>Browse</b>, click on <b>Upload</b>. The name of your document will now appear to the right of <b>Attachment</b> under the <b>Subject</b>. Click on <b>Save</b> to save your attachment.</p> <p>If you have added a document in error and wish to delete it, check the <b>Select</b> box on the row of the document you wish to delete and the <b>Delete</b> button will be available to click.</p> <p>Once your proof documentation is uploaded or your note is added, click on the <b>Next</b> button in the upper right corner to move to the <b>Benefit Summary</b> step.</p> |  <p>The screenshot shows the 'Document Definition - New Attachment' page. It includes an 'Instructions' section, a 'Selection Criteria' section with a 'Description' of 'Proof of Coverage', a '*Subject' text input field, and an 'Attachment' section with an 'Add Attachment' button. There is also a 'Save' button and a 'Go To' link for 'Life Events - Document Upload'.</p>  <p>The screenshot shows the 'Life Events - Document Upload' page. It includes an 'Instructions' section, a 'Life Event Documents' section with a 'Marriage Certificate' text input field, and 'Add Attachment' and 'Add Note' buttons. Below is an 'Attachments' table with columns for Select, Sequence, Created, Author, Entry ID, Subject, and Status. A 'Delete' button is visible at the bottom left.</p> <table border="1" data-bbox="781 940 1547 1024"> <thead> <tr> <th>Select</th> <th>Sequence</th> <th>Created</th> <th>Author</th> <th>Entry ID</th> <th>Subject</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>12/05/2016 1:42PM</td> <td></td> <td></td> <td>Marriage Certificate</td> <td>Submitted</td> </tr> </tbody> </table> | Select          | Sequence         | Created                   | Author    | Entry ID                | Subject              | Status | <input type="checkbox"/> | 1                    | 12/05/2016 1:42PM |  |  | Marriage Certificate | Submitted |
| Select                   | Sequence   | Created  | Author          | Entry ID         | Subject                   | Status    |                         |                      |        |                          |                      |                   |  |  |                      |           |
| <input type="checkbox"/> | 1  | 12/05/2016 1:42PM  |                 |                  | Marriage Certificate      | Submitted |                         |                      |        |                          |                      |                   |  |  |                      |           |
| 7                        | <p>The <b>Benefit Summary</b> page reflects your current coverages as of <u>today’s date</u>. Click on each Type of Benefit to view additional information.</p> <p>To see your summary for a different date, update the date and click <b>Go</b>.</p> <p>When you are done reviewing the <b>Benefits Summary</b>, click on the <b>Next</b> button in the upper right corner to move to <b>Add/Review Dependent/Beneficiary</b> page.</p>   |  <p>The screenshot shows the 'Benefits Summary' page. It includes a date input field set to '02/01/2017' and a 'Go' button. Below is a 'Benefits Summary' table with columns for Type of Benefit, Plan Description, and Coverage or Participation.</p> <table border="1" data-bbox="781 1686 1547 1864"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>Oxford UOC Grad Medical</td> <td>Employee + One Depen</td> </tr> <tr> <td>Dental</td> <td>Cigna UOC Grad Dental</td> <td>Employee + One Depen</td> </tr> </tbody> </table>  | Type of Benefit | Plan Description | Coverage or Participation | Medical   | Oxford UOC Grad Medical | Employee + One Depen | Dental | Cigna UOC Grad Dental    | Employee + One Depen |                   |  |  |                      |           |
| Type of Benefit          | Plan Description   | Coverage or Participation  |                 |                  |                           |           |                         |                      |        |                          |                      |                   |  |  |                      |           |
| Medical                  | Oxford UOC Grad Medical  | Employee + One Depen   |                 |                  |                           |           |                         |                      |        |                          |                      |                   |  |  |                      |           |
| Dental                   | Cigna UOC Grad Dental  | Employee + One Depen   |                 |                  |                           |           |                         |                      |        |                          |                      |                   |  |  |                      |           |

| Step | Action  | Screenshot |
|------|---|------------|
| 8    | <p>The people listed as Dependents on the <b>Add/Review Dependent/Beneficiary</b> page are currently eligible for health coverage.</p> <p><b>Note:</b> The Agency Benefits Specialist will automatically update your record to reflect the relationship of ex-spouse.</p> <p>It's important to verify and update, if necessary, the addresses of your ex-spouse and any stepchildren, since COBRA notices are sent to the address on file. Click on the names of your dependents to view and update the addresses on file.</p> <p>Move to the <b>Benefit Enrollment</b> step.</p> |            |
| 9    | <p>Click <b>Start My Enrollment</b> to begin.</p>   |            |
| 10   | <p>The <b>Select</b> button next to an event means that the event is currently open for enrollment. Click on <b>Select</b> on the <b>Family Status Change</b> row.</p> <p><b>Note:</b> After you click <b>Select</b>, it will take a few seconds for <b>Family Status Change</b> page to load.</p>  |            |

| Step                     | Action  | Screenshot   |                |            |              |                          |             |            |                          |         |            |        |         |            |
|--------------------------|---|--|----------------|------------|--------------|--------------------------|-------------|------------|--------------------------|---------|------------|--------|---------|------------|
| 11                       | <p>The <b>Family Status Change</b> page is where you will remove your ex-spouse and any stepchildren from your current health coverages by clicking on the <b>Edit</b> button next to each of the following:</p> <ul style="list-style-type: none"> <li>• Medical</li> <li>• Dental</li> </ul> <p>Your Current coverages are reflected. The New coverages will reflect your Current coverages unless you click <b>Edit</b> and make changes.</p> <p>Click <b>Edit</b> next to <b>Medical</b>.</p> |  <p>The screenshot shows the 'Benefits Enrollment Family Status Change' page. It includes an 'Enrollment Summary' table with columns for 'Medical' and 'Dental', and sub-columns for 'Before Tax' and 'After Tax'. There are 'Edit' buttons for each. Below this is an 'Election Summary' table with columns for 'Total', 'Before Tax', and 'After Tax'. At the bottom, there are 'Save and Continue' and 'I Have No Changes' buttons.</p>   |                |            |              |                          |             |            |                          |         |            |        |         |            |
| 12                       | <p>The <b>Benefits Enrollment – Medical</b> page reflects your current coverage and your costs for each Coverage Level.</p> <p>Your Coverage Level is based on the number of dependents that are enrolled.</p> <p>Scroll to the bottom of the page.</p>   |  <p>The screenshot shows the 'Select an Option' page. It has a heading 'Select an Option' and a link 'Overview of all Plans'. Below is a section 'Select one of the following plans:' with a radio button selected for 'Oxford UOC Grad Medical'. At the bottom, there is a table with columns 'Coverage Level', 'Your Costs', and 'Tax Class'.</p> <table border="1" data-bbox="797 1213 1539 1339"> <thead> <tr> <th>Coverage Level</th> <th>Your Costs</th> <th>Tax Class</th> </tr> </thead> <tbody> <tr> <td>Employee Only</td> <td>\$13.48</td> <td>Before-Tax</td> </tr> <tr> <td>Employee + One Dependent</td> <td>\$26.95</td> <td>Before-Tax</td> </tr> <tr> <td>Family</td> <td>\$53.91</td> <td>Before-Tax</td> </tr> </tbody> </table> | Coverage Level | Your Costs | Tax Class    | Employee Only            | \$13.48     | Before-Tax | Employee + One Dependent | \$26.95 | Before-Tax | Family | \$53.91 | Before-Tax |
| Coverage Level           | Your Costs  | Tax Class  |                |            |              |                          |             |            |                          |         |            |        |         |            |
| Employee Only            | \$13.48   | Before-Tax   |                |            |              |                          |             |            |                          |         |            |        |         |            |
| Employee + One Dependent | \$26.95   | Before-Tax   |                |            |              |                          |             |            |                          |         |            |        |         |            |
| Family                   | \$53.91   | Before-Tax   |                |            |              |                          |             |            |                          |         |            |        |         |            |
| 13                       | <p>At the bottom of the page, you will see the names of your ex-spouse and any stepchildren. A check in the <b>Enroll</b> checkbox indicates those who are currently enrolled in your Medical election.</p> <p>Your ex-spouse and any stepchildren are no longer eligible for coverage. Remove the checkmark next to each name to remove your ex-spouse and any stepchildren from coverage. Then, click <b>Update and Continue</b>.</p> <p>Scroll to the bottom of the page.</p>                  |  <p>The screenshot shows the 'Enroll Your Dependents' page. It has a heading 'Enroll Your Dependents' and a paragraph of instructions. Below is a table with columns 'Enroll', 'Name', and 'Relationship'. There is a checkbox in the 'Enroll' column for 'Patrick Doe' with 'Spouse' in the 'Relationship' column. At the bottom, there are 'Add/Review Dependents', 'Update and Continue', and 'Discard Changes' buttons.</p> <table border="1" data-bbox="797 1608 1539 1724"> <thead> <tr> <th>Enroll</th> <th>Name</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Patrick Doe</td> <td>Spouse</td> </tr> </tbody> </table>  | Enroll         | Name       | Relationship | <input type="checkbox"/> | Patrick Doe | Spouse     |                          |         |            |        |         |            |
| Enroll                   | Name  | Relationship   |                |            |              |                          |             |            |                          |         |            |        |         |            |
| <input type="checkbox"/> | Patrick Doe   | Spouse   |                |            |              |                          |             |            |                          |         |            |        |         |            |

| Step   | Action   | Screenshot   |  |            |              |                          |             |            |                          |          |            |        |          |            |
|--|--|--|--|------------|--------------|--------------------------|-------------|------------|--------------------------|----------|------------|--------|----------|------------|
| 14   | <p>On the <b>Benefits Enrollment</b> page, click <b>Edit</b> next to <b>Dental</b>.</p> <p>Scroll to the bottom of the page.</p>   |  <p><b>Select an Option</b></p> <p>Overview of all Plans</p> <p>Select one of the following plans:</p> <p><input checked="" type="radio"/> Cigna UOC Grad Dental</p> <table border="1"> <thead> <tr> <th>Coverage Level</th> <th>Your Costs</th> <th>Tax Class</th> </tr> </thead> <tbody> <tr> <td>Employee Only</td> <td>\$16.67</td> <td>Before-Tax</td> </tr> <tr> <td>Employee + One Dependent</td> <td>\$120.00</td> <td>Before-Tax</td> </tr> <tr> <td>Family</td> <td>\$151.83</td> <td>Before-Tax</td> </tr> </tbody> </table>  | Coverage Level                                 | Your Costs | Tax Class    | Employee Only            | \$16.67     | Before-Tax | Employee + One Dependent | \$120.00 | Before-Tax | Family | \$151.83 | Before-Tax |
| Coverage Level                                 | Your Costs   | Tax Class  |  |            |              |                          |             |            |                          |          |            |        |          |            |
| Employee Only                                  | \$16.67  | Before-Tax   |  |            |              |                          |             |            |                          |          |            |        |          |            |
| Employee + One Dependent                       | \$120.00   | Before-Tax   |  |            |              |                          |             |            |                          |          |            |        |          |            |
| Family   | \$151.83   | Before-Tax   |  |            |              |                          |             |            |                          |          |            |        |          |            |
| 15   | <p>Uncheck the <b>Enroll checkbox</b> for your ex-spouse and any stepchildren. Then, click <b>Update and Continue</b>. You will be brought back to the <b>Benefits Enrollment</b> page.</p>  |  <p><b>Enroll Your Dependents</b></p> <p>Only your spouse and dependent children/stepchildren under age 26 for medical/pharmacy, age 19 for dental, are eligible for enrollment in health coverage. Proof of relationship is required for all dependent enrollments. If the eligible dependent is not listed below, click the Add a Dependent or Beneficiary button. If the eligible dependent is listed below, contact your agency benefit specialist.</p> <p>You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.</p> <table border="1"> <thead> <tr> <th>Enroll</th> <th>Name</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Patrick Doe</td> <td>Spouse</td> </tr> </tbody> </table> <p>Add/Review Dependents</p> <p>Update and Continue Discard Changes</p> | Enroll   | Name       | Relationship | <input type="checkbox"/> | Patrick Doe | Spouse     |                          |          |            |        |          |            |
| Enroll   | Name   | Relationship   |  |            |              |                          |             |            |                          |          |            |        |          |            |
| <input type="checkbox"/>                       | Patrick Doe  | Spouse   |  |            |              |                          |             |            |                          |          |            |        |          |            |
| 16   | <p>On the bottom of the page, the <b>Election Summary</b> table summarizes the costs for your new health coverages.</p> <p>Click <b>Save and Continue</b> to submit your health coverage changes to your Agency Benefits Specialist.</p> |  <p>This table summarizes estimated costs for your new benefit choices.</p> <p><b>Election Summary</b></p> <table border="1"> <thead> <tr> <th>Summarized estimates for new Benefit Elections</th> <th>Total</th> <th>Before Tax</th> <th>After Tax</th> </tr> </thead> <tbody> <tr> <td>Costs</td> <td>293.67</td> <td>286.07</td> <td>7.60</td> </tr> <tr> <td>Your Costs</td> <td>293.67</td> <td>286.07</td> <td>7.60</td> </tr> </tbody> </table> <p>These costs do not include certain choices that are based on variable earnings.</p> <p>Save and Continue</p>   | Summarized estimates for new Benefit Elections | Total      | Before Tax   | After Tax                | Costs       | 293.67     | 286.07                   | 7.60     | Your Costs | 293.67 | 286.07   | 7.60       |
| Summarized estimates for new Benefit Elections | Total  | Before Tax   | After Tax                                      |            |              |                          |             |            |                          |          |            |        |          |            |
| Costs  | 293.67   | 286.07   | 7.60   |            |              |                          |             |            |                          |          |            |        |          |            |
| Your Costs                                     | 293.67   | 286.07   | 7.60   |            |              |                          |             |            |                          |          |            |        |          |            |

Core CT Job Aid: Enrolling in Benefits for Graduates:  
Divorce Life Event

| Step | Action  | Screenshot   |
|------|---|--|
| 17   | <p>You have almost completed your enrollment.</p> <p>If you have no further changes, read the <b>Authorize Elections</b> section and click <b>Submit</b>.</p>   |    |
| 18   | <p>Click <b>OK</b> on the <b>Submit Confirmation</b> page to complete the divorce/legal separation event.</p> <p>Your coverage changes will be sent to your Agency Benefits Specialist. Once your enrollment is processed and approved by your Agency Benefits Specialist, you will be sent a Confirmation Statement.</p> |  |