DEPAUL UNIVERSITY

27   NS

Good morning, Nonexempt Staff!

Me   Procurement   Tools   Others

QUICK ACTIONS

APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Employment Info

Document Delivery Preferences

Directory

Onboarding

Checklist Tasks

Pay

Time and Absences

Benefits - Existing Employee Add Divorce Life Event and Supporting Documents

Career and Performance

Personal Information

Learning

Benefits

Current Jobs

Web Clock

Roles and Delegations

Expenses

Campus Address

DPU Alert

Show More

BlueSky Help

powered by whatfix

DEPAUL UNIVERSITY

27

NS

1/15 ✕

Click **'Me'**

...rning, Nonexempt Staff!

Me   Procurement   Tools   Others

QUICK ACTIONS

Personal Details

Document Records

Identification Info

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My Organization Chart

My Public Info

Change Photo

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Document Delivery Preferences

Show More

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

BlueSky Help

DE PAUL UNIVERSITY

Good morning, Nonexempt Staff!

Me   Procurement   Tools   Others

QUICK ACTIONS

APPS

- Personal Details
- Document Records
- Identification Info
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- My Organization Chart
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- Change Photo
- Employment Info
- Document Delivery Preferences

Show More

Directory	Onboarding	Checklist T		ime and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

2/15
Click 'Benefits'

BlueSky Help

DE PAUL UNIVERSITY

< Benefits

NS

Nonexempt Staff

Review your benefits package and relevant info before you enroll.

Make Cha...

3/15 ✕

Click **'Report a Life Event'**

Pending Actions

Address your open items to complete enrollment

Your Benefits

See your current, past, and future enrollments

Report a Life Event

Record a life event for enrollment opportunities

People to Cover

Add family and others before you enroll

Document Records

Upload documents to support your enrollments

Review Employee Resources

Review enrollment guidelines before you enroll

BlueSky Help

DEPAUL UNIVERSITY

NS 4

Report a Life Event
Nonexempt Staff

Continue   Cancel

Information
Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

Select a Life Event

- ○ Add SDA
- ○ Birth/Adoption
- ○ Change HSA
- ○ Death of Dependent
- ○ Divorce
- ○ End SDA Coverage
- ○ Gain Other Coverage
- ○ Lose Other Coverage
- ○ Marriage

4/15

Select **'Divorce'**

BlueSky Help

DEPAUL UNIVERSITY

27 NS

Report a Life Event
Nonexempt Staff

NS

Continue   Cancel

Information
Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

Select a Life Event

- ○ Add SDA
- ○ Birth/Adoption
- ○ Change HSA
- ○ Death of Dependent
- ○ Divorce
- ○ End SDA Coverage
- ○ Gain Other Coverage
- ○ Lose Other Coverage
- ● Marriage
  - *When did this event occur?
  - m/d/yyyy

5/15   ×

Now, select the date of the life event.

Note: Date entered must be within 31 days of today's date.

BlueSky Help

DEPAUL UNIVERSITY

27

NS

Report a Life Event
Nonexempt Staff

NS

6/15   ✕

Click 'Continue' to submit this life event.

Continue   Cancel

BlueSky Help

Information
Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

Select a Life Event

○ Add SDA

○ Birth/Adoption

○ Change HSA

○ Death of Dependent

○ Divorce

○ End SDA Coverage

○ Gain Other Coverage

○ Lose Other Coverage

● Marriage

　*When did this event occur?

　10/28/2020   🗓

DEPAUL UNIVERSITY

27

NS

< Benefits

NS

Nonexempt Staff

Review your benefits package and relevant info before you enroll.

Make Changes

Pending Actions

Address your open items to complete

Your Benefits

See your current, past, and future enrollments

Report a Life Event

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BlueSky Help

DePaul University

Document Records
Nonexempt Staff

Document Records

Search by type, name, or number   Show Filters

+ Add

8/15
Click **'Add'**

Sort By   Last Updated - Descending

There's nothing here so far.

BlueSky Help

DePaul University

NS

Add Document
Nonexempt Staff

Submit   Cancel

Document Details

9/15   ×

Select Document Type

*Document Type

Select a value ⌄

BlueSky Help

DEPAUL UNIVERSITY

Add Document
Budget Manager

BM

Submit   Cancel

Document Details

For reporting a life event, you will select 'Proof of Life Event'

*Document Type

Select a value

Name	Country	Category
Compensation Notification		Employment
Court order for dependents		Benefits
Dependent Verification	United States	Benefits
Employment / Compensation Verification		Employment
Leave Request		Absence

BlueSky Help

DEPAUL UNIVERSITY

Add Document
Nonexempt Staff

Submit **Cancel**

Document Details

*Document Type

Proof of Life Event ⓘ

Country
All Countries

Category
Benefits

Issuing Comments

*Name

Attachment

11/15 ✕

Enter Name of supporting document being added, in this case, 'Divorce Decree.'

☁️ Drag files here or click to add attachment ⌄

BlueSky Help

DEPAUL UNIVERSITY

27

NS Add Document
Nonexempt Staff

Submit   Cancel

Document Details

*Document Type

Proof of Life Event ⓘ

Category
Benefits

*Name

Attachments

Country
All Countrie

Issuing Comments

12/15 ✕
Issuing comments are any other notes to the processor.

☁⬆ Drag files here or click to add attachment ⌄

BlueSky Help

DEPAUL UNIVERSITY

Add Document
Nonexempt Staff

Submit   **Cancel**

Document Details

*Document Type

Proof of Life Event ⌄ ⓘ

Category
Benefits

*Name

Country
All Countries

Issuing Comments

Attachments

13/15 ✕

Attach your document.

☁⬆ Drag files here or click to add attachment ⌄

BlueSky Help

DEPAUL UNIVERSITY

27

Add Document
Nonexempt Staff

Submit **Cancel**

14/15

Click **'Submit'**

Document Details

*Document Type

Proof of Life Event

Country
All Countries

Category
Benefits

Issuing Comments

*Name

Attachments

Drag files here or click to add attachment

BlueSky Help

DEPAUL UNIVERSITY

Document Records
Nonexempt Staff

Document Records

+ Add

Search by type, name, or number 🔍   Show Filters

Sort By   Last Updated - Descending ⌄

⚠ We are submitting your changes for approval.

Document Type
Proof of Life Event

Category
Benefits

Name
Test Document

Last Updated Date
10/29/2020

BlueSky Help

15/15   ✕

You have now added a divorce life event and provided supporting documentation. You can see the type of documentation you submitted here.

Please allow up to 3 business days for processing.

Click **'Next'** to conclude.

Document Records
Nonexempt Staff

Document Records

+ Add

Search by type, name, or numbe 🔍   Show Filters

Sort By Last Updated - Descending ⌄

⚠ We are submitting your changes for approval.

Document Type
Proof of Life Event

Category
Benefits

You have successfully added a divorce life event along with adding supporting documentation. Please wait for your request to be processed. Once it is processed you will be able to complete the **'Add a life event'** walkthrough.

BlueSky Help