



CULVER ACADEMIES

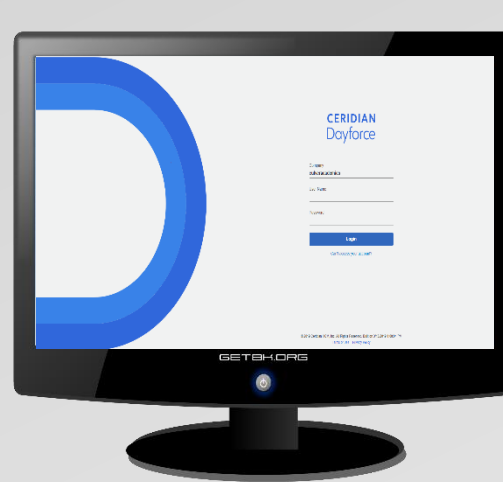
Qualifying Life Event

Updating your benefits in *Dayforce*



Qualifying Life Events

You will sign into Dayforce on a computer through Culver MyApps to complete your Life Event Declaration Form and Life Event Enrollment.



****You will be required to provide evidence of the Life Event to Human Resources.***

www.culver.org/myapps to access Dayforce

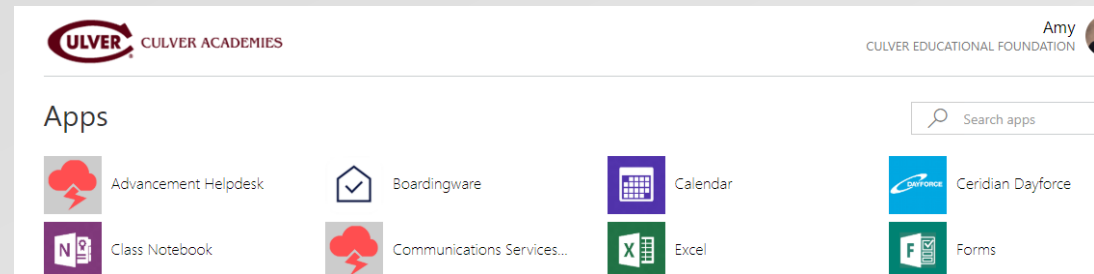
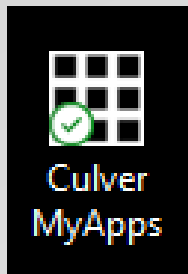


Benefit elections in Dayforce cannot be done from the mobile app, but there are several convenient ways to access Dayforce from a computer.

If you have an Academy issued laptop, log into your computer using your standard credentials and click the MyApps icon.

OR

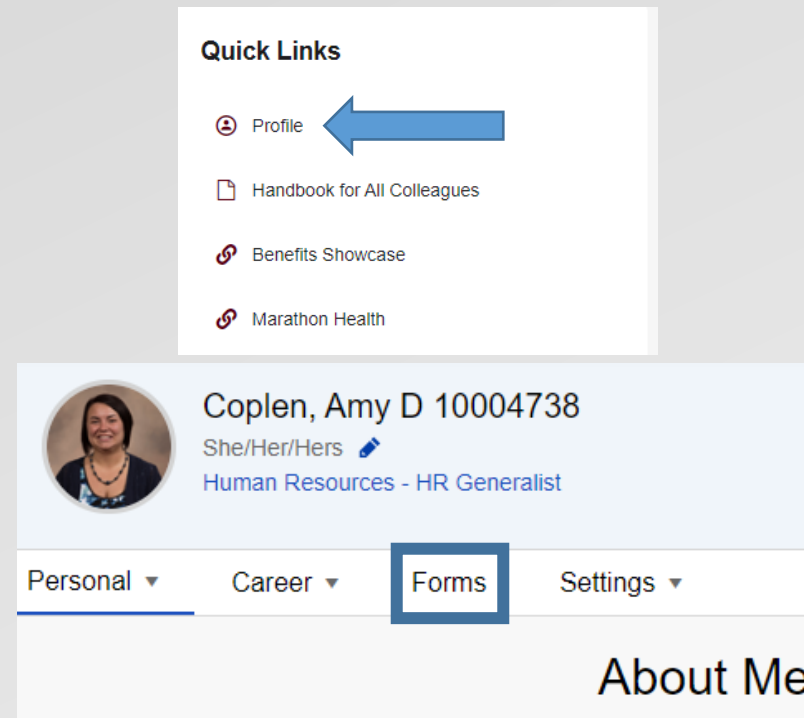
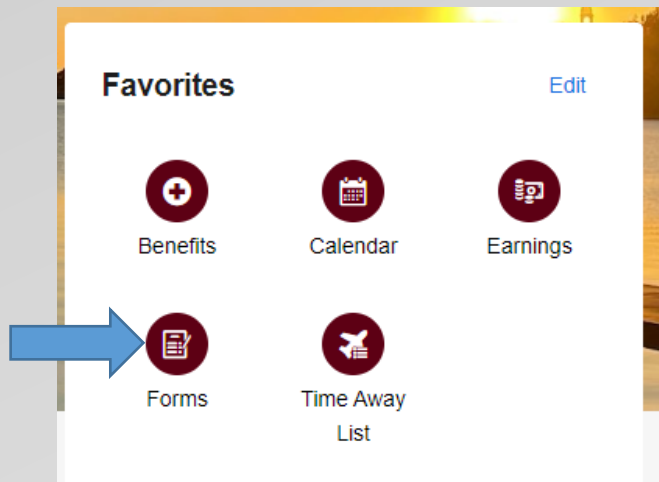
If you are using a shared campus computer or your home computer, you can access Dayforce by logging in at culver.org/myapps and then selecting the Dayforce icon.





The first step is complete a Life Event Declaration form.

To access the Life Event Declaration form, you can either click on the *Forms* icon on your Dayforce home screen, or, if you do not have the icon, you can access your forms by clicking on the *Profile* link in the **Quick Links** sections on your Dayforce home screen, and then clicking on the *Forms* tab located there.





In *Forms*, the *Life Event Declaration* form is located the *Benefits* sections.

Click on the form to open it.

A screenshot of a web application interface titled "Forms". At the top, there is a navigation bar with a dropdown menu labeled "My Form Submissions" and a refresh icon. Below this, the "Available Forms" section features a search bar with the placeholder text "Search Forms" and two buttons labeled "Search" and "Reset". The forms are organized into two expandable sections: "General Forms (1)" and "Benefits (3)". The "General Forms" section contains one item, "COVID-19 Report Work Location". The "Benefits" section contains three items: "Current Beneficiary Information", "Current Dependent Information", and "Life Event Declaration". The "Life Event Declaration" item is highlighted with a yellow background. Each item is preceded by a document icon.

A screenshot of a web browser window displaying a "Life Event Declaration" form. The window has a title bar with the text "Life Event Declaration" and standard window controls. The form itself has a blue header with the title "Life Event Declaration". Below this, a grey box contains the employee's name "Coplen, Amy D 10004738" and their status "Status: Active" and "Employee Number: 10004738". The main section is titled "Life Event Information" and includes a brief instruction: "Use this form to declare a life event. Select the date for the life event and specify the type. Both fields are required." There are two main input fields: "Event Date*" with a date picker showing "1/1/2020", and "Life Event*" which is a dropdown menu. The dropdown menu is open, showing a list of options: "Birth or Adoption of a Child", "Court Ordered", "Dependent No Longer Eligible", "Divorce or Legal Separation", "Employment Status Change for your Spouse", "Entitlement to Medicare or Medicaid", "Loss of Coverage", and "Marriage". Below these fields is a "Supporting Documents" section with a text area and a "Comment" section with a checkbox and a text area. At the bottom of the form are four buttons: "Save Draft", "Submit", "Cancel", and "Print".

The *Life Event Declaration* form will open as a pop-out.

Enter the date of the event in the *Event Date*, then choose the type of event from the dropdown menu under *Life Event*.

It may be helpful to add a note about the event in the *Comment* box.

You can attach your evidence documents here or provide them directly to Human Resources.

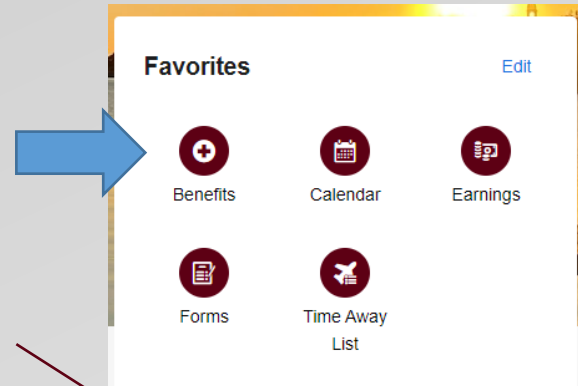
Once you have submitted this form and provided your evidence to Human Resources, you will have the ability to enroll in or update your benefits beginning the date of the event or immediately, if the date has already passed.

You have 30 days from the Event Date to complete your enrollment.

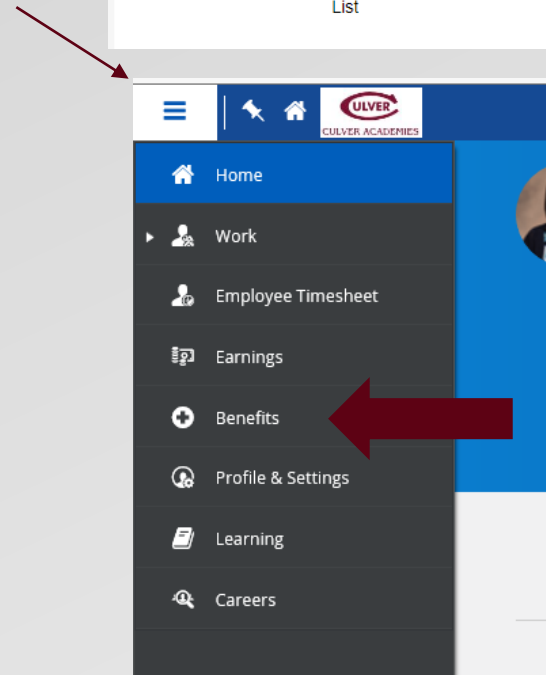


Once your Life Event Declaration form and evidence of event have been submitted...

You can access your benefits page by either clicking on the *Benefits* icon in your favorites bar...



...or by choosing *Benefits* in your expanded menu.



A screenshot of the ULVER web application's "Enrollments" page. The page has a top navigation bar with tabs for "Overview", "Current Elections", "Forms", and "History". The "Overview" tab is selected. Below the navigation bar, the page title "Enrollments" is displayed next to a "Refresh" button. A message states: "Below is a listing of available Enrollments. To access an Enrollment select 'Start/Continue Enrollment'". A table lists three enrollment options. The first is "403B Contribution Change Form" with a status of "Pending" and a "Start Enrollment" button. The second is "Employee Association Enrollment/Change" with a status of "Available" and a "Start Enrollment" button. The third is "Life Event Enrollment", which is highlighted with a red arrow pointing to its left margin, and has a status of "Pending" and a "Start Enrollment" button.

Enrollment Name	Status	Action
403B Contribution Change Form	Pending	Start Enrollment
Employee Association Enrollment/Change	Available	Start Enrollment
Life Event Enrollment	Pending	Start Enrollment

When you click on *Benefits*, the benefits overview page will open. Here you can see the enrollments that are available to you. The enrollment form you will select is titled ***Life Event Enrollment***.



You will be taken to the introduction screen.
This page contains information about the
benefits in which you can enroll.

Click the *Next* button.

The screenshot shows the "Life Event Enrollment" application window. At the top, a blue header bar contains the title "Life Event Enrollment" on the left and a summary box on the right that says "Your Current Elections" with a shopping cart icon and the amount "\$77.01". Below the header is a white progress bar with five steps: "Introduction" (highlighted with a green circle), "Profile", "Elections", "Confirmation", and "Summary". The main content area has a blue background with a family photo and the title "Life Event Enrollment" next to a clipboard icon. A large white modal window is open in the center, displaying a list of enrollment options. The modal has "Close" buttons in the top-left and bottom-left corners, and "Next" buttons in the top-right and bottom-right corners. The list of options is organized into four sections: "Enrollment", "Health", "Life and AD&D", and "Reimbursement".

Life Event Enrollment

Enrollment

Health

- Medical
- Dental
- Vision

Life and AD&D

- Basic Life and AD&D - Employee
- Basic Life and AD&D - Dependents
- Voluntary Life and AD&D - Employee
- Voluntary Life and AD&D - Spouse
- Voluntary Life and AD&D - Children

Reimbursement

- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Limited Use Flexible Spending Account

Employee Association

- Employee Association



Open Enrollment

Your Current Elections

\$5.82

Introduction

Profile

Elections

Confirmation

Summary

Profile Forms

Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close

Save Draft

Back

Next

Current Beneficiary Information

Current Beneficiary(s)

Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

+ Add

✕ Remove

Beneficiary	Relationship	Birth Date	View/Edit
-------------	--------------	------------	-----------

Current Dependent Information

Current Dependent Information

Below is the list of your current dependents. You have the ability to Add, Edit, and/or Remove dependent(s).

+ Add

Name	Relationship	Birth Date	View/Edit
John Doe	Child	01/01/2000	<div></div>

Current Dependent Information

Close

Save Draft

Back

Next

On this screen, you will enter/remove your beneficiaries for your life insurance. Please make sure you have the correct information here as you cannot complete your elections for life insurance without at least one beneficiary.

You will also add/remove dependents on this screen. **You will need social security numbers for any dependent over the age of 5 years.**



Introduction **Profile** Elections Confirmation Summary

Add New Dependent

Personal Information * Required Field

First Name*

Middle Name

Last Name*

Gender*

Relationship*

Birth Date*

SSN

Tobacco/Smoker

Date last used Tobacco/Smoked

Student

Disabled

Marital Status

Primary Address
Your address will be used as the dependent's primary address, unless a new address is entered.

Other Address

Phone Number
Currently does not have a phone number.

To enter a dependent, click on the *Add* button. This creates a pop-out window where you will provide your dependent's information. After entering the information, click the *Continue* button. Do this for each dependent you wish to enter.

*This is the same process for beneficiaries.

To remove a dependent, click the Remove button on the line of the dependent you wish to remove.

Current Dependent Information

Current Dependent Information

Below is the list of your current dependents. You have the ability to Add

Name	Relationship	Birth Date	View/Edit	Remove
Barney Dinosaur	Child	1/1/2021	<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>



You MUST make a selection in each category in order to complete and submit your enrollment.

Medical

Vision

Dental

Basic Life and AD&D-Employee

Basic Life and AD&D – Dependents (if applicable)

Voluntary Life and AD&D – Employee

Voluntary Life and AD&D – Spouse (if applicable)

Voluntary Life and AD&D – Dependents (if applicable)

Short Term Disability

Long Term Disability

Health Care Flexible Spending Account (Can be selected if choosing HRA)

Limited Use Flexible Spending Account (Can be selected if choosing HSA)

Dependent Care Flexible Spending Account

Employee Association

Retirement



Each section of the election screen provides instructions and additional information about that benefit.

Benefit Elections

Select your benefit options below. Upon completion, please proceed by selecting "Next".

CloseSave Draft

BackNext

Health

The information below is not all inclusive of the benefits offered. Please see the plan summaries for more details.

By clicking on the arrow next to each option at the left you will see the list of each benefit available under that plan.

Medical

Medical coverage is available through Anthem. You can choose the PPO (traditional with co-pays) or HRA (high deductible) plan.

Under HRA plans, the single deductible does not apply to family coverage. Network and Non-Network deductibles are combined. Contribution on January 1st each year: Single \$1,200 or Family: \$2,400. This amount will be pro-rated if you start later in the year. Coinsurance applies after the deductible is met.

You MUST choose a plan or waive it.

You must elect 1 option(s) in the election set.



New Hire Benefits Enrollment

Your Current Elections

\$0.00

X

Introduction

Profile

Elections

Confirmation

Summary

Option Name Ascending

Compare Selected

Option		Deductible	Prescriptions	Office Visits	Urgent Care	
<input type="checkbox"/> Employee & Children-Anthem Blue Access HRA Start Date: 7/12/2019 • 1 Dependent Medical Plan HRA - Family Start Date: 7/12/2019 Show Details	\$600.10 \$52.64	\$6,000	Once the \$6,000 deductible is met then you have prescription co-pays on the HRA Plan.	No co-pay if in-network. Non-network is 30% coinsurance.	No co-pay if in-network. Non-network is 30% coinsurance.	<input type="checkbox"/>
<input type="checkbox"/> Employee & Children-Anthem Blue Access PPO Start Date: 7/12/2019 • 1 Dependent Show Details	\$733.05 \$110.92	In-Network \$2,000 Non-Network \$4,000 Out-of-Pocket Limit: In-Network \$10,000 Non-Network \$20,000	Network Retail Pharmacies: \$10/\$35/\$70/25% \$150 max., Non-Network 50%, min \$60 (30-day supply) Home Delivery Service: \$10/\$75/\$180/25% \$150 max., Non-Network Not covered (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug.	Physician Home and Office Services (PCP/SCP): In-Network \$30 Non-network 40%	Urgent Care Center Services: In-network \$75 Non-network 40%	<input type="checkbox"/>
<input type="checkbox"/> Employee Only-Anthem Blue Access HRA Start Date: 7/12/2019 Medical Plan HRA - Single Start Date: 7/12/2019	\$157.97 \$15.93 \$100.00 \$0.00	\$3,000	Once the \$3,000 deductible is met then you have prescription co-pays on the HRA Plan.	No co-pay if in-network. Non-network is 30% coinsurance.	No co-pay if in-network. Non-network is 30% coinsurance.	<input type="checkbox"/>
<input type="checkbox"/> Employee Only-Anthem Blue Access PPO	\$190.95 \$33.90	In-Network \$1,000 Non-Network \$2,000	Network Retail Pharmacies: \$10/\$35/\$70/25% \$150 max., Non-	Physician Home and Office Services (PCP/SCP): In-Network \$30	Urgent Care Center Services: In-network \$75 Non-network 40%	<input type="checkbox"/>

All options for which you qualify are listed for each benefit. It includes information on the cost to you per pay period (blue) and the cost to Culver (black). You can also view which dependents qualify. Some basic information about each option is also displayed. To choose the plan, you click in the check box on the left hand side of the screen in the *Option* column.



Clicking in the box on the right hand side of each option (in the column with no header) and then clicking on the *Compare Selected* button, creates a pop-out that shows you the information about the plans side-by-side.

Medical	
<div>Employee & Children-Anthem Blue... Employer Cost: \$600.10 Your Cost: \$52.64</div> <div>Medical Plan HRA - Family Employer Cost: \$200.00 Your Cost: \$0.00</div> <div>Not Selected</div>	<div>Employee & Children-Anthem Blue... Employer Cost: \$733.05 Your Cost: \$110.92</div> <div>Not Selected</div>
Deductible \$6,000	Deductible In-Network \$2,000 Non-Network \$4,000 Out-of-Pocket Limit: In-Network \$10,000 Non-Network \$20,000
Prescriptions Once the \$6,000 deductible is met then you have prescription co-pays on the HRA Plan.	Prescriptions Network Retail Pharmacies: \$10/\$35/\$70/25% \$150 max., Non-Network 50%, min \$60 (30-day supply) Home Delivery Service: \$10/\$75/\$180/25% \$150 max., Non-Network Not covered (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug.
Office Visits No co-pay if in-network. Non-network is 30% coinsurance.	Office Visits Physician Home and Office Services (PCP/SCP): In-Network \$30 Non-network 40%
Urgent Care No co-pay if in-network. Non-network is 30% coinsurance.	Urgent Care Urgent Care Center Services: In-network \$75 Non-network 40%
Close	



Life and Disability



Basic Life and AD&D - Employee

Life/AD&D are covered with OneAmerica.

- You must elect 1 option(s) in the election set
- The option "Basic Life Employee" may be su

Option Name Ascending ▼

Option

- ☒ **Basic Life Employee** \$3.67
Start Date: 1/1/2020 \$0.66
 - \$75,000.00 Coverage
 - 2 Beneficiaries
- ☒ **Basic AD&D Employee** \$0.69
Start Date: 1/1/2020 \$0.00
 - \$75,000.00 Coverage
 - 2 Beneficiaries

Show Details

☐ **Waive Basic Employee Life**

Start Date: 1/1/2020

In each of the Life and AD&D plans, you must click on the *Show Details* button and select beneficiaries (these are the ones you entered on the previous screen).

Option Details

Beneficiaries

You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

+ Add

Beneficiaries	Type*	Percentage*	Remove
[REDACTED]	Contingent	100.00	
[REDACTED]	Primary	100.00	

Your Cost: \$[REDACTED]
Estimated Total Annual Amount: \$[REDACTED]

Basic AD&D Employee

Coverage Amount

Your Coverage has been preset to the following amount.

Your previously elected coverage was [REDACTED]

Beneficiaries

You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

+ Add

Beneficiaries	Type*	Percentage*	Remove
[REDACTED]	Contingent	100.00	
[REDACTED]	Primary	100.00	



Short Term Disability is provided by Culver at no cost to you. Therefore, all benefit eligible employees are automatically enrolled in this option. You do not have the ability to waive it.

Short Term Disability

This benefit is provided at no cost to you.
The company pays 100% of your wages up to 13 weeks when approved.

You must elect 1 option(s) in the election set.

You have been automatically enrolled in option "Short Term Disability".

Option Name Ascending

Compare Selected

Option	
<div><div><input checked="" type="checkbox"/></div><div><div><div>✔ Short Term Disability</div><div>Start Date: 7/12/2019</div><div>Coverage preset at \$800.00</div></div><div>Show Details</div></div></div> <div><div>\$1.05</div><div>\$0.00</div></div>	<div><input type="checkbox"/></div>



Once you have completed your elections, you will hit the next button at the bottom of the screen. You will be brought to the *Confirmation* page. This page will show you the elections you have made, which, if any, dependents the election applies to, and both the employer and your cost for each election.

You enrollment is NOT complete or submitted yet!!!!

New Hire Benefits Enrollment

Your Current Elections

Introduction

Profile

Elections

Confirmation

Summary

Confirmation

Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close

Save Draft

Back

Print

Submit Enrollment

Health

Medical

Employee & Children-Anthem Blue Access HRA
Effective From 7/12/2019

Dependents:
Mouse, Baby S

Employer Cost: \$600.10
Your Cost: \$52.64
Every Regular Run

Medical Plan HRA - Family
Effective From 7/12/2019
\$0.00 Annual Contribution

Employer Cost: \$200.00
Your Cost: \$0.00

Dental

Employee & Children-Anthem Dental Complete
Effective From 7/12/2019

Dependents:
Mouse, Baby S

Employer Cost: \$32.36
Your Cost: \$4.07
Every Regular Run

Vision

Employee & Children-Anthem Blue Vision
Effective From 7/12/2019

Dependents:
Mouse, Baby S

Employer Cost: \$5.71
Your Cost: \$0.55
Every Regular Run

Life and AD&D

Basic Life and AD&D - Employee

Basic AD&D Employee
Effective From 7/12/2019
\$84,000.00 in coverage

Beneficiaries
(Primary) 100.00% Mouse, Baby S

Employer Cost: \$0.78
Your Cost: \$0.00



5.00% in Contribution

Roth (Post Tax) Contributions

403B Roth (After-Tax) Waive/Opt Out
Effective From 7/12/2019
\$0.00 Annual Contribution

Your Contribution: \$0.00

Close Save Draft Back Print **Submit Enrollment**

Your elections are NOT submitted until you push the *Submit Enrollment* button.



When you see this screen, your enrollment is complete.

New Hire Benefits Enrollment

Your Current Elections

Introduction

Profile

Elections

Confirmation

Summary

Congratulations! Your enrollment has been submitted.

Print

Return to Benefits

Next Steps

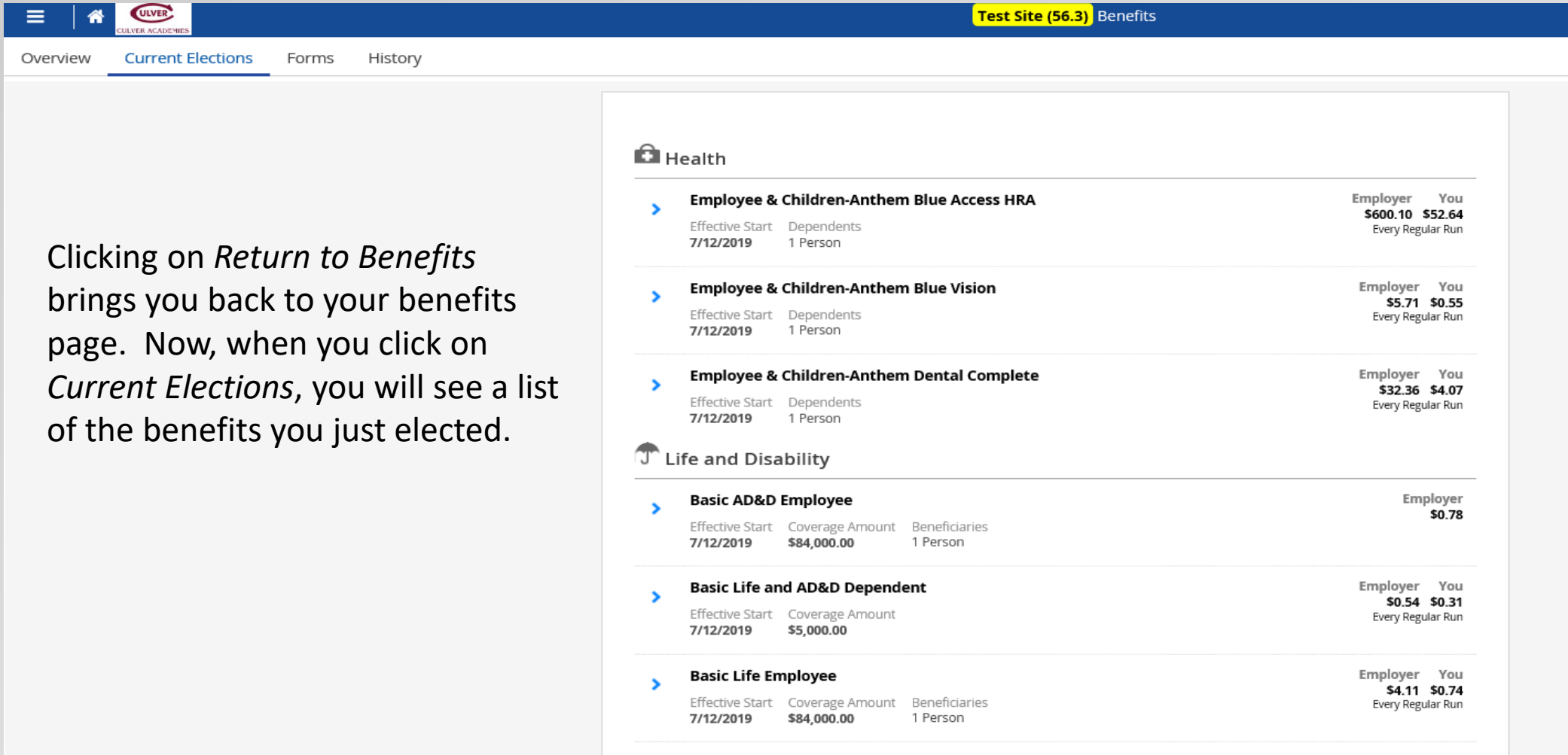
Remember to go to the [TIAA website \(www.tiaa-cref.org\)](http://www.tiaa-cref.org) and list your **beneficiaries**.

Check your **personal and emergency contact** information.

Open Enrollment is the month of November each year to make your benefit changes. The changes are effective on January 1st. You **must** sign up for a Flexible Spending account **each year** if you want an account.

Lifestyle Changes will allow you to make benefit changes during the year. You will need to provide us with the **documents**: marriage certificate, divorce decree, birth certificate and loss of coverage under another plan.

Wellness Screenings are provided by Culver each October and November for employees and spouses on the Culver health plans. This is something that **you need to complete each year**.





CULVER ACADEMIES

For questions or assistance, please contact
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