Updating Benefits When You Have a Qualifying Life Event

At HICV, we know life happens – and when it does, your benefits may need to change with you. A Qualifying Life Event (QLE) is a major change in your personal situation that allows you to update your benefits outside of Open Enrollment.

Common examples include welcoming a new child, getting married, experiencing a divorce, or losing other health coverage. When a QLE occurs, you have 30 days from the date of the event if you wish to make updates to your benefits.

To get started, complete a Life Event update in UKG Pro and provide any required documentation to Team Member Connect.

WHAT COUNTS AS A QUALIFYING LIFE EVENT?

Examples of Qualifying Life Events include:

- Birth or adoption of a child
- Marriage or divorce
- Change in dependent status (such as a child turning 26)
- Change in employment status for you, your spouse, or your dependent
- Loss of other group coverage
- Enrollment in new coverage (for example, joining a spouse's plan)
- Death of a spouse or dependent

If you're unsure whether your situation qualifies, Team Member Connect can help.

HOW TO UPDATE YOUR BENEFITS IN UKG PRO

Follow these steps within 30 days of your QLE to update your benefits.

1. Log in to UKG Pro
2. Hover over the "Myself" tab
3. Select "Life Events"
4. Choose "I have a Qualifying Life Event"
5. Review and update your benefit elections as needed

Your updated coverage will take effect on the date of your Qualifying Life Event and will remain in place through December 31.

KEEPING YOUR BENEFICIARIES UP TO DATE

Life changes are also a good reminder to review your beneficiary information. Here's how to update your elections across several HICV benefits.

For Basic Life Insurance

Update your beneficiary directly in UKG Pro:

- Log in to UKG Pro
- Hover over "Myself"
- Select "Life Event"
- Choose "I want to update my beneficiary"

For Supplemental Life Insurance

Email your beneficiary updates to **TMConnect@holidayinnclub.com**.

For 401(k) and HSA

Update beneficiaries directly with your plan vendors:

- T. Rowe Price (401(k))
- Optum Bank (HSA)

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