## How to Upload the Working Spouse Premium Waiver Form

1. Begin at <u>one.purdue.edu</u>, select "Browse Categories" and "HR & Benefits.

| Find Info For +   |   | Apply News President SI  | hop Visit Give Emergency                                 |
|---|---|--|--|
| PURDUE  | What would you like to do?  |  | Q  |
| UNIVERSITY<br>OneCampus   | Browse Categories -   |  | All Roles -  |
|   | [AII]   | Academic   | Administrative   |
|   | Campus Life   | Financial  | HR & Benefitisgr   |
|   | IT Services   | Professional   | Research   |
| My Recently Used 🌣  |   | Development  | Transportation   |
| $ \begin{array}{c}                                     $                  | $\begin{array}{c c} \text{rss Account Projecti} \\ \bullet \bullet \bullet \\ \bullet \bullet \end{array}  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet  \bullet $ | Academic Advising<br>BoilerConnect   | $ \begin{array}{c}                                     $ |
| Academic Calendar<br>Purdue Registrar Academic Calendar<br>****** (0) i © | Purdue<br>iial Shop of Purdue University<br>★★ (0) i ♡  | Procurement<br>Aniba<br>$\star \star \star \star \star (9)$ $i \heartsuit$ | Staff Evaluations - Employ<br>Purdus SAP Portal          |
|   | lp<br>kuman Resources<br>★★ (0) i ♡   |  |  |
|   | See More  |  |  |

 From the HR & Benefits: Tasks" page select the "Benefits Enrollment – Active *Benefitfocus* (*Faculty/Staff*)" tile. Log in to Benefitfocus with your Purdue Career Account and BoilerKey.





 From the Welcome page, in the upper right corner, select the gold "To Enroll, Make a Change, and View Your Benefits CLICK HERE" button.



 From the Manage Your Benefits page, select "Document Center" on the left hand side of the page.

| 45                             |  |
|--------------------------------|--|
| Home                           | 🔍 You have 7 days to elect your Open Enrollment benefits.  |
| Cuestionnaire                  |  |
| Manage Account                 | Manage Your Deneths<br>Lindsay to make the best of your benefit offerings, please remember:<br>1. This enrollment als will be jour compare your benefit plan options and costs, manage your beneficiary information, and submit required documents.  |
| View HSA Contribution          | 2. If you have a scalifying life event during the plan year, you may be aboved to make a corresponding change in your benefits within 31 days of a life event, like birth, adoption, manage or loss of other coverage.<br>Evidence of the quarted life events and dependent vertication is required.   |
| My Docs                        | <ol> <li>Faculty and Staff can make changes at any time without a qualifying life event to the following: Health Savings Account (IKSA) contributions, Term Life Insurance coverage level and your beneficiary information<br/>(Term Life, ADSD, and Critical lifests plans). Graduate Staff can change beneficiary information on Critical lifests plan at any time.</li> </ol> |
| Document Center                | 4. When you enroll an eligible dependent, you must be able to provide a date of birth and Social Sociarly Number. The Affordate Care Act (aka Health Care Reform) requires employers to send dependent social security numbers (SSN) to the IRS, along with their medical election. It your dependent does not have a SSN to enter, you may divergind this message.              |
| Employee Summary Report        | 5. For general assistance, please contact Purdue Benefits via 765-494-2222 or hr@purdue.edu. If you have questions or concerns and need to share more personal details, please log in at www.purdue.edu.hthelp   |
| Quick Links<br>Learning Center | sing your Purdue career account to send a more secure message. (HR Help is a secure Yink system that subgrounds messages sent between the employee and Human Resources. It protects privacy at a higher level than ordinary email.)<br>Get standed.)   |

5. From the Document Center, select "Add Document."

## **Document Center**

## View and Upload Documents

For requests with a status of "Document Required", upload a document to associate it. The Document will then show as "Pending Approval" until it is approved or denied by an administrator. When adding a document through the "Add Document" option, it can then be associated with a "Document Required" request and can be viewed by selecting the filter for "All Documents".



6. You will then be prompted to upload a file (your saved document).

## Adding New Document

Please complete the information below.

Browse for File\* ? Choose File No File Chosen Select "Choose File" Hover over the (?) above to view accepted file types. Document name\* Name document • Working Spouse 2021 "Working Spouse 2021" Category\* Category needs to be • Spouse Employment "Spouse Employment Date Document" Description Enter Description, if needed Select "Save" Save

 From here you will be able to see that your document has uploaded correctly. If you do not see your document change the "Filter by status" to "All Documents."



8. Select "Save" to return to the "Manage Your Benefits" page.