

Mid-Year Benefit Changes

IRS-Qualifying Life Event Change Instructions

Updated 5/9/2023



When you experience an IRS-qualified life event, you have **30 calendar days from the date of the event** to make corresponding changes to your benefits. If you miss the 30-day window, your existing benefit elections must stay in place for the remainder of the year (unless you experience another life event). Your next opportunity to change your benefits will be during the annual Open Enrollment period each fall, with an effective date of January 1.

1. Search for and select the **Employee Center** task at one.iu.edu.
2. Complete two-step login using your IU username/passphrase and Duo.
3. Select the **Benefit Details** tile.
4. Select the **Life Events** tile.
5. Select the radio button next to the type of event you experienced.
6. Enter the 'As Of' date at the bottom of the screen then select **Start Life Event**. This is the **actual date of the event** and should correspond to the date on any supporting documentation you provide. Future dates or dates more than 30 days in the past will not be accepted.
7. Read the information on the Welcome screen then select the **Next** button in the upper right-hand corner of the screen.
8. Select the **Submit** button to confirm the date of the event, then select **Next**.
9. Upload an electronic copy of any required supporting documentation by selecting the **Add Attachment** button. On the next screen, select the icon with the computer and mobile phone with the text **My Device** underneath it. Navigate to the correct file, then select **Open**, then **Upload**. Once the upload is complete, select **Done** in the upper right-hand corner, then **Save**. Select the **Next** button to proceed to the next step.
You will be unable to complete the online enrollment process if you do not upload electronic copies of the required documentation. If you do not have your documentation available in the correct format, contact IU Human Resources at askhr@iu.edu or (812) 856-1234 for instructions on how to proceed.
10. Verify your tax withholding and payroll direct deposit information, and make updates as needed. Select the **Next** button on each screen to proceed to the next step.
11. Once you reach the 'Make Benefit Enrollment Changes' screen, select the **Start My Enrollment** button to begin making benefit changes.
12. Under the 'Benefit Plans' heading, select each benefit plan one at a time to review your current enrollment and beneficiaries (if applicable), and make any allowed changes. For each plan, select the **Done** button in the upper right-hand corner of the screen when you are done making changes to return to the 'Make Benefit Enrollment Changes' screen.
13. Once you have made all of your desired changes, review your elections by selecting the **Enrollment Preview Statement** button near the top of the screen under 'Enrollment Summary'. Select the **X** in the upper right-hand corner of the screen to exit the preview.
14. When you are finished making changes, select the **Submit Enrollment** button.
15. A submission verification will immediately appear on the screen. Select **View** to review your submission, or **Done** to complete online enrollment.
16. Check your **IU email account within 48 hours of submitting your benefit changes for a confirmation that your elections were accepted and processed by IU Human Resources**. If you do not receive this email within 48 hours, your changes were not submitted properly. Contact AskHR at askhr@iu.edu or (812) 856-1234 for assistance in this situation.
17. To review your submission at any time, log in to the Employee Center, select the **Benefit Details** tile, then the **Benefits Statement** tile.

