

## Qualifying Event/Hardship

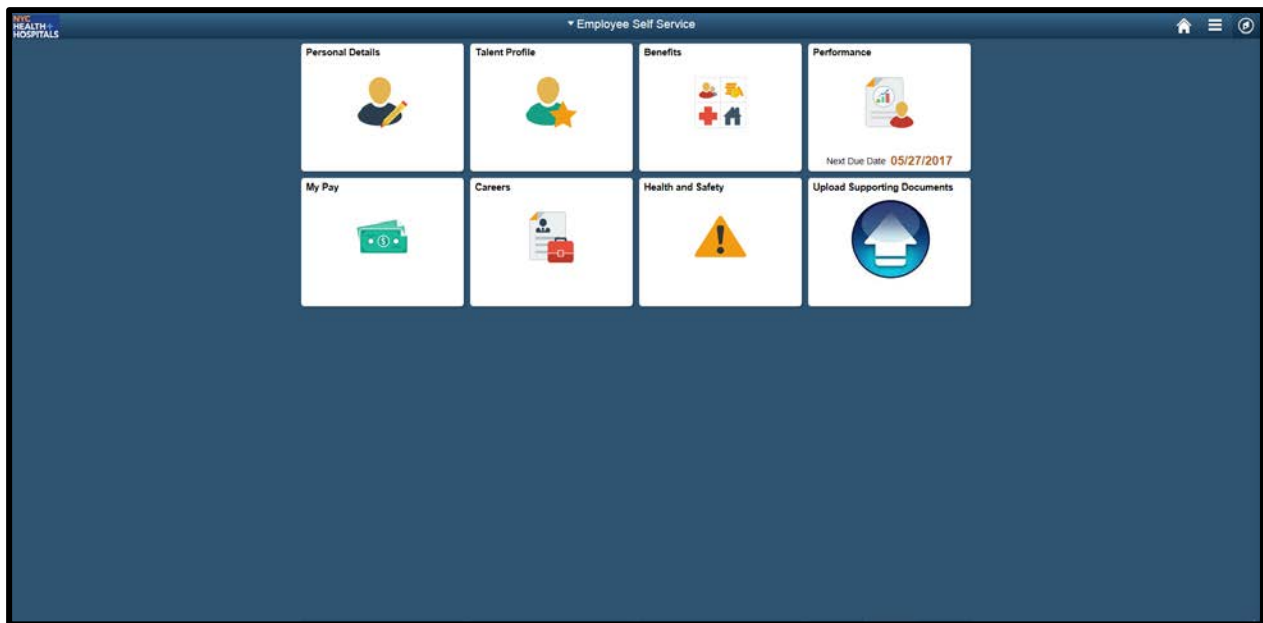
### Employee Self Service (ESS):

Employee Self Service is an online module within PeopleSoft where employees have access to view and update their personal information, and submit supporting documentation for Benefits changes.

*Supporting Documentation is **required** for any Benefits changes involving dependents.*

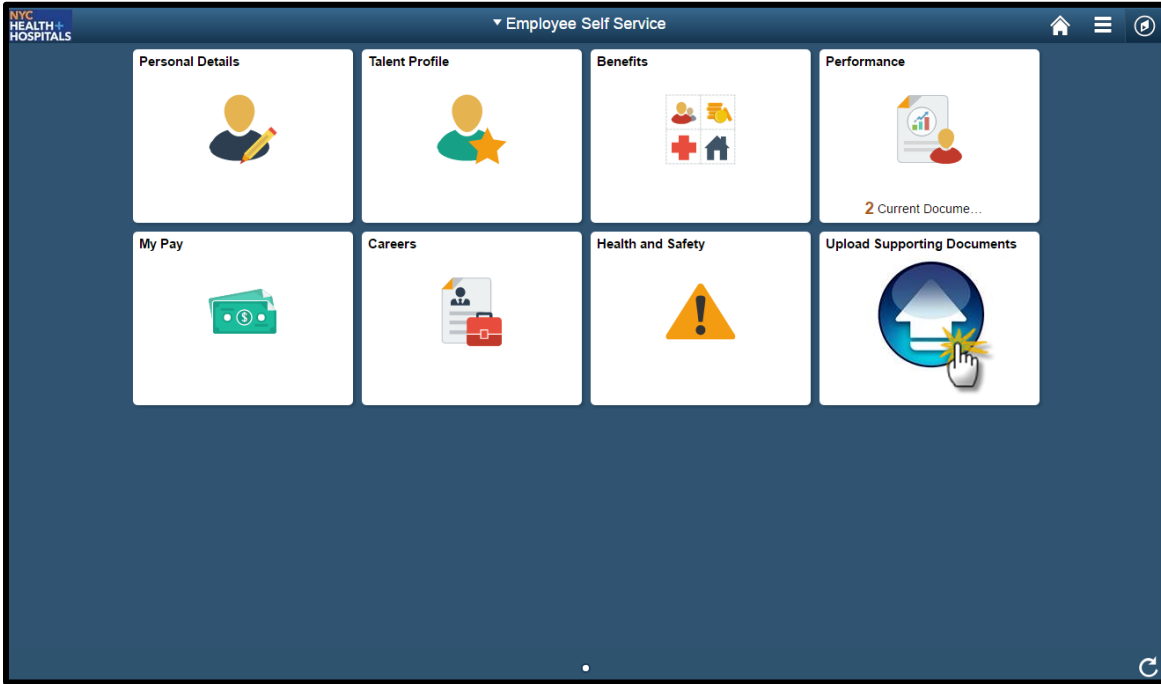
### Submitting Qualifying Event/Hardship Form

After successfully authenticating and logging into **PeopleSoft**, your Home page displays as shown below.

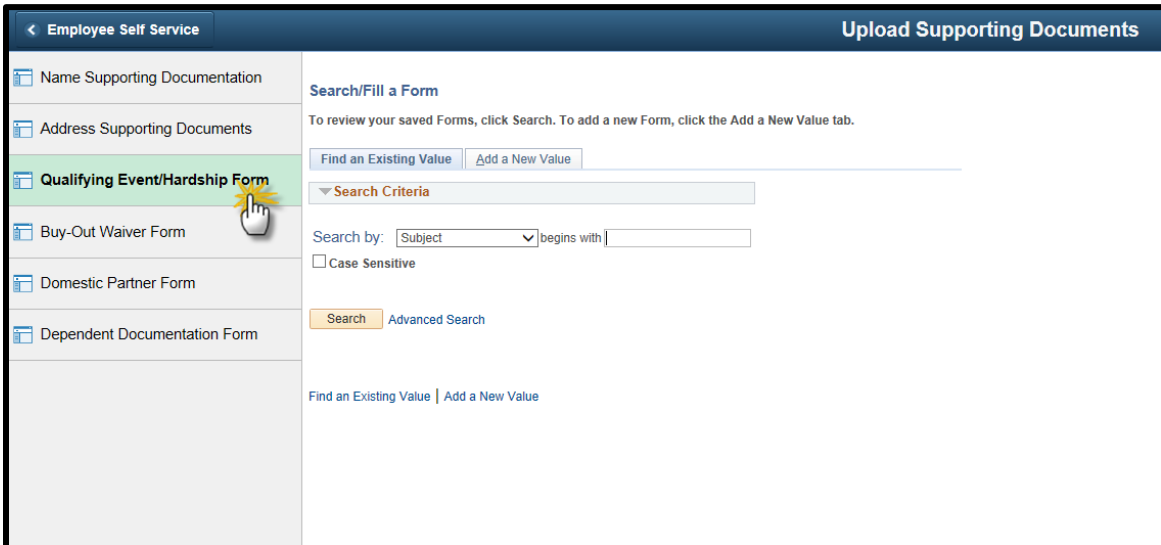


## Submitting Qualifying Event/Hardship Form

1. Click on the *Upload Supporting Documents* tile.



2. You will see the following page. Select the appropriate form.



## Submitting Qualifying Event/Hardship Form

3. Select the tab to **Add a New Value**.

Search/Fill a Form

To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.

Find an Existing Value **Add a New Value**

Search Criteria

Search by: Subject begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value

4. This will take you to the **Form** tab. Answer the question on this page and enter the *effective date* of your qualifying event. Click the **Save** button, then proceed to the **Instructions** tab.

Form Instructions

Qualifying Event/Hardship Form

Please answer the question below; click the SAVE button and then proceed to the Instructions Tab.

Subject

Employee ID

Status Initial

\*Have you added your Dependent(s) to your Health Plan in eBenefits through Self-Service? Yes No - See Instructions Tab Yes

More Information

Save

Form | Instructions

## Submitting Qualifying Event/Hardship Form

5. The **Instructions** tab will explain which supporting documents are acceptable.

**Dependent Documentation Form**

If you have not added your Dependent to your Health Plan in eBenefits, please navigate to Main Menu>Self Service>Benefits>Benefits Enrollment, to update your Coverage and then submit applicable forms.

1. **Please go to the Attachments tab and attach the necessary documentation (see below for details).**
2. Appropriate documentation of marital status or dependent child relationship is required. This documentation may consist of:
  - o Marriage or Birth Certificate
  - o Adoption or Guardianship papers
  - o Copies of Tax Returns indicating a step-child is claimed as a dependent
  - o For a complete list of required documentation, please go to the Attachments tab and click on the **Open** link for the **New Documentation Requirements**.
  - o Please provide the appropriate documentation, click the **Attach** button to submit a scanned copy on the Attachments tab.
3. If adding a dependent who was dropped during the Dependent Eligibility Verification Audit, please submit the equivalent supporting documentation that was required during the audit, this could include:
  - o Federal Tax Return within the last two years listing your spouse (Please only send the first page of your Federal Tax Return and block out all Social Security numbers and monetary amounts)
  - o Proof of Joint Ownership issued within the last six months
4. **After attaching all required documents on the Attachments tab, return to the Form tab and click **Submit**.**

For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: <http://ess.nychhc.org>

6. After you have read the instructions, select the **Attachments** tab. Click the **Open** links to view and/or print the different blank forms. Complete these form(s) with the appropriate information, if applicable. Then scan any supporting documents and attach the electronic documents by clicking the **Attach** button. You can add additional attachments by selecting the **+** button and delete them by selecting the **-** button.

**Qualifying Event/Hardship Form**

Seq Nbr 2289  
Subject JOSHUA DOE

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

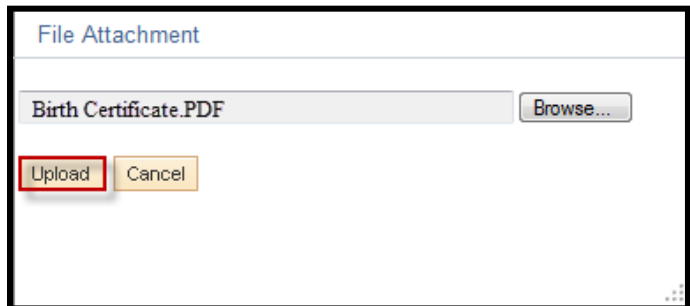
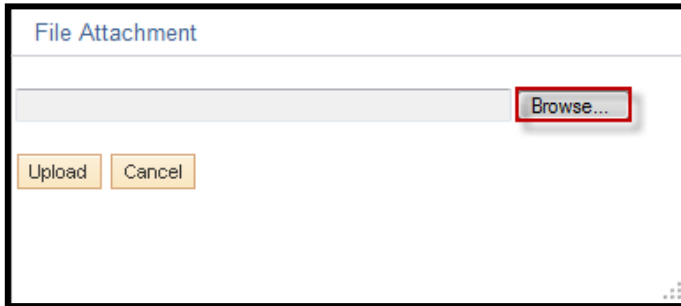
Download Templates			Personalize	Find	View All	First	1-4 of 4	Last
Description	Attached File							
1 Domestic Partner Enrollment	Domestic_Partner_Enrollment_Information.pdf	Open						
2 Summary Program Description	CLR_SummaryProgramDescription_updated.pdf	Open						
3 New Documentation Requirements	New_Documentation_Requirements.pdf	Open						
4 Health Benefits Application	2015_ERB.pdf	Open						

Upload your attachments			Personalize	Find	View All	First	1 of 1	Last
*Description	Attached File	Attach	Open					
1		Attach	Open					

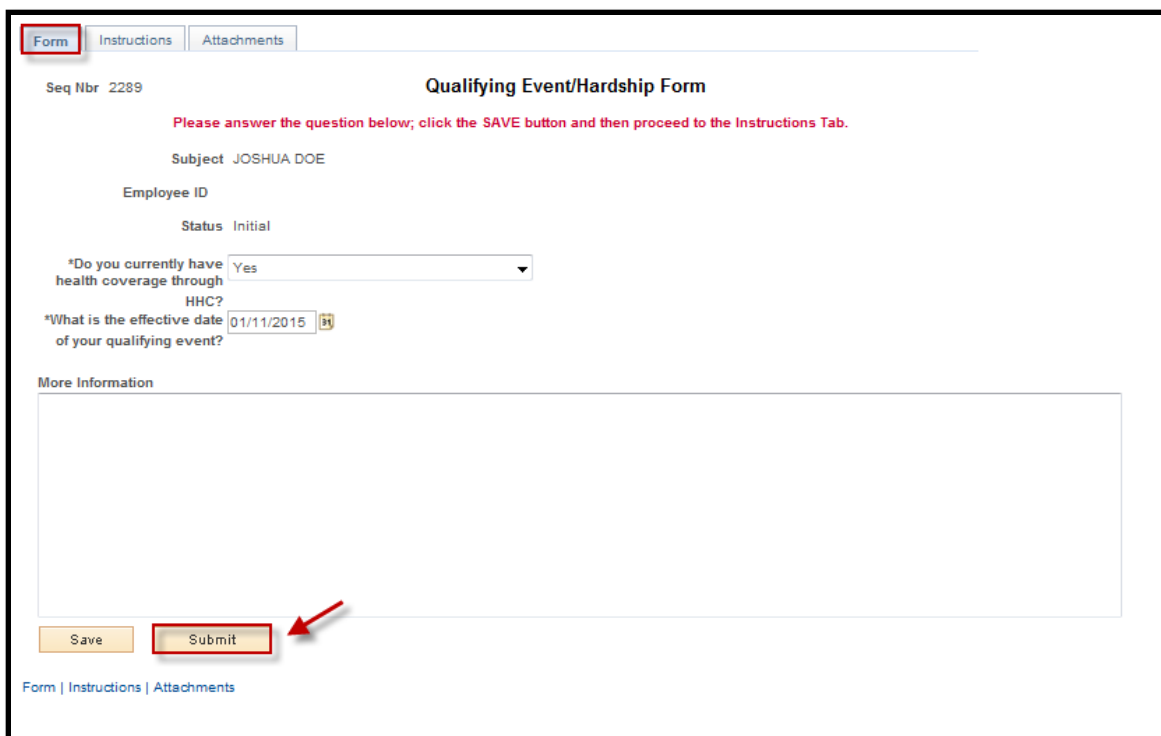
Form | Instructions | Attachments

## Submitting Qualifying Event/Hardship Form

- The File Attachment pop up appears. Click the **Choose File...** button to search for your document. After finding your document, click the **Upload** pushbutton to upload your document.



- After you have attached all files, go back to the **Form** tab. Click the **Submit** button at the bottom for your Form to be sent to HRSS/HHC Corporate Benefits for review.



A screenshot of the 'Qualifying Event/Hardship Form' interface. At the top, there are three tabs: 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is selected and highlighted with a red box. Below the tabs, the form title is 'Qualifying Event/Hardship Form' with sequence number 'Seq Nbr 2289'. A red instruction reads: 'Please answer the question below; click the SAVE button and then proceed to the Instructions Tab.' The form contains the following fields:

- Subject: JOSHUA DOE
- Employee ID: [empty]
- Status: Initial
- \*Do you currently have health coverage through HHC?: Yes (dropdown menu)
- \*What is the effective date of your qualifying event?: 01/11/2015 (calendar icon)

Below these fields is a large text area labeled 'More Information'. At the bottom of the form, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a red box, and a red arrow points to it from the right. At the bottom left, there are links for 'Form | Instructions | Attachments'.

## Submitting Qualifying Event/Hardship Form

9. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.

The screenshot displays a web interface for a 'Qualifying Event/Hardship Form'. At the top, the title 'Qualifying Event/Hardship Form' is centered. Below the title, there is a header area with the text 'subject: Bob ROSEN'. A main content area is titled 'Review/Edit Approvers' and contains a card for the form. The card header reads 'Qualifying Event/Hardship Form: 2328:Pending' with a 'View/Hide Comments' link. Below the header, the status '1 Pending' is shown, along with a 'Multiple Approvers' section listing 'eBenefits\_Approvals'. A 'Comments' section is also visible. At the bottom left of the card, there is an 'OK' button.

If you have any questions about your elections you can contact HRSS/NYC Health + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at [HHCBenefits@nychhc.org](mailto:HHCBenefits@nychhc.org).