

Open a Life Event in PeopleSoft within 31 days of the birth/adoption

- Log into PeopleSoft
 - Main Menu > Self Service > Benefits > Life Events
 - Click the “Birth” or “Adoption” radial button.
 - Enter the baby’s date of birth or adoption date on the signed adoption papers as the **event date**.
 - Follow the navigation to add name, date of birth and social security number (if you have it).
 - Add the child to medical coverage, and dental if you wish.
 - Option to add Dependent Care FSA if needed.
 - Upload a copy of the birth certificate or adoption papers. If the birth certificate is not yet available, you may upload a copy of the hospital discharge paperwork.
- **Do not** leave this up to your agency or supervisor, even if you have provided the documentation to them.
- You may be eligible for Parental Leave or Family Medical Leave (FMLA). Contact your supervisor or division HR Coordinator as soon as possible. If you have Short-Term Disability (STDi) coverage, contact Benefits for assistance in filing a claim.
- You may want to add dependent life insurance for your new child. You can enroll in up to \$15,000; coverage is available in \$5000 increments. Contact Benefits to add this coverage.
- Documentation **must be received within 31 days**, OR your next opportunity to enroll is during Open Enrollment in November for a January 1st start date of the following year.
 - Upload through document upload in PeopleSoft or email to benefits@slco.org

Your Benefits Team is here to help, please reach out!
Call 385-468-0580 or email benefits@slco.org for assistance.