

benefitsCONNECT TIP SHEET for Site Administrators

HOW TO CHANGE STATUS FOR BENEFITS ELIGIBILITY



If an employee who is currently benefits ineligible is now becoming benefit eligible this is treated as a Qualifying Life Event (QLE) and the employee will need to call the BAC to enroll in benefits (self-service enrollment in benefitsCONNECT isn't available).

As with all QLEs the BAC will require satisfactory evidence that the employee is now benefit eligible. To enable the BAC to enroll the employees they will need to be alerted to the change and the associated details so when the employee calls they can help them.

After updating their record in payroll and benefitsCONNECT and before asking the employee to call the BAC, please send the BAC an email with the following information –

- *Site identifier: ANXXX - St. Peter School*
- *Employee's name: Duncan Hope*
- *Date employee became eligible: for example effective 8/17/2020 with benefits beginning 9/1/2020*
- *Reason for QLE: Employee became benefits eligible*

- Send this to bac.anobenefits@ajg.com

Visit our Site Administrators' Information Page for more resources:

- <https://nolacatholic.org/hr-downloads>

