INSTRUCTIONS FOR ADDING A LIFE EVENT IN PEOPLESOFT

You can make changes to your benefits in PeopleSoft by following the below steps within 30 days of the date of your **marriage/registration of domestic partnership**, or **adoption/birth of your child**. (To make changes to your benefits for any other life event, contact the Harvard Benefits Office at 617-496-4001 or by email at benefits@harvard.edu.) **NOTE**: Changes and supporting documentation must be submitted within 30 days of the date of the life event.

1. Log in to PeopleSoft (you can log into PeopleSoft by going to HARVie and clicking PeopleSoft at the top of any page). Once you're logged in,

2. Click on the **My Self Service** tile

3. Next, click on the **My Benefits** tile

4. Finally, click on the **Life Events** tile

5. Select the corresponding life event from the list
   Note: if you already have a life event in progress, you will not be able to enter another event until you complete or cancel the event that is pending. In this case, click on **Continue Life Event.** If it has been more than 30 days or you don't wish to make any changes, click on the **Summary** tab on the left. Then click **Complete** in the top right. Go back to the **Life Events** page and continue. If you run into any issues, contact Harvard Benefits at 617-496-4001 or by email at benefits@harvard.edu

6. Enter the date of the event and click **Start Life Event**. **Note**: you cannot enter a future date

7. Follow the instructions on the corresponding pages. You can move to the next step by clicking the **Next** button at the top of the page, or by clicking on the tab to the left

8. Once you've completed the steps and submitted your election, the Make Your Elections tab should show a status of **Complete.** Then,
   a. Click on the Summary tab
   b. Click the **Complete** button on the top-right of the Summary page

9. Congratulations! You have completed your enrollment changes. You will receive a Confirmation of Elections form at your home address within one to two weeks. Be sure to review it immediately and contact us if it does not reflect your intended elections

Things to Keep in Mind

- Please read all the information on each of the PeopleSoft pages before moving on to the next step.

- Steps with a red asterisk are required and must be completed in the order they appear

- If you have a new federally qualified dependent, you may want to check the Tax Withholding tab to see if you need to update your withholding options. It will not update automatically.

- You will need to upload proof of the life event as well as dependent supporting documentation for any newly added dependents (in most cases for these four events, proof of the life event and the dependent supporting documentation will be the same document. We will reach out to you if additional documentation is needed).