Enroll in Benefits – Benefit Eligible Position

KEY INFORMATION

- e-People is used to enroll in your benefits as a new employee or upon transfer to a benefits-eligible position. For more information regarding your benefits, please see CompassionNet > Employee Centre > My Compensation > My Benefits.

- You must complete the Benefits enrolment process within 31 days of your benefit eligible employment start date or official transfer date. If you have not received an Open Event notification within 7 days of your Benefit eligible employment date, you should contact the HR Contact Centre by phone at 1-877-511-4455.

- If you have eligible dependents, enrolment in **family** Supplementary Health and Dental coverage must be selected; you may waive coverage provided you have alternate group coverage through a spousal plan or through an alternate employer.
    - If family premiums are not applied when applicable, a premium adjustment will be processed retroactive for up to a maximum of 12 months. Please reference the Alberta Blue Cross benefit booklet on CompassionNet for an overview on the qualifications of an eligible dependent.

- If you are eligible for a **Flexible Spending Account (FSA)** ensure you allocate your credits to one or more of the following accounts within 31 days of becoming benefit eligible:
    1. Flex Spending Health – Canada (non-taxable)
    2. Personal Spending Account (taxable)
    3. Group RRSP (taxable) under RBC Account # 2546
    4. Group Tax Free Savings Account (taxable) – If applicable under RBC Account # 18271
        (*Please note: TFSA option is not applicable to: STV AUPE, CUPE 408 Medicine Hat, and USW).

    If you do not allocate your credits within 31 days of becoming benefit eligible your credits will default to the Flex Spending **Health - Canada Account** (**HSA**).

    Any credits allocated to the Group TFSA and/or Group RRSP will be divided into equal monthly deposits depending on the number of full months remaining in the calendar year. If you do not have a Group TFSA and/or Group RRSP account set up with RBC, please set up an account within 14 days by calling RBC at 1-888-769-2566 or visit any RBC Branch. If the Group TFSA and/or Group RRSP with RBC is not set up within 14 days, the credits will be rejected and redirected to the Flex Spending Health – Canada account and will not be eligible for reallocation.
    If you terminate employment or transfer to a position no longer eligible for benefits, you will forfeit any remaining balance of the Group TFSA and/or Group RRSP.

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Please review the FSA Brochure, FAQ's (FSA, Group RRSP, and Group TFSA) and Enroll in Benefits – Allocating Flexible Spending Account on CompassionNet for information on the accounts and enrolment instructions.
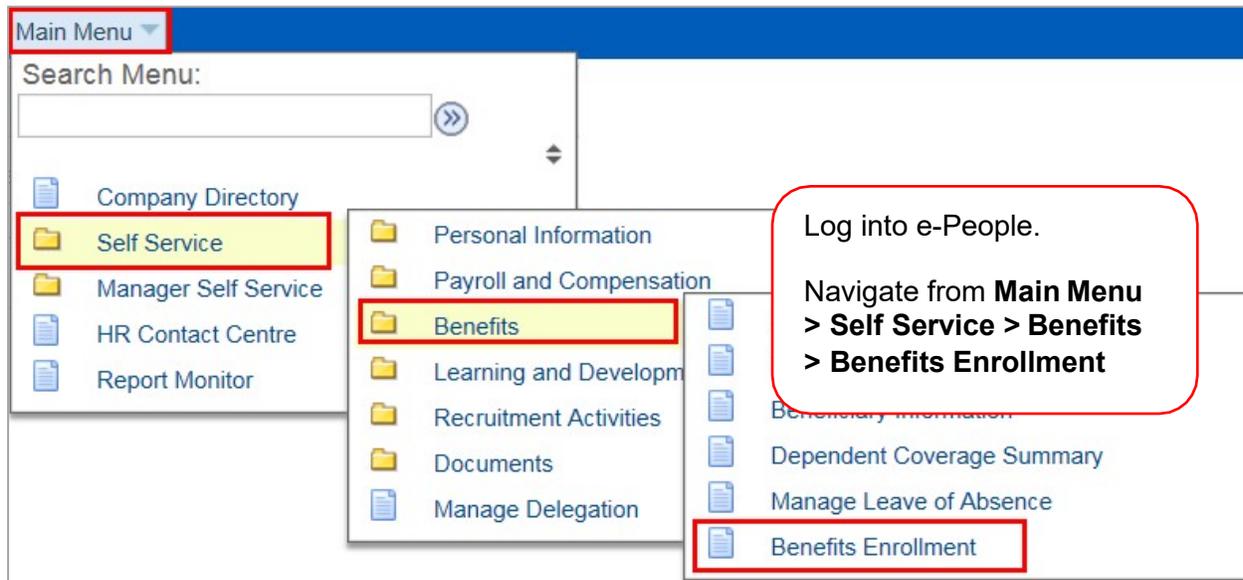
- After you enroll in your benefits, there may be a waiting period and/or medical evidence may be required before your benefits take effect. If the coverage you elected requires medical evidence, Medical Health Statements (MHS) are automatically issued as required. If you do not receive a MHS, please contact the HR Contact Centre by phone at 1-877-511-4455.

- A Medical Health Statement (MHS) is **not** required if you enroll in Additional Basic Life Insurance, Optional Dependent Life, Optional Child Life or Optional Critical Illness (amounts up to $30,000) within 31 days of your date of eligibility or within 31 days of gaining your first dependent (spouse or child); coverage after 31 days is subject to approval of the completed Sun Life Medical Health Statement.

- A Medical Health Statement (MHS) **is** required for Optional Life Insurance (employee and/or spouse) and Optional Critical Illness following your 31 day eligibility window.

- After your initial enrolment, you may change your benefit selections when:
    - You add your first dependent (spouse or child).
    - Your spousal or alternate employer's group plan terminates (your application must be received within 31 days and proof of loss of coverage must be provided).
    - You gain alternative group coverage (your application must be received within 31 days and proof of coverage must be provided)
    - Your relationship status changes (marriage/divorce/ separation) and therefore, your benefit status changed (family to single or single to family).
    - Your dependent is no longer eligible for coverage, therefore, it is your responsibility to update your benefit status (family to single).
    - When your common-law relationship reaches 12 consecutive months of cohabitation, you must enroll as family, or opt out due to alternate group coverage under your common law spouse/partner's plan.
    - Retroactive premiums will be applied if your common-law spouse/partner is added later than 12 months from your cohabitation date.

- To assign a beneficiary to your insurance benefits (i.e. Life Insurance, Accidental Death and Dismemberment (AD&D)), you must complete the Beneficiary Nomination form. A printed, signed original is required by law when you are adding or removing your beneficiaries. This form can be found on CompassionNet under My Compensation > My Compensation > My Pay > e-People > e-People Forms.

Part A – Starting the Benefits Enrolment Process
Part B – Adding Dependents ,
Part C – Insurance Benefits

Date Updated: April 2021

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Log into e-People.

Navigate from **Main Menu > Self Service > Benefits > Benefits Enrollment**

1. The Benefits Enrollment page opens.

   Note: Click   on this page for information about the Optional Benefits at Hire transaction.

Open Benefit Eve ⚠					
Event Description		**Event Date**	**Event Status**	**Job Title**	
Opt Benefits at Hire	⚠	2015/08/17	Open	Staff Nurse	Select

2. Click **Select**. It will take a few seconds for your benefits enrolment information to load. Once complete, the **Optional Benefits at Hire** page opens.

Enrollment Summary		
Edit	**Medical**	Your Cost
Current:	EHC - HS1:Empl Only	
New:	Extended Health Care - HSAA:Family	23.82
Edit	**Dental**	Your Cost

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3. From the Optional Benefits at Hire page, click **Edit** beside a health care benefit (e.g. Supplementary Health). The page opens displaying information specific to the benefit you selected.

4. In the **Select an Option** section, click ⬭ next to the option you wish to select. You can enroll in this benefit or waive enrolment in this benefit if you have alternate group coverage. The "Search for benefit" provider link accesses the Alberta Blue Cross website. Information on the Alberta Blue Cross coverage can be found on CompassionNet under My Compensation> My Benefits> Health, Dental and Travel Insurance > Health and Dental Booklets

⦿ Extended Health	Search for benefit provider	
Coverage Level	**Your Costs**	**Tax Class**
Employee Only	$0.00	After-Tax
Family	$0.00	After-Tax
○ Waive		

Part B – Adding Dependents

To add dependents to this specific benefit:

1. In the **Enroll or Remove Your Dependents** section, click **Add/Review Dependents**. The Dependent/ Beneficiary Enrolment Summary page opens.

2. Click **Add a dependent**. The Dependent/Beneficiary Personal Information page will open.

3. Fill in the fields.

4. Click **Save**. The Save Confirmation page will open.

5. Click **OK** .The Dependent/Beneficiary Enrolment Summary page re-opens displaying the personal information you entered about your dependent. Review this page to ensure the information is accurate. If necessary, click the **Edit** button at the bottom of the page to make changes.

6. Click **Return to Enrolment Dependent Summary** at the bottom of the page.

7. Click **Return to Event Selection** at the bottom of the page. The page opens displaying information specific to the benefit you are currently working on (e.g. Supplementary Health).

8. In the **Enroll or Remove Your Dependents** section, click beside the name(s) you wish to enroll as dependent(s) for this specific benefit. Ensure the check box is selected to include the dependent in this benefit. Note: Eligible dependents must be enrolled under your coverage unless they are covered through a government benefit plan. The exception

would be if your spouse is a senior, they must be covered under your plan and the Alberta Blue Cross Seniors benefit plan.

9. Repeat the above steps until all your dependents are enrolled in this specific benefit.

10. On the Optional Benefits at Hire page, click **Continue**. The page re-opens displaying the information you have entered for the specific benefit you are currently working on. Review this page to ensure the information is accurate. If necessary click the **Edit** button at the bottom of the page to make changes.

11. Click **OK**. The Optional Benefits at Hire page will re-open.

12. Repeat the above steps for each of the other health care benefits (e.g. Dental).

Part C – Insurance Benefits

Some of the insurance benefits do not have an **Edit** button. This means you cannot change those benefits; however, you can add beneficiaries by submitting the Beneficiary Nomination Form. A printed, signed original is required by law when you are adding or removing your beneficiaries.

1. On the Optional Benefits at Hire page, click **Edit** beside the insurance benefit you wish to change. The page opens displaying information specific to the benefit you selected (e.g. OptionalLife).

Please note: Enrollment in Employee Optional Basic Life Insurance within 31 days of the effective date does not require a Medical Health Statement; however, after 31 days medical evidence applies. All Optional Life Insurance coverage requires the completion of the Medical Health Statement.

2. Click ⃝ next to the option you wish to select. You can enroll in this benefit or waive enrolment in this benefit.

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3. Click in the **Coverage Amount** field and enter a coverage amount (if applicable to this benefit).

4. Click **Beneficiary Form**. All insurance benefits will have a link to the Beneficiary Nomination Form because this form is required by law when you are adding or removing your beneficiaries. The Beneficiary Nomination Form must be completed and sent to the address indicated on the form. Please retain a copy of this form for your personal files.

5. Click **Continue**. The page re-opens displaying the information you have entered for the specific benefit you are currently working on (e.g. Optional Life). Review this page to ensure the information is accurate and if necessary click the **Edit** button at the bottom of the page to make changes.

6. Click **OK**. The Optional Benefits at Hire page re-opens.

7. Repeat the above steps for each of the other insurance benefits (e.g. Optional AD&D).

8. At the bottom of the Optional Benefits at Hire page, click **Submit**. Note: At this point the Errors and Warnings page might open. If so, read the errors and warnings carefully. Click the 'Return' button to go back and correct the errors. Click the 'Continue' button to ignore the warnings and submit your benefit choices.

   Remember: The Beneficiary Nomination Form is required when adding or revising beneficiaries on any of your insurance options (e.g. Life Insurance). If you have not already done so, click the Beneficiary Form and complete it manually by hand. Mail the original signed form to the address indicated at the top of the form.

9. Click **Submit** on the Submit Benefit Choices page.

10. Click **OK** on the Submit Confirmation page. Your benefit choices have been successfully submitted to the HR Shared Services, Covenant. You will receive a confirmation statement via your Covenant Health email account.

11. To exit e-People, click Sign out in the upper right hand corner of e-People.

ADDITIONAL SUPPORT & RESOURCES

HR Contact Centre
    Phone: 1-877-511–4455
    CompassionNet: Employee Centre > My Compensation > My Pay > e-People > HR Contact Centre Portal

HR Business Support & System Solutions (Manager Services Support):
    Phone: 1-844-442-9011
    Email: HRBusinessSupport@covenanthealth.ca

e-People Resources Pages: CompassionNet > Employee Centre > My Compensation > My Pay > e-People

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