WHEN YOU CAN ENROLL OR MODIFY YOUR BENEFITS

- **New Hires, Rehires, and Newly Eligible**: You have **thirty (30) days** from your date of hire (or rehire) or the date you become newly eligible to enroll in Tulane University benefit plans. If you decline enrollment for yourself, your spouse or same gender domestic partner, and children because of other medical coverage, you must be able to prove coverage. You will be required to submit a Health Insurance Waiver Form with proof of other coverage (front and back of your current medical insurance cards) to WFMO Benefits. If proof of coverage is not provided, you will be defaulted into the HRA plan for single coverage.

- **Open Enrollment**: You have the opportunity to enroll or change specified benefit plans on an annual basis in the fall of each year for coverage that becomes effective the following January 1. Each year you will receive instructions and information in the Open Enrollment announcement prior to the enrollment period.

- **Life Events (Qualifying Events)**: You may be able to enroll yourself and your dependent(s) if any qualifying event occurs (as defined by the IRS). You must notify Workforce Management within **thirty (30) days** of a life event to provide the required supporting documents. Once the paperwork is received, a life event will be opened in HCM Employee Self-Service. The following are examples of life events:
  - birth of a child
  - adoption of a child or placement of a child for adoption
  - marriage
  - annulment of marriage
  - divorce,
  - death of a spouse/same gender domestic partner or dependent
  - change in your dependent child’s status (reaches the limit of 26 years of age)
  - change of spouse’s employment that affects their coverage
  - gain or loss of eligibility due to change in employment status of you or your spouse/same gender domestic partner
  - an open enrollment period of your spouse or same gender domestic partner that is different from Tulane’s enrollment period