



Qualifying Life Events Guide

CHANGING YOUR BENEFIT ELECTIONS

Other than during the annual “Open Enrollment” period, you can also make changes to your benefit elections if you experience a “qualified status change” or qualify for a “special enrollment.”

Steps

1. Enroll and provide documentation within **30 days** of a qualifying life event
2. Submit the life event. Submit your life event on your UKG profile Pg. 5
3. Provide Proof. Provide corresponding documentation of the life event *proof of relationship will be required if adding a new dependent, please see below*

Qualified status changes include:

- Change in legal marital status, including marriage, divorce, legal separation, annulment, or death of a spouse. **Proof of relationship may be required*
- A court order resulting from a divorce, legal separation, annulment, or change in legal custody (including a Qualified Medical Child Support Order) requiring coverage for your child. **Proof of relationship required*
- Change in number of dependents, including birth, adoption, placement for adoption, or death of a dependent child. **Proof of relationship required*
- Change in employment status that affects benefit eligibility, including the start or termination of employment by you, your spouse, or your dependent child.
- Change in work schedule, including an increase or decrease in hours of employment by you, your spouse, or your dependent child, including a switch between part-time and full-time employment that affects eligibility for benefits.
- Change in a child’s dependent status, either newly satisfying the requirements for dependent child status or ceasing to satisfy them. **Proof of relationship required*
- Change in place of residence or worksite, when the change affects the accessibility of network providers.
- Change in your health coverage or your spouse’s coverage attributable to your spouse’s employment. **Proof of relationship required*
- Change in an individual’s eligibility for Medicare or Medicaid.
- An event that is a “special enrollment” under the Health Insurance Portability and Accountability Act (HIPAA) including acquisition of a new dependent by marriage, birth or adoption, or loss of coverage under another health insurance plan. **Proof of relationship required*
- An event that is allowed under the Children’s Health Insurance Program (CHIP) Reauthorization Act. Under provisions of the Act, employees have 60 days after the following events to request enrollment if:
 - o Employee or dependent loses eligibility for Medicaid or CHIP.
 - o Employee or dependent becomes eligible to participate in a premium assistance program under Medicaid or CHIP.

*Note: To enroll qualified dependents, you will be required to provide documentation, e.g. marriage/birth certificates, state/court documents, declaration of domestic partnership, etc. **within 30 days** of their eligibility.*

UKG Guide

ACCESSING YOUR UKG HT PROFILE



What Is UKG

UKG is our platform where we keep all of you, virtually! Think of UKG, formally Ulti-Pro, as your personal profile with HT Inc.



Where Can I Access UKG

Log into your account by accessing employee self-service computer OR using your home computer.

UKG APP is limited access to your profile, desktop is best

Site: <https://n32.ultipro.com/Login.aspx>.

Company Code: Ulti91748

User ID: H + your six-digit employee ID # (H#####)

Password: First time logging into UKG profile, there will be a temporary password - your birth month (MM), birth date (DD), and the first 5 digits zip code of your home address (MMDDZZZZZ). Once you enter your temporary password, you will be prompted to create a personal password.



Homepage Announcements Want to stay in the loop? Be sure to check out important announcements on your UKG homepage once logged in.



Importance of UKG What is so important about UKG? Think of your UKG as your personal profile with HT Inc. All things pertaining to you, your job and company resources is accessible on UKG. Announcements, personal information, pay stubs, benefit enrollment and benefit verification to name a few!



Troubleshooting

If you need help accessing your profile or get locked out of your account, please email our helpdesk team to assist.

Email: Helpdesk@hottopic.com (include your employee #)

Desktop version is recommended for UKG

UKG Guide

SUBMITTING LIFE EVENTS (ENROLLING IN BENEFITS)

UKG

Welcome,
come on in!

User name:

Password:

Sign in

[Forgot your password?](#)



Step 1 - Log into UKG

Site: <https://n32.ultipro.com/Login.aspx>.

Company Code: Ulti91748

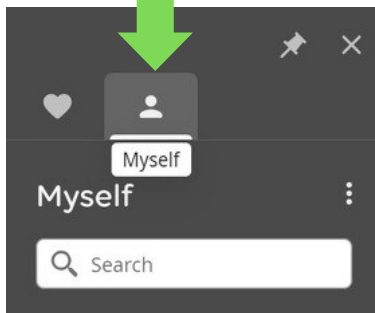
User ID: H + your six-digit employee ID #.

Password: First time logging into UKG? A temporary password is your birth month (MM), birth date (DD), and the first 5 digits zip code of your home address (MMDDZZZZZ). Once you enter your temporary password, you will be prompted to create a personal password.

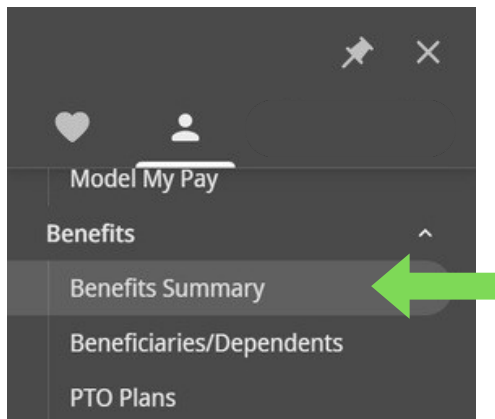
Locked out? Please email our helpdesk team to assist.

Email: Helpdesk@hottopic.com (include your employee #)

Desktop version is required to access the full UKG site



Step 2 - Navigation Menu Once Login, your home screen will appear. Click the three lines "side navigation menu" at the top left corner of your profile home page. Once you click on Side Navigation Menu, "Myself" will appear with a long list of available selections will appear.



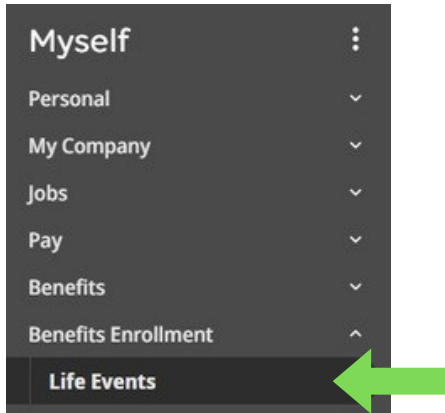
Step 3 - Benefits Verification

Scroll down to our "Benefits" section of this side menu. Click on "Benefit Summary" to review your current benefit plans and premiums. Please review your current benefit plans before submitting changes.

NOTE Any new benefits submitted and approved will not be visible until **after** benefit's effective date.

UKG Guide

SUBMITTING LIFE EVENTS (ENROLLING IN BENEFITS)



Step 4 - Submitting Life Event Benefit Elections

Under "Benefit Enrollment" you will see "Life Events". Click on **"Life Events"** button to begin selecting your company benefits.

About Life Events
Life Events are changes that happen to you or your family affecting your benefits. Below is a list of events that you are eligible to complete that most closely describes your circumstances.

Description	Message
Make changes to my charitable election	This life event is to enroll, change or stop your current donation to the Company's Foundation.
Newly Promoted <30 days ago	Life Event for Promotions < 30 days. If you are promoting from a non-benefits eligible to benefits eligible job title.

back next submit draft reset cancel print help

Step 5 - Submitting Life Event benefit elections

Choose from the following **"Descriptions"** that best describes your enrollment reason. Click on that description. This will then take you to the benefit enrollment application. This application will take you benefit by benefit option by clicking the **"Next"** button at the top of the application. Once you are happy with the benefits you have chosen, please click the blue **"Submit"** button.

**Those with Domestic Partners, reach out to the benefits team - benefits@hottopic.com for enrollment instructions and assistance.*

back next submit draft reset cancel print help

You need to make any edits you can do so by selecting the plan type or plan description hyperlink

Date of event 08/01/2023

My Benefits

Estimated Total Cost: \$181.87 ⓘ

Step 6 - Finalize your Life Event elections

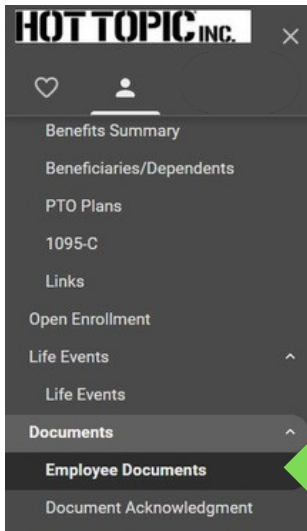
Once your application is **submitted**, please print a copy of your elections for your records. Check that your personal e-mail is up to date, as this is where the benefits department will contact you with anything regarding life event benefits submission. If you enrolled family members (Dependents) in any of your benefit plans, go to the next section labeled "Upload Documents" on the next page, to complete your enrollment process.

NOTE The benefits department must receive proof of relationship for all dependents added to your benefit plans.

Proof of Relationship would be documents for your family members add to your benefit plans proving relationship status. For example - marriage license or birth certificates. All Dependents will be removed from coverage if proof of relationship documents is not provided.

UKG Guide

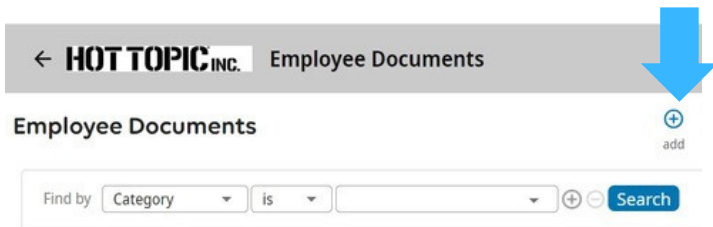
UPLOADING DOCUMENTS



Step 1

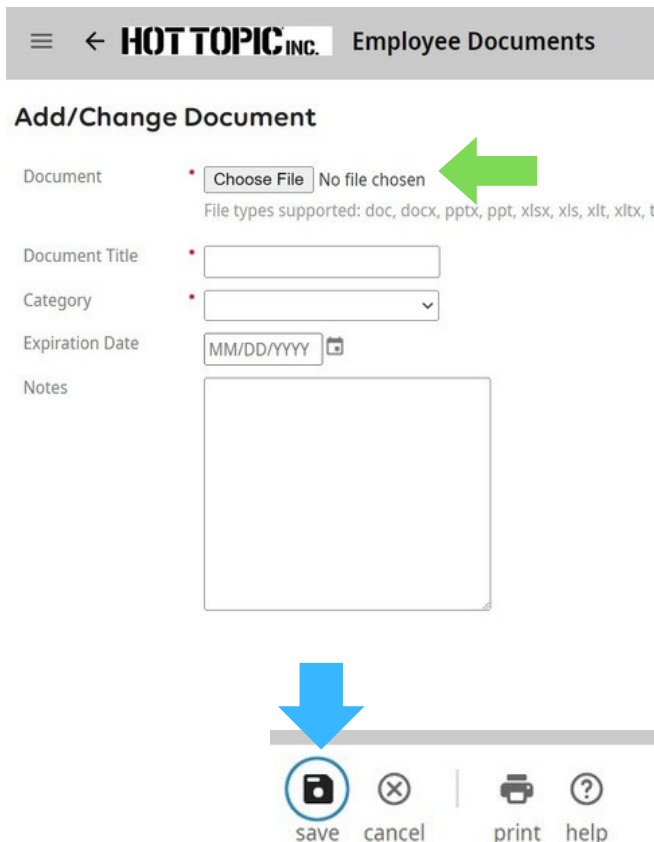
Need to upload a document? Adding a dependent to your benefits will require you to upload/provide a proof of relationship documents such as: marriage certificate, domestic partner declaration, birth certificates for your children or the children of your spouse, adoption paperwork or legal guardianship documentation be accepted where applicable.

Select Myself -->**Employee Documents** to begin this process.



Step 2

Once you have clicked on "Employee Documents" you will see a new screen. On the far right click the blue **"Add"** button to begin uploading your documents to your UKG profile



Step 3

After you have clicked the "Add" Button then In the **"Choose File"** drop down, choose the type of file you will be uploading that contains your relationship documentation. In the document title box. In the Category drop down, select "ONB-General" for Life Event Documentation or "BEN-Proof of Relationship" and Select **"Save"** at the top of the screen. Repeat process for each family member. Once all documents are uploaded

Click "Save" at the top right of the screen. ***If you are unable to upload your proof of relationship documentation please reach out to benefits@hottopic.com for assistance.***

NOTE The benefits department must receive proof of relationship documents for your covered family members. Family members will be removed from coverage if proof of relationship documents are not received.