

Qualifying Life Event Information

Life doesn't always stick to a schedule—and luckily, your benefits don't have to either. Certain major life events, known as qualifying life events, give you the chance to update your insurance outside of open enrollment. These include:

- ☐ New Employee Enrollment Period
- ☐ Getting married
- ☐ Having, adopting, or regaining custody of a child
- ☐ Losing or gaining other health coverage
- ☐ Receiving a court order affecting coverage

If one of these life changes happens, you have 31 days from the event date to make updates to your benefits. Be sure to notify HR right away so we can help you stay on track and fully covered!

If you have any questions or need assistance, feel free to contact us at hr@AState.edu or call 870-972-3454. We're here to help!

- [New Employee Benefit Enrollment](#)
- [New Child \(Birth, Adoption, Regained Custody\)](#)

New Employee Benefit Enrollment

Welcome aboard! As a new hire, you have a 31-day window from your hire date to enroll in your university benefits. This is your chance to select the coverage that best fits your needs—health, dental, vision, and more. Don't miss out! Be sure to review your options and submit your selections before the deadline to ensure you're covered from the start.

I am a new employee. How do I enroll in benefits?

As a new employee, you will receive an email from the Human Resources office with your user ID and password to enroll online.

[Benefits Enrollment Site](#)

Can I enroll my dependents in an insurance plan?

Absolutely! If you want to cover your dependents on the ASU medical plan, you will need to provide your marriage license or last year's tax return to cover your spouse, and a birth certificate, adoption decree, or legal guardianship papers to cover your children.

I am a new employee. What kind of benefits does A-State offer?

Please visit the [ASU System Benefits Web Page](#) to view all of the benefits that we have to offer!

Questions about your New Employee Benefit Enrollment? Contact the [Human Resources Department](#) for assistance!

New Child (Birth, Adoption, Regained Custody)

I just had a baby. Can I make changes to my insurance plan?

Yes! This is considered a qualifying life event. You have 31 days from the baby's date of birth to make changes. Please contact Human Resources to begin the process.

I am pregnant. What do I need to do with Human Resources?

Please contact [Human Resources](#) to discuss FMLA eligibility as well as help with any benefits-related questions.

Questions about Child Birth, Adoption, or Regaining Custody? Contact the [Human Resources Department](#) for assistance!