



How to Enroll in/Terminate Benefits due to a Life Changing Event

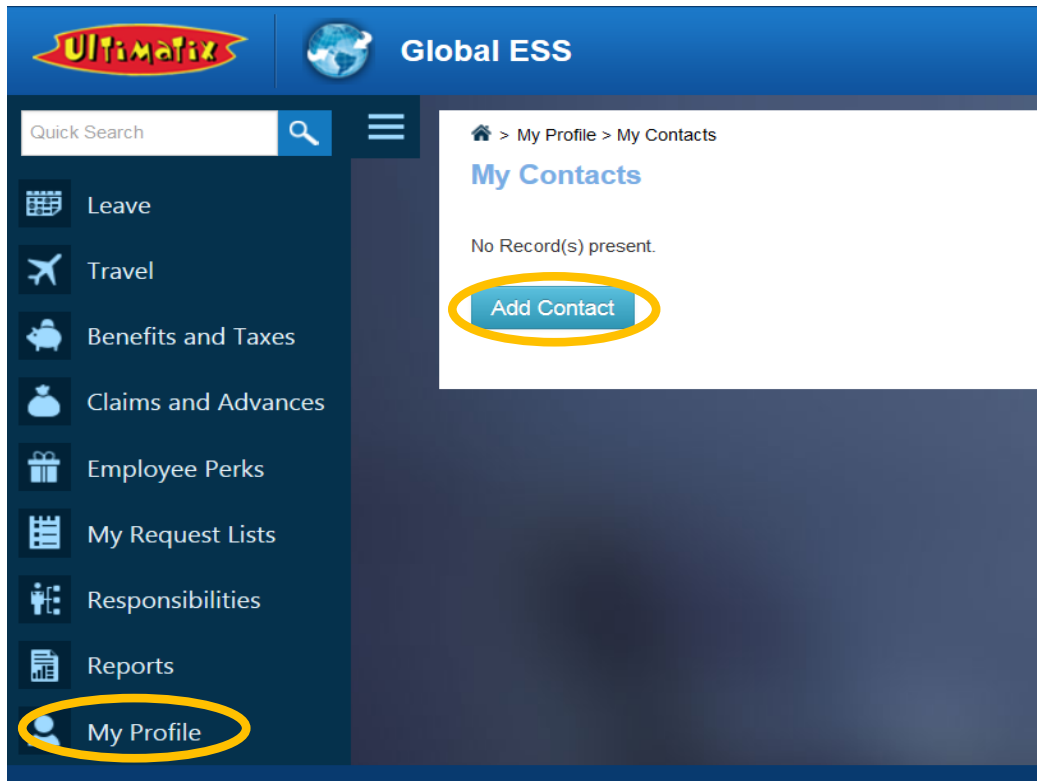
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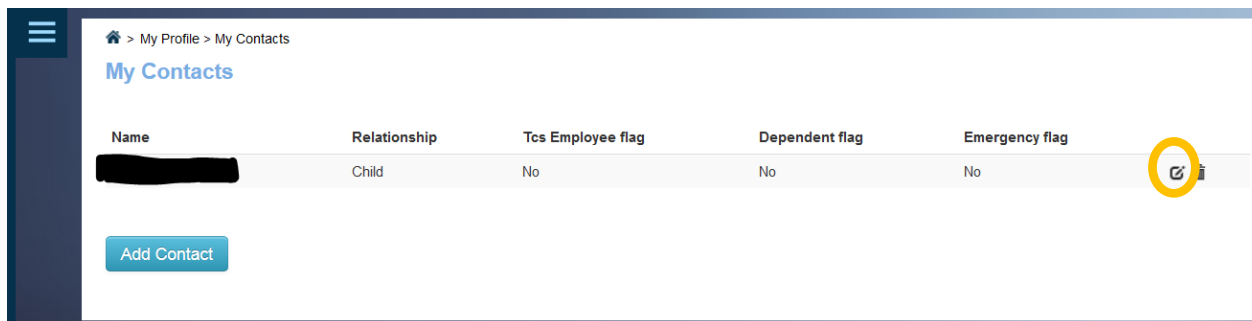
1. Adding Dependents

Before you can enroll a dependent in **Global Employee Self Service (GESS)**, you will need to add your family member as a dependent in **GESS**. If your dependents are already listed on this page, you may skip the following step.

- Log in to **Ultimatix** → **Employee Services** → **Global ESS** → **My Profile** → **My Contacts** → **Add Contact**.
- Add your dependents' demographic information.
- Your dependents' details will update and appear on your contact list.



- Click on the 'Edit' icon on the right hand side.



e) Click the 'Edit' option.

🏠 > My Profile > My Contacts

My Contacts

Basic Details

Employee Name	:	[REDACTED]	Preferred Name	:	--
Date of birth	:	[REDACTED]	Gender	:	Male
Blood Group	:	--			

Emergency Dependent Details

Dependent Flag	:	No	Emergency Flag	:	No
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Nationality

Nationality	:	--
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f) Select 'Yes' under 'Dependent Flag' and click 'Save.'

🏠 > My Profile > My Contacts

My Contacts

Basic Details

Employee Name	:	[REDACTED]	Preferred Name	:	--
Date of birth	:	[REDACTED]	Gender	:	Male
Blood Group	:	--			

Emergency Dependent Details

Dependent Flag	:	No	Emergency Flag	:	No
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Nationality

Nationality	:	--
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Emergency Dependent Details

Emergency	:	No	Dependent	:	No
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Save **Close**

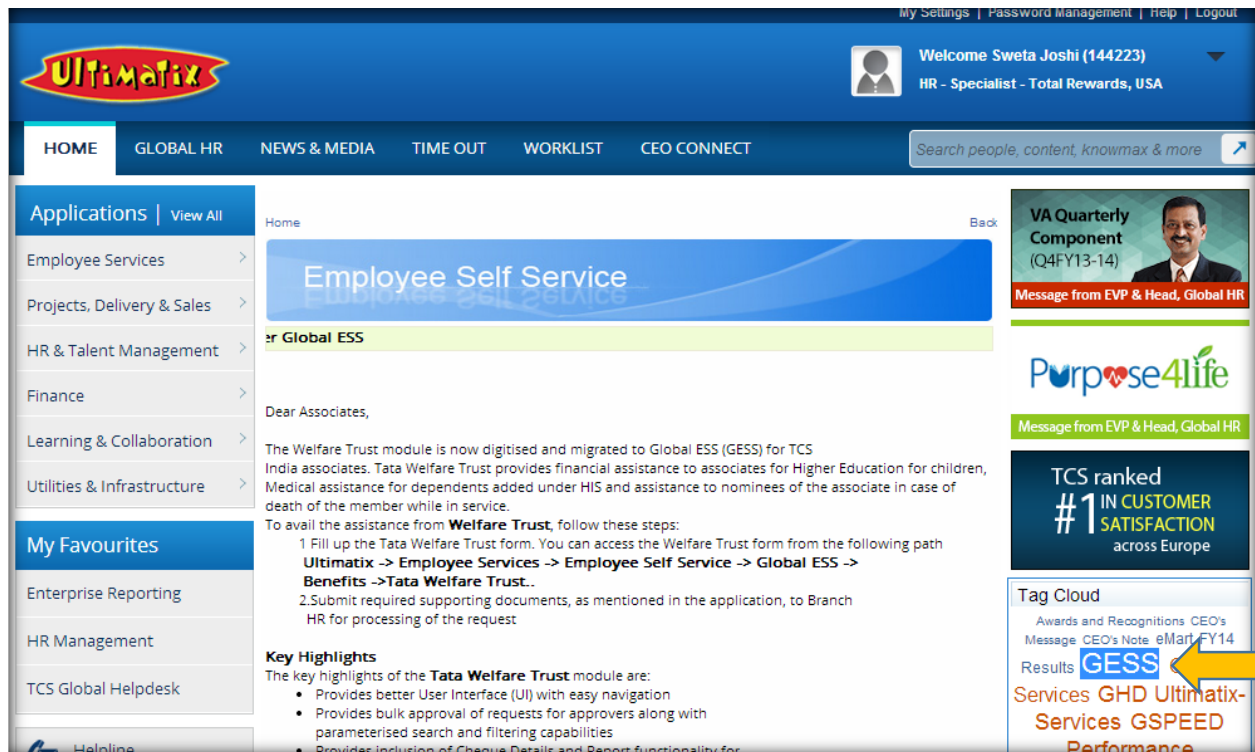
g) Repeat the above steps for each of your dependents.

IMPORTANT NOTE: Once you enter your dependent information, you will **need to wait until the system refreshes**. The Ultimatix system updates **every 24 hours**. Then you will be able to access the benefits module.

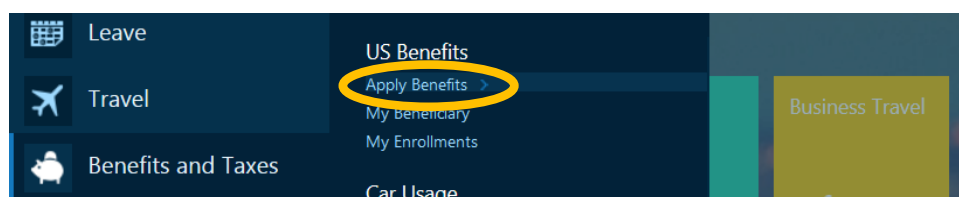
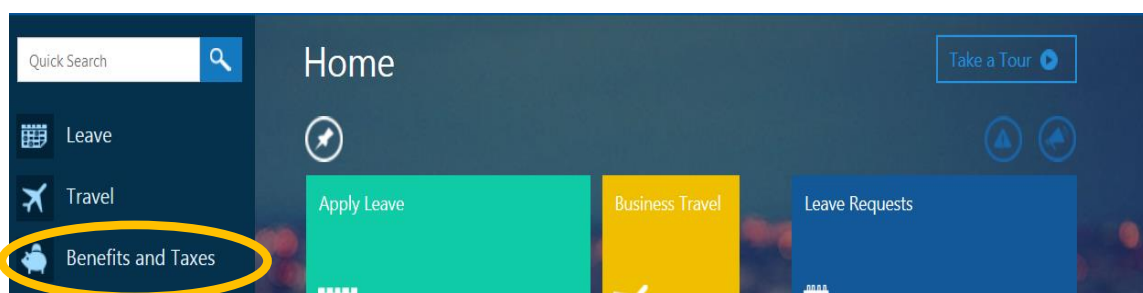
2. Benefits Enrollment Process (Medical, Dental, etc.)

IMPORTANT NOTE: If you need to stop in the middle of enrollment, click the **Save as Draft** Button. If the system times out, or to resume a Draft, go to Benefits Tab → US Benefits → My Request List, then click on the Request number.

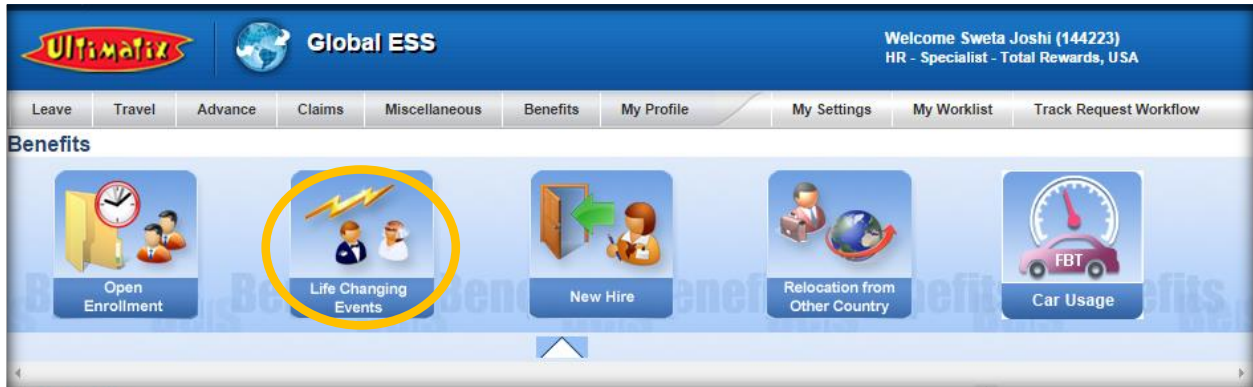
- a. Go to **Ultimatix** → Click on **GESS** (Global Employee Self Service)



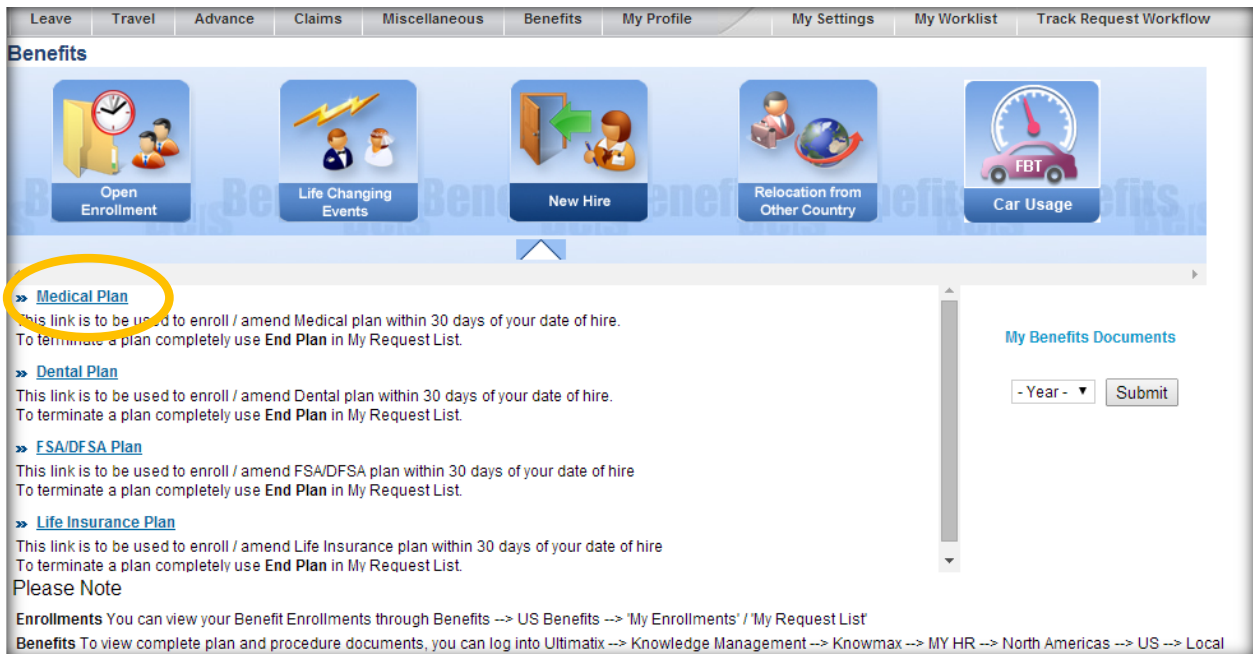
- b. Click on **Benefits and Taxes**, which will give you the option under US Benefits to select '**Apply Benefits.**'



- c. Place your cursor on the 'Life Changing Events' tab.



- d. When you place your cursor on 'Life Changing Events' tab, you will see **options** to select from. Please select the benefit you want to enroll for.



- e. The next screen will ask you to **verify that your home address details**. If they are correct, select 'Yes,' if not, make needed corrections in Ultimatix before continuing.

a. **Ultimatix → Employee Services→ Global ESS → My Profile → About → Address Details**

The screenshot shows the 'Global ESS' interface for user Sweta Joshi (144223). The 'Benefits' section is active, and the 'Address Details' tab is selected. The form displays fields for Employee Number, Contact Number, Alternate Contact Number, Address Line 1, Address Line 2, City, State, and Zip Code. Below the form, a question asks 'Are the above home address details correct?' with radio buttons for 'Yes' and 'No'. The 'No' button is circled in yellow.

- f. On the next screen, you will see the plan you are currently enrolled in and your dependents listed. If you **do not** see a dependent, please follow steps listed in **Section 1**.

g. Select the 'Event Type' and 'Event Date.'

The screenshot shows the 'Global ESS' interface for user Ingrid Randsalu (861736). The 'Benefits - Life Changing Event - Medical Plan' section is active. The 'Address Details' tab is selected, showing fields for Employee Number, Contact Number, Alternate Contact Number, Address Line 1, Address Line 2, City, State, and Zip Code. Below the form, a question asks 'Are the above home address details correct?' with radio buttons for 'Yes' and 'No'. The 'Event Details' section is visible, with 'Event Type' and 'Event Date' circled in yellow. The 'Event Type' dropdown menu is open, showing options: Marriage, Select, Deceased, Marriage (highlighted), Divorce, New born child / adoption, Spouse employment starts, Spouse employment ends, Spouse loses their employer provided coverage, Dependent child no longer eligible for coverage, Dependent child becomes eligible for coverage, Dependent Travelling On their own ticket, and Transfer to US Payroll. The 'Event Date' is set to Sep-16-2014. The 'Plan Details' section shows a table with columns for Selection, Plan Name, and Company.

Selection	Plan Name	Company
<input checked="" type="checkbox"/>	Medical - Traditional	CIGNA Health Care
<input type="checkbox"/>	Medical - HSA	CIGNA Health Care

- h. Upload the supporting document from your device by clicking on '**Choose File,**' and then '**Upload.**'

Are the above home address details correct? ☒ Yes ☐ No

Event Details

*Event Type [Help Me Choose](#) *Event Date

*Upload Proof No file chosen

Please Note :

- 1) You must attach documentation if you have any life changing event.
- 2) Documents must be formatted as .doc, .pdf or .jpeg, and can be no larger than 2MB. Zip files cannot be uploaded.
- 3) You cannot switch Medical Plan outside Open Enrollment. You can refer to Plan documents for more details in Knowmax.
- 4) Before confirming your benefits enrollment, please make sure you have correctly updated your dependent details in HR Management. You can access this path through Ultimatix --> Employee Service-->HR Management -->Launch HR Management -->TCS Employee Self Service --> Dependent Details
- 5) If you have already added or modified your dependent details / overseas address details in HR Management, please wait upto 24 hours for the changes to reflect in GESS.

Plan Details

- i. Select the plan that you wish to enroll in/make changes to. Your dependents will automatically appear if you followed steps in **Section 1**.
- a. If you are **enrolling your dependent(s)**, then check the box(es) next to their name(s).
 - b. If you are **trying to drop/remove** them from your plan, uncheck the box next to their name(s).
- j. Click '**Proceed,**' to move to the next step.

Benefits - Dental Plan

Employee Details Address Details

Employee Number	Address Line 1	State	LOUISIANA
Contact Number	Address Line 2	Zip Code	70809
Alternate Contact Number	City		Baton Rouge

Are the above home address details correct? ☒ Yes ☐ No

Plan Details

Selection	Plan Name	Company
<input checked="" type="checkbox"/>	Dental HMO	CIGNA Health Care
<input type="checkbox"/>	Dental PPO	CIGNA Health Care

Individual Details

Selection	Relationship	Gender	Age	Name	Date Of Birth	Dependent Address *	Full Time Student / Handicapped **	Upload Proof
<input checked="" type="checkbox"/>	Self	M			Jan		<input checked="" type="radio"/> NA <input type="radio"/> Full Time Student <input type="radio"/> Handicapped	<input type="text"/> <input data-bbox="1323 1312 1388 1333" type="button" value="Browse..."/>
<input type="checkbox"/>	Child			Karik Sharma	Oct-01-1998	<input type="text"/>	<input checked="" type="radio"/> NA <input type="radio"/> Full Time Student <input type="radio"/> Handicapped	<input type="text"/> <input data-bbox="1323 1407 1388 1428" type="button" value="Browse..."/>

* If Dependent address is different than employee address.
** If full time student age is 19 yrs or more.

Click on Proceed button to view the coverage details based on plan selection:

- k. The new/changed plan details and per paycheck contribution amount will be shown. You must agree to the disclaimer by checking the box, then click **'Submit.'**

Self M 32 \$ 31, NA Full Time Student Handicapped

Child NA Full Time Student Handicapped

* If Dependent address is different than employee address.
** If full time student age is 19 yrs or more.

Click on Proceed button to view the coverage details based on plan selection: Proceed

Plan Name	Coverage Type	Per Pay Period Contribution	Coverage Start Date
Dental HMO	Employee + 1 Dependent	\$ 10.75	Jan-01-2010

Disclaimer Details

I certify that all information is true to the best of my knowledge and belief. I authorize the company to make the necessary deductions from my salary or wages to pay the premiums for the elections chosen. I understand that these elections will remain in effect until the next Open Enrollment period or until I experience a change in family status.

2) If you are terminating coverage, please note that your coverage will terminate at the end of the month in which your change event occurs. You will be responsible for all premiums for the remainder of the month in which you terminate coverage.

☐ I declare that I have read and agree to the above terms and conditions.

Fraud Notice

Any person who knowingly, and with intent to injure, defraud or deceive any insured, makes an application for insurance or a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

Save As Draft Submit Back End Plan

- l. You will see a confirmation that your request was submitted successfully. Please make a note of the request number.
- m. If you wish to elect additional benefits choose **'Click here to raise another benefit request'** and refer back to **Section 2: step "d"** to complete the process.

Global ESS TATA TATA CONSULTANCY SERVICE

S/WON: Supervisor: Current Location: Login Date and time: NOV-10-2009 01:59:52 AM [IST]

Leave Travel Advance Claims LTA TRLP Medical Benefits My Profile My Settings My Worklist Track Request Worklist

Benefits Summary Page

Your Benefit request No.2643 has been submitted successfully.

Your benefit request No 2643 has been approved by system. You have been enrolled in Dental plan.

Please Note:
Request approved by system can not be cancelled.
If request goes to approval by benefit specialist then it can be cancelled until it is approved by benefit specialist .
You can end/terminate the plan only if it is approved or System Approved.
You can end/terminate a plan whose coverage start date is future dated from My Request list within the enrollment period.

Click here to view your active plans.

Click here to check the status of your submitted benefit request.

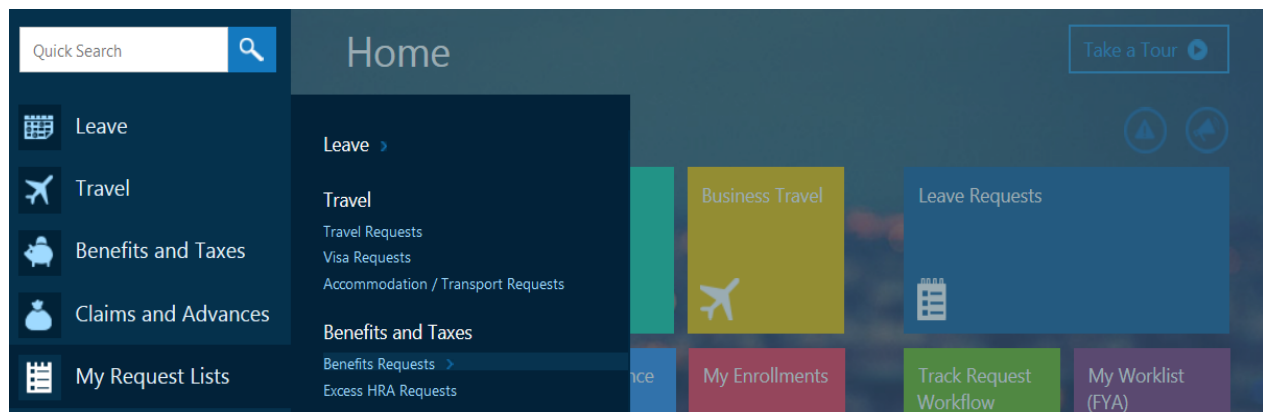
Click here to raise another benefit request.

3. Terminate Plan (Medical, Dental, etc.)

If you wish to end your benefit plans through TCS, please follow the below steps.

IMPORTANT: When you terminate your plan(s), you will end coverage for all dependents covered under your plan(s). If you wish to **drop** dependents from your plan(s) but **continue coverage for yourself (and others)**, please follow the steps listed under **Section 2, step “i.”**

- a. Go to: **Ultimatrix → GESS → My Request Lists → Benefits Requests**



- b. You will see the list of all your requests on this page. Select the box against the benefit that you wish to terminate/end. Click on **'End Plan'**. You will get a message asking if you wish to continue, click **'OK.'**

[Leave](#)
[Travel](#)
[Advance](#)
[Claims](#)
[Miscellaneous](#)
[Benefits](#)
[My Profile](#)
[My Settings](#)
[My Worklist](#)
[Track Request Workflow](#)

Benefits - My Request List

[Previous](#)

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[Go](#)
[Next](#)

[End Plan](#)
[Delete Draft](#)
[Archive](#)
[Filter](#)
[Sort](#)
[View Archived](#)

<input type="checkbox"/>	Request Type	Request No	Benefits Type	Transaction Type	Coverage Start Date	Coverage End Date	Status	Submit Date
<input type="checkbox"/>	New	6975440	FSA/DFSA	Transfer to US Payroll	May-01-2014	Dec-31-2014	System-Approved	Jul-14-2014
<input checked="" type="checkbox"/>	New	6877244	Medical	Transfer to US Payroll	May-01-2014		Approved	May-22-2014
<input type="checkbox"/>	New	5166552	Dental	Amendment	Jan-01-2011	Apr-30-2014	Terminated	Dec-10-2010
<input type="checkbox"/>	New	33888	Medical	Amendment	Jun-27-2009	Apr-30-2014	Terminated	Sep-18-2010

[+](#) Workflow Status

- c. On the next page, the system will ask you more information regarding your event. Please select **'Transaction Type'**, followed by **'Event Type'** & **'Event Date'**.
 - a. Please upload documents supporting the event type and date.
 - b. Click on **'End Plan'**.

Please specify the transaction type to end the plan.

Transaction Type	Life Changing Event
Event Type	Spouse employment starts
Event Date	Oct-07-2014
Upload Proof	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

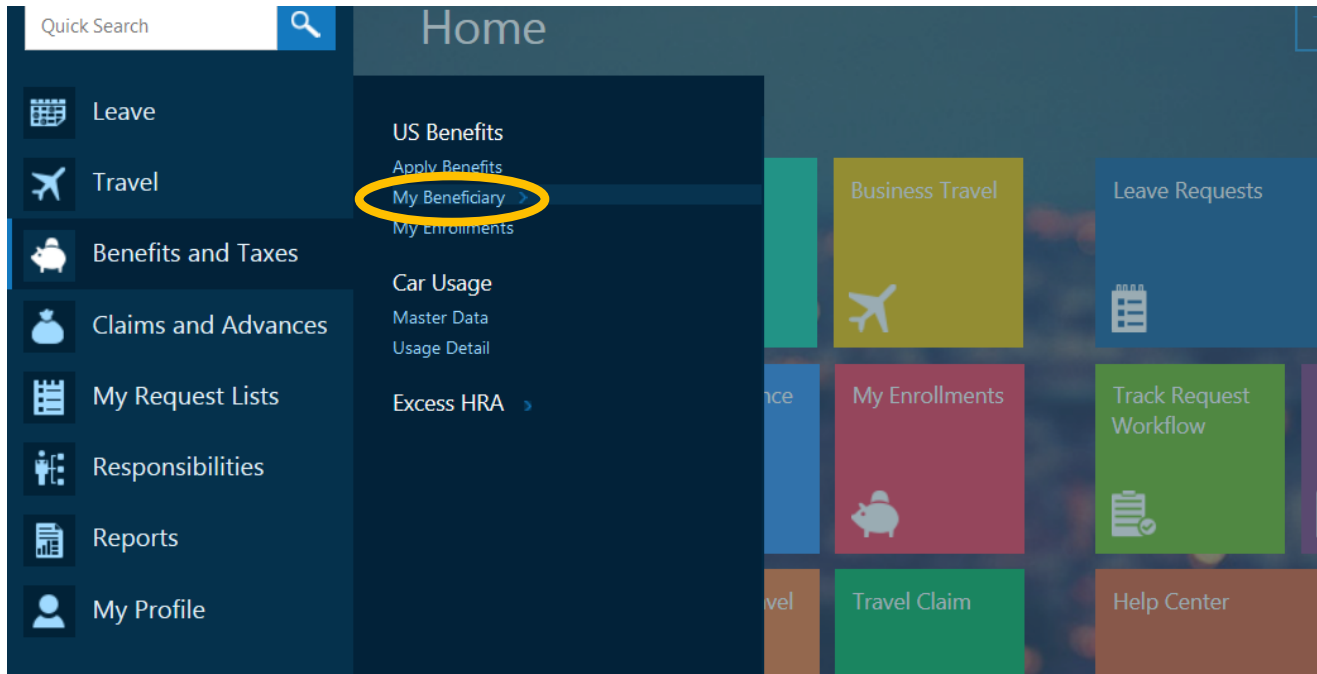
- d. You will get a message that your request has been submitted for review.
- e. If you wish to terminate other benefits, choose the **Home icon** in the top left corner and refer back to the beginning of **Section 3** to complete the process.

4. Update Your Beneficiary

Upon your Life Changing Event, you may want to make changes/additions to your beneficiary designations. Please follow the below steps to complete this process.

Examples: Change in marital status (i.e. marriage/divorce = add/remove beneficiary); newborn child/adoption (i.e. add beneficiary).

- You can update your Beneficiary information by hovering over '**Benefits and Taxes.**'
- Then you will see a drop down menu and go to: **US Benefits → My Beneficiary.**

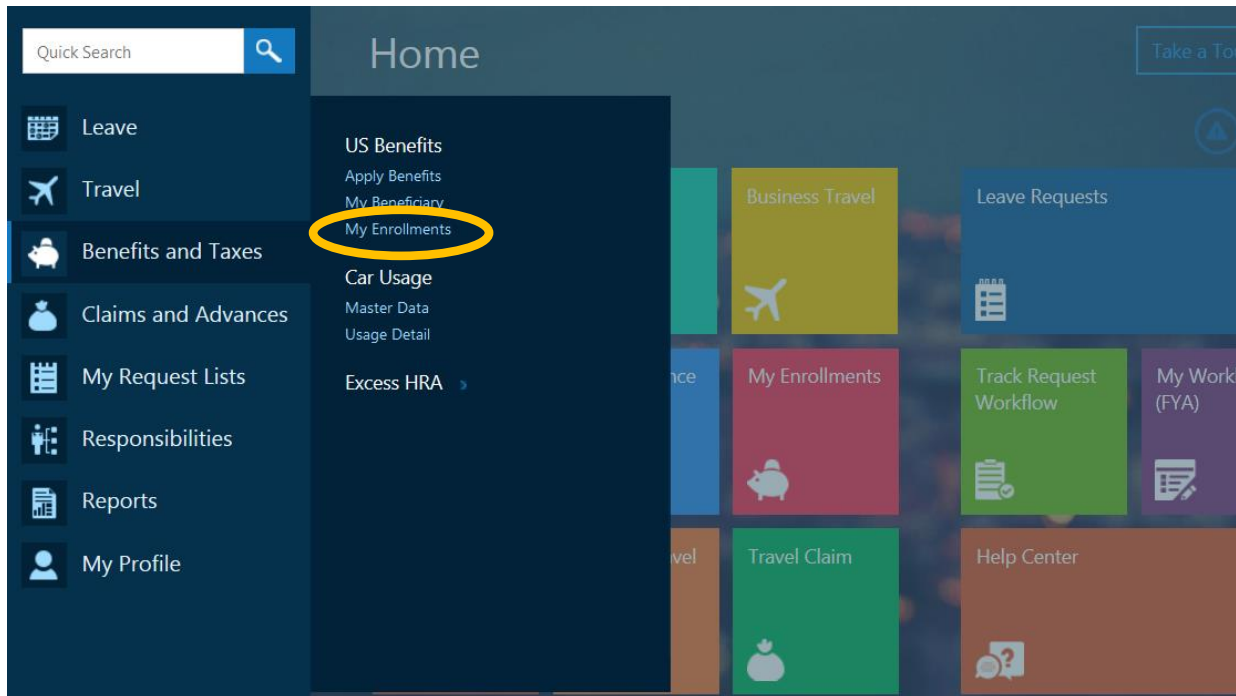


- On this page, you will be able to define your beneficiary(ies) and also allocate percentages.

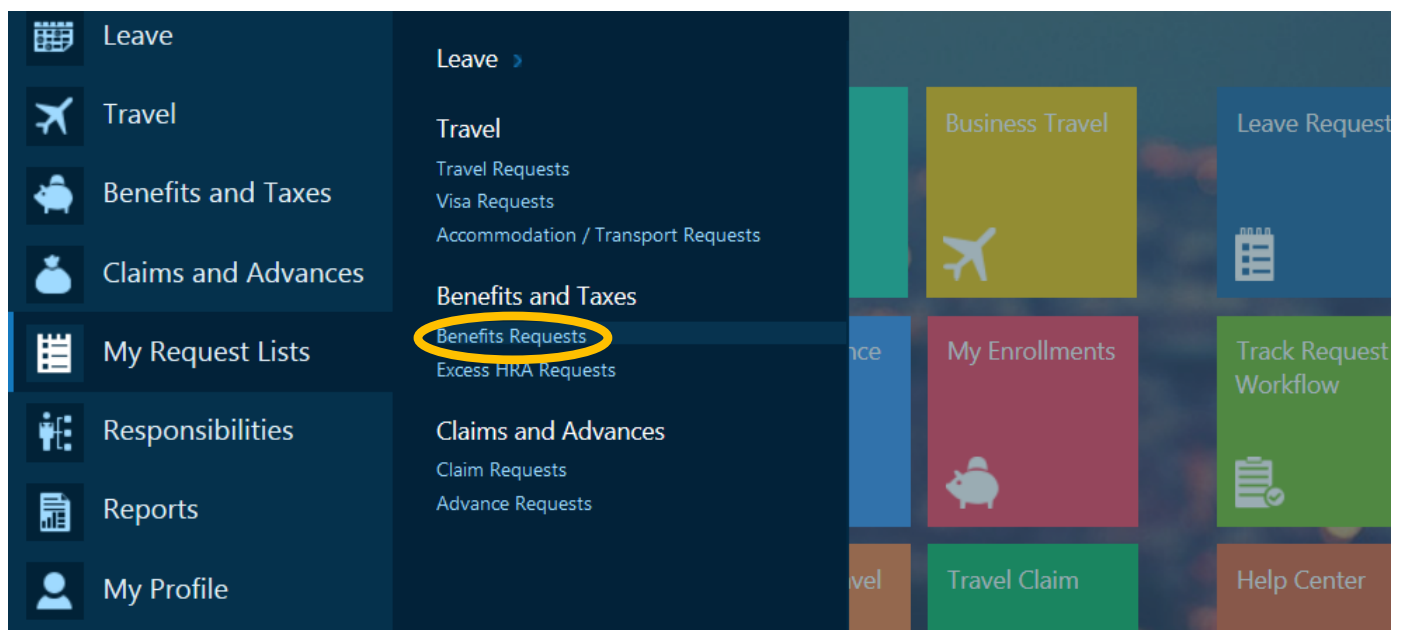
A screenshot of the 'Benefits - My Beneficiary' form. At the top is a navigation bar with tabs: 'Leave', 'Travel', 'Advance', 'Claims', 'LTA', 'TRLP Medical', 'Benefits', 'My Profile', 'My Settings', 'My Worklist', and 'Track Request Workflow'. Below this is a sub-header 'Benefits - My Beneficiary' with two tabs: 'Employee Details' and 'Address Details'. The 'Employee Details' tab is active, showing fields for 'Employee Number', 'Contact Number', 'Alternate Contact Number', 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'. Below this is the 'Primary Beneficiary Details' section, which is a table with columns: 'First Name', 'Middle Name', 'Last Name', 'Relationship Name', 'Date of Birth', 'Address**', and 'Share'. The first row is filled with 'Manoj', 'Gupta', 'Brother', and '100'. The 'First Name' and 'Share' fields are highlighted with yellow circles. At the bottom of the form are 'Add' and 'Delete' buttons. A footnote at the bottom states: '* Payment will be made in equal shares or all to the survivor unless otherwise indicated. Sum of all shares should be 100.' and '** Fill if the employee and the dependent address are different.'

5. View Your Requests

- a. You can **view your current enrollments** by hovering over '**Benefits and Taxes**' and clicking on '**My Enrollments**.'



- b. You can **view or track the status of the requests** you have submitted by hovering over '**My Request Lists**' and clicking on '**Benefits Requests**.'



6. Coverage Status

- a. Once all of your Life Changing Event elections have been approved in GESS, it will take **up to 2 weeks** for your coverages to appear in the insurance carriers' portals.
- b. After your information has been added to the carriers' systems, you can access your medical, dental and vision accounts on the carriers' websites.
 - a. Aetna Medical website: www.aetna.com
 - b. Cigna Dental website: www.mycigna.com
 - c. EyeMed Vision website: www.eyemed.com
- c. You can set up a unique username and password which will allow you to: print temporary ID cards, view the preferred provider directories, and much more.
- d. You will receive your permanent ID cards in the mail within 3-4 weeks.
 - a. Please review your cards when you receive them to ensure they are accurate.
 - b. If there are any errors on your id cards please write to us.insruance@tcs.com.