

How to Elect/Change/Update Benefit Enrollment

MY LINKS

- SP Central Admin
- Physician On Call
- Safety Check List
- Patient Consents
- MS Self Tutorial
- TeamWork
- Infor Prod
- Infor Test
- Infor Train

LGH Links

Applications

- Application Portal
- Cafeteria-LGMC-Order Online
- Cafeteria Menu - LGMC
- Cafeteria Menu - LGOrtho
- Cafeteria Menu - UHC
- CDM System
- ClockwiseMD Console
- E-Forms
- E-Privileges
- Echo Privilege Portal
- Email
- Email Quarantine
- Email Office365
- Employee Address List
- Employee Giving
- Employee Space
- Health Wellness

Employee Forum Dates

Announcements

Infor FAQ, "How To," and Chart of Accounts
Click here to view Infor FAQ, quick reference "how to" documents, and the new chart of account listing that will go live on 12/1/2018 ...read more

LGMC Opens First Breast Milk Donation Site in Southwest Louisiana
Lafayette General Health has opened the first breast milk donation site in Southwest Louisiana. The department continues to rise ...read more

SMH Lands Grand Prize in Decorating Contest
The first day of school in St. Martin Parish on August 10 was welcomed with the "Paint the Town Blue and Gold" decorating contest in a show of support for St. Bernard School (SBS). ...read more

SMH - Edit

Area	Oct-Dec	FYTD
Inpatient	99th	99th
Outpatient	99th	99th
Emergency	92nd	92nd
HCAHPS	1st	1st

President's Blog

Happy Thanksgiving
As we prepare to gather around the table with friends and family at Thanksgiving, we begin to reflect on our many blessings and all that we are thankful for. This year, I am ...read more

Employee Giving
You've heard and read it time and time again. And you live it daily; the mission of Lafayette General Health is to restore, maintain and improve health. We do this by ...read more

Mid-Year Update
July 11, 2018
It is really hard to believe that 2018 is more than halfway behind us. While the last ...read more

Home Employee View Compensation Benefits My Profile Find A Coworker Opportunities To Do

Quick Links

Click on the Event as appropriate

- **New Eligible Benefits Enrollment**
 - New Hires
 - PRN to FT or PT
- **Life Events**
 - Marriage, OR
 - Birth of Child, OR
 - Divorce, etc
- **Open Enrollment**
 - Only to be used annually as announced by Human Resources
 - Typically in October

- Newly Eligible Benefits Enrollment**
New hire and newly eligible employment status change enrollments
- Life Events**
Record a marriage, birth, or other life events.
- Open Enrollment**
Review and enroll in benefit options for next calendar year.

MyLGH

Employee Giving

How to Elect/Change/Update Benefit Enrollment

- A. LIFE EVENTS – *all others skip to Section B.*
- Select the Event as appropriate.
 - When the date box appears, enter the DATE the event occurred. For example:
 - Marriage Date
 - Birth Date
 - First date of no insurance coverage
 - First date of Insurance coverage
 - Click OK

Life Events

Below are Events which you may initiate; if you have had an event not indicated, please contact the HR department for support in processing your update.

Marital Status Life Events

- Death of Spouse
- Divorce

Dependent Life Events


- Adoption of a Child
- Birth of Child
- Divorce
- Foster a Child

Other Life Events

- Gain Other Coverage
- Loss of Coverage

Add Life Event

Gain Other Coverage

Event Date: 

- If you exit before completing, then when you return to the Life Event screen, you will see the Continue Current Events box to the right.

Life Events

Below are Events which you may initiate; if you have had an event not indicated, please contact the HR department for support in processing your update.

- Death of Spouse
- Divorce
- Adoption of a Child
- Birth of Child
- Divorce
- Foster a Child
- Gain Other Coverage
- Loss of Coverage

Continue Current Events

Life Event	Date of Event
Loss of Coverage	12/23/2018

Click on the Event to Continue

How to Elect/Change/Update Benefit Enrollment



B. ENROLLING

- a. Complete each election and screen as desired.
- b. It is **MANDATORY** to make a selection OR Waive Coverage.
 - i. You may need to scroll down to see all options.
 1. ensure you click on **NEXT** at the bottom right of the page after each benefit election to move to the next benefit offering.

Select	Plan	Options	Pre Tax
<input type="checkbox"/>	Vision	Employee and Spouse	4.68
<input type="checkbox"/>	Vision		4.11
<input type="checkbox"/>	Vision		6.44
<input type="checkbox"/>	Waive Vision		0.00

Showing All -1 Rows

Previous **Next**

- c. A check box  next to each item and benefit will indicate completion.
- d. You may have received all , but still have items that are not completed fully and have error messages to complete. You will see the below on your review screen.

Worksheet

- ✓ Beneficiaries
- ✓ Enrollment Information
- ✓ Enrollment
 - ✓ Medical
 - Dental
 - Vision
 - Spending and Savings Accounts
 - Dependent Care FSA
 - Short Term Disability
 - Voluntary Term Life Insurance
 - Voluntary Spouse Life
 - Voluntary Child(ren) Life
 - Voluntary Accident
 - Legal Coverage
 - Identify Theft
- ✓ Review And Submit

Review and Submit

Please ensure you have hit SUBMIT, then OK, then FINISH in the bottom right corner. You will have a PDF populate. Please print as your confirmation.

Submit Cannot submit until all errors have been resolved

Errors, Warnings, And Messages

• Errors

- Voluntary Accident - Must select at least one plan for enrollment group
- Dependent Care FSA - Must select at least one plan for enrollment group
- Identify Theft - Must select at least one plan for enrollment group
- Legal Coverage - Must select at least one plan for enrollment group
- Medical - Must select at least one plan for enrollment group
- Spending and Savings Accounts - Must select at least one plan for enrollment group
- Short Term Disability - Must select at least one plan for enrollment group
- Vision - Must select at least one plan for enrollment group

Previous Finish

- e. Once complete and all errors are clear, click **SUBMIT** and then **OK**. PDF will populate at this time.
- f. Click the PDF to **VIEW/SAVE/PRINT** your enrollment confirmation.

How to Elect/Change/Update Benefit Enrollment

Review and Submit

Submit

Confirmation

Click PDF image to print out confirmation of plans selected

Previous Finish

- g. After you have saved your PDF scroll down to the bottom of the page to the right corner and click FINISH in order for your elections to submit fully within the system.

REVIEW AND SUBMIT WILL REMAIN ON THE PAGE.

YOU DO NOT NEED TO RESUBMIT.

THE PDF OPTION IS YOUR CONFIRMATION THAT THE ACTION IS COMPLETE.