



ULTIPRO EMPLOYEE GUIDE – LIFE EVENTS

BENEFIT ENROLLMENT FOR NEW HIRE, PROMOTION, AND CHARITABLE DONATIONS

This guide is to help you with the benefit enrollment process if you experience one of the following life events -

- 1) I am a benefit eligible new hire
- 2) I am newly promoted
- 3) Make changes to my charitable elections

Other life event/benefit enrollment options will be available at a later date.

BEFORE YOU ENROLL:

- 1) **Review the associate self-service guide for how to log in, create a password, and set up the security questions.** You can log into your self-service account on your home computer, your smartphone (only desktop version is available at this time, do not use app), or in the store.
- 2) **You have 30 days to enroll in benefits** – the 30 day window begins on the date you are hired/promoted into a benefit eligible position. If you are promoted, you will only be able to enroll after the promotion is entered into the system by your manager/HR.
- 3) **If you are enrolling family members** – be prepared to upload proof of relationship documentation (such as birth certificates, adoption paperwork for children, marriage certificate or domestic partner affidavit for spouse/partners) as part of the enrollment process.
- 4) **Check your personal e-mail** to see if the benefit department needs any information to complete your enrollment after your submit your information.

If you need any further help, here is a list of contacts:

Issue	Department	Email
General System Questions	Human Resources	HTHRAdmin@hottopic.com
Benefits Enrollment	Benefits	Benefits@hottopic.com
Process Technical Issues	IT Helpdesk	Helpdesk@hottopic.com

Table of Contents	
Page 2	Log into Employee Self Service
Page 4	Life Event – New Hire
Page 11	Life Event - Promotion
Page 14	Life Event – Charity/Foundation Deduction (enroll, or change)
Page 16	Upload Proof of Relationship Documents

LOG INTO TO EMPLOYE SELF SERVICE		
Step	Action	Image
1	<ul style="list-style-type: none"> Log into your account by accessing employee self-service at the store OR Access your account using your home computer or phone: <p>https://n32.ultipro.com/Login.aspx.</p> <p><i>NOTE – if using your phone, you must select desktop version (mobile app not available at this time for benefit enrollment)</i></p>	
2	<ul style="list-style-type: none"> Your home screen will appear 	
3	<ul style="list-style-type: none"> Click on Menu. Your favorites will appear. 	

LOG INTO EMPLOYEE SELF SERVICE		
Step	Action	Image
4	<ul style="list-style-type: none"> Hover over MYSELF to reveal your available options. Select Life Events. Once you select this link, you will see the Life Events that are available for you to use to enroll/make benefit changes. 	<p>The screenshot shows the 'MYSELF' menu in the Ultipro Employee Self Service interface. The menu is divided into several sections: Personal, My Company, Jobs, Pay, Benefits, Open Enrollment, Life Events, Documents, and Document Acknowledgment. The 'Life Events' link is highlighted with a red box.</p> <ul style="list-style-type: none"> Personal <ul style="list-style-type: none"> Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Private Info Identification Documents My Company <ul style="list-style-type: none"> Company Info Electronic Forms Employee Directory Organization Chart View Opportunities UltimateSoftware.com Jobs <ul style="list-style-type: none"> Job Summary Compensation Job History Reviews Pay <ul style="list-style-type: none"> Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Benefits <ul style="list-style-type: none"> Current Benefits Beneficiaries/Dependents PTO Plans Links Open Enrollment <ul style="list-style-type: none"> Life Events (highlighted with a red box) Documents <ul style="list-style-type: none"> Employee Documents Document Acknowledgment

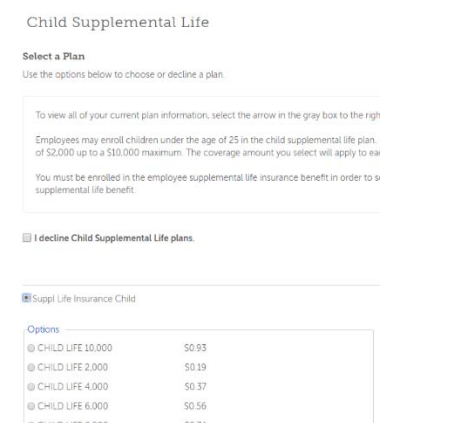
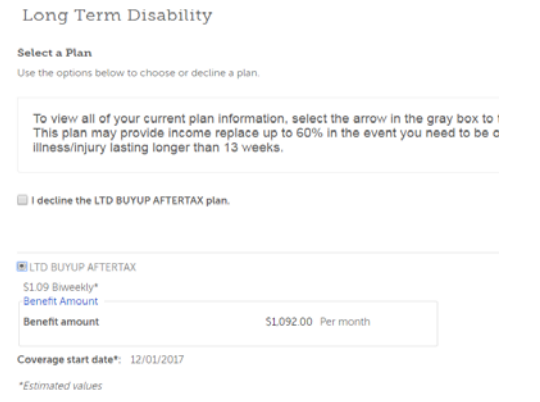

LIFE EVENT – NEW HIRE		
Step	Action	Image
1	<ul style="list-style-type: none"> Select the link “I am a benefit eligible new hire” from the description column. 	<p>The screenshot shows the 'Life Events' page with a table of events. The first row has the description 'I am a benefit eligible new hire.' and the message 'This life event is for benefit eligible new hires.' This row is highlighted with a red border.</p>
2	<ul style="list-style-type: none"> About This Life Event- starts the enrollment process. Navigation icons are shown at the top of the page: <ul style="list-style-type: none"> Next – move to next screen Submit – select when you have finished the enrollment process. Draft – save your enrollment elections and log back in later to complete/submit. Reset – clears all of your entries and start over. Print – print your enrollment confirmation page once Click next to move to the next screen. 	<p>The screenshot shows the 'About This Life Event' page with a navigation bar at the top containing icons for back, next, submit, draft, reset, cancel, print, and help. A red arrow points to the 'next' icon. Below the navigation bar, there are input fields for 'When did this happen?' (09 / 22 / 2017) and 'What was the reason?' (EMPLOYEE ELECTION).</p>
3	<ul style="list-style-type: none"> When Did this Happen - type in your hire date. What was the reason – choose new hire from the drop down menu. Click next. 	<p>This screenshot is identical to the previous one, showing the 'About This Life Event' page with the 'next' navigation icon highlighted by a red arrow.</p>

LIFE EVENT – NEW HIRE		
Step	Action	Image
4	<ul style="list-style-type: none"> ▪ Beneficiary and Dependent Information – select - you will be entering: <ul style="list-style-type: none"> ○ Beneficiaries for your company provided basic life insurance and supplemental life insurance (if you enroll) ○ Spouse, children, domestic partner, or domestic partners children that you will be enrolling in benefit plans. ○ Emergency contacts ▪ Select “add” to start adding information. 	
5	<ul style="list-style-type: none"> ▪ Add beneficiary or emergency contacts that will not be covered by your health insurance: <ul style="list-style-type: none"> ○ Type in first name, last name, address, and phone numbers. ○ Be sure to check the beneficiary or emergency contact box where applicable. ○ Click save when done. ○ You will then be back at the verify beneficiary and dependent info page 	
6	<ul style="list-style-type: none"> ▪ Add dependents for your health insurance: <ul style="list-style-type: none"> ○ Type in first name, last name. ○ Type in SSN or tax payer ID, birth date, and gender. <u>All of these of these fields are required in order to add a dependent to a benefit plan.</u> ○ If address is different, fill in information. ○ Select dependent box ○ Leave all other fields blank ○ Click save when done. ▪ You will then be back at the verify beneficiary and dependent info page. 	

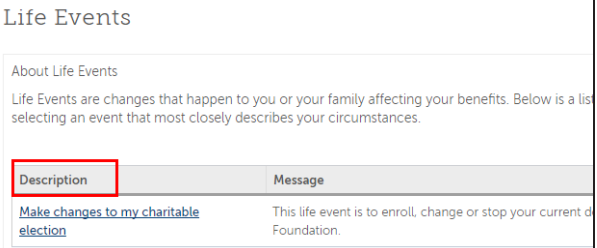


LIFE EVENT – NEW HIRE		
Step	Action	Image
7	<ul style="list-style-type: none"> Click next in the row of icons to move to the next enrollment screen. As you go through the enrollment screens, you may not see every plan that is referenced in the section below – only the plans that are available for you to enroll in will be displayed. 	
8	<ul style="list-style-type: none"> Enroll in a medical plan. If you don't want any medical coverage, choose to decline. Information about each plan is listed on the right side of the page. Select the appropriate option depending on the number of family members you want to enroll. Select the family members to enroll in the plan. <i>Note – if you do not select the correct number of family members to match the option, you cannot continue.</i> Click next to move to next benefit plan 	
9	<ul style="list-style-type: none"> Spouse surcharge - if you are enrolling a spouse or domestic partner that is eligible for medical insurance through their employer, you must enroll in the spouse surcharge plan. Click the button to enroll OR Choose decline if your spouse or domestic partner is not eligible for insurance elsewhere. Click next to move to the next plan. 	

LIFE EVENT – NEW HIRE		
Step	Action	Image
10	<ul style="list-style-type: none"> Follow the same process as step 8 to enroll in dental and vision plans. Information about each plan is listed on the right side of the page. Select the appropriate option depending on the number of family members you want to enroll. Select the family members to enroll in the plan. Select decline if you do not want to enroll in these benefits. 	
11	<ul style="list-style-type: none"> If you selected to cover a domestic partner and his/her children in one of the medical, dental, or vision plans in the earlier steps, you must also enroll in DP Post Tax plan(s). Enroll family members in a DP post tax plan that matches your election from steps 8 and 10 above by choosing the link(s) from the menu. <ul style="list-style-type: none"> Example – if you selected Basic EPO plan in step 8 to cover your DP, then you must select the DP Post Tax Basic EPO plan as well and enroll your DP. Your benefit enrollment cannot be processed unless your post tax election is complete. 	
12	<ul style="list-style-type: none"> Make an election for health care and dependent care FSA. If the FSA plans are not displayed, you are not eligible for this benefit. If you don't want to enroll in this benefit, select decline. 	


LIFE EVENT – NEW HIRE		
Step	Action	Image
13	<ul style="list-style-type: none"> You will automatically be enrolled in group term life for \$25,000 of coverage – but you must designate a beneficiary. Select the button next to Basic Life ER Select a beneficiary('s) for this plan and the percentage of the benefit to be paid to each of them (must total 100%). Click next to move to the next benefit plan. 	
14	<ul style="list-style-type: none"> Employee supplemental life – enroll in this plan if you want to purchase additional life insurance for yourself – or choose decline. <i>NOTE – you must be enrolled in this plan if you want to purchase additional life insurance for your eligible family members</i> Enter the amount of coverage you want. Select a beneficiary('s) for this plan. Click next to move to the next benefit plan. 	
15	<ul style="list-style-type: none"> Spouse supplemental life – enroll in this plan if you want to purchase additional life insurance for your spouse or domestic partner – or choose decline. <i>NOTE – you must be enrolled in the employee supplemental life plan if you want to enroll in this benefit.</i> Fill in the amount of coverage you want. Select the spouse or domestic partner to be covered by this benefit. Click next to move to the next benefit plan once you have completed the enrollment info. 	

LIFE EVENT – NEW HIRE		
Step	Action	Image
16	<ul style="list-style-type: none"> Child supplemental life – enroll in this plan if you want to purchase additional life insurance for your children – or choose decline coverage. <i>NOTE – you must be enrolled in the employee supplemental life plan if you want to enroll in this benefit.</i> Select the button next to the amount of coverage you want for each child. Select the children to be covered by this benefit. Click next to move to the next benefit plan once you have completed the enrollment info. 	
17	<ul style="list-style-type: none"> Long Term Disability Buy Up – this plan increases your LTD coverage from 40% (the company provided benefit) to 60%. If you want to enroll, select the button, or choose to decline. Your cost to participate will be displayed. Click next to move to the next benefit plan once you have completed the enrollment info. If this plan is not displayed, go to the next section. 	
18	<ul style="list-style-type: none"> Commuter Benefits – certain locations are eligible to participate in a commuter benefit program as required by local ordinance. If you are eligible for this benefit, you may enroll at this time, or at any time in the future as long as you are in a benefit eligible position. If you do not want to enroll in this benefit, click decline OR fill in the amount you want deducted with each paycheck. Click next to move to the next benefit plan. If this plan is not displayed, go to the next section. 	

LIFE EVENT – NEW HIRE		
Step	Action	Image
19	<ul style="list-style-type: none"> Review all of your enrollment elections. If changes are needed, select the plan from the grey menu on the left side of the screen. Select draft to save your information to log back in at a later date to submit/finalize your elections. Select submit to finalize your elections. <u>No changes can be made after you select submit.</u> Print a copy of your elections for your records. Select close. Check your personal e-mail to see if the benefits department requires any additional information in order to approve your enrollment. 	<p>The screenshot shows the 'Confirm Your Elections or Changes' page in the Ultipro system. On the left is a grey menu with options: Home, My Profile, My Profile Tab, BASIC EPO PLAN - HOT TOPIC DRP, EPO PLAN - HOT TOPIC DRP, PRO PLAN - HOT TOPIC DRP, IND MEDICAL - HOT TOPIC DRP, DMO - HOT TOPIC DRP, PRO DENTAL - HOT TOPIC DRP, IND DENTAL - HOT TOPIC DRP, VISION CORE - HOT TOPIC DRP, VISION BU/UP - HOT TOPIC DRP, Flexible Spending Account, HEALTH CARE FSA, DEP CARE FSA, Dep Supplemental Life, Spousal Supplemental Life, and Suppl Life Insurance Spouse. The main content area has the title 'Confirm Your Elections or Changes' and instructions: 'This page summarizes your elections. Please verify your enrollment choices carefully before submitting.' It also includes a warning: 'If you choose to decline coverage, your next opportunity to enroll will be during the Annual Open Enrollment period unless you experience a qualifying life event during the year.' Below this are sections for 'Spouse coverage - copy of marriage certificate', 'Domestic Partner - notarized domestic partner affidavit', 'Child(ren) coverage - copy of birth certificate for each child you are enrolling', 'Adopted Child - copy of adoption paperwork', and 'Domestic Partner's children - copy of birth certificate for each child of your domestic partner that you are enrolling.'</p>
20	<ul style="list-style-type: none"> If you enrolled family members in any of the benefit plans, go to the section labeled Upload Documents on page 16 to complete your enrollment process. NOTE –The benefits department must receive Proof of relationship documents for your covered family members within 30 days. Family members will be removed from coverage if proof of relationship documents are not received. 	<p>The image shows the Ultipro logo, which consists of the word 'Ultipro' in a green, sans-serif font. Below it, in a smaller font, is 'by ULTIMATE SOFTWARE'. The logo is centered on a light grey background.</p>

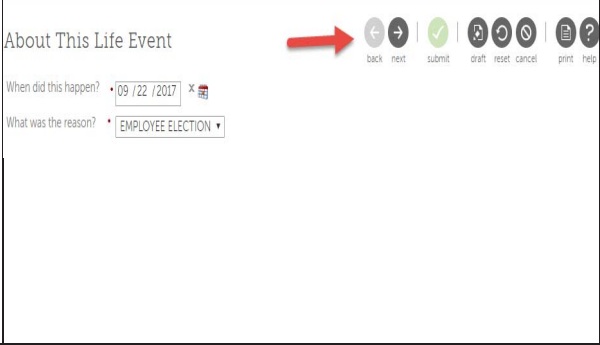
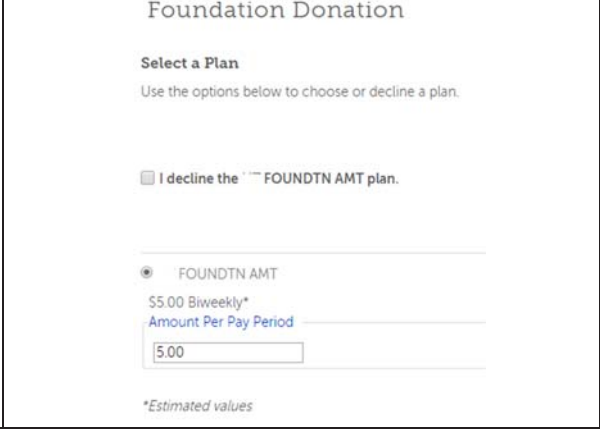
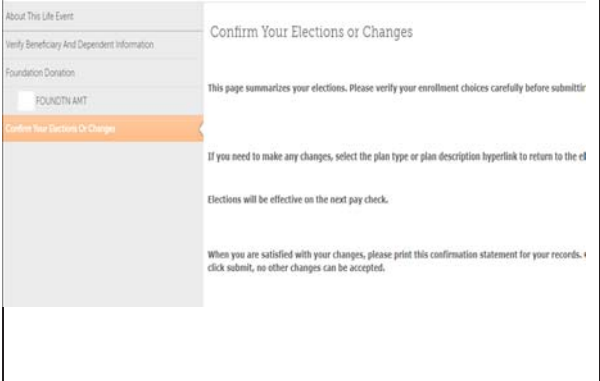
LIFE EVENT – PROMOTION		
Step	Action	Image
1	<ul style="list-style-type: none"> Select the link “I am newly promoted” in the description column. NOTE - You will not be able to enroll in benefits until your promotion information has been entered by your manger into UltiPro and the effective date has passed. <i>Example: Your manager enters your change to a benefit eligible position effective October 15. You will not be able to begin your enrollment process until October 15.</i> 	
2	<ul style="list-style-type: none"> About This Life Event- starts the enrollment process. Navigation icons are shown at the top of the page: <ul style="list-style-type: none"> Next – move to next screen Submit – select when you have finished the enrollment process. Draft – save your enrollment elections and log back in later to complete/submit. Reset – clears all of your entries and start over. Print – print your enrollment confirmation page once 	
3	<ul style="list-style-type: none"> When did this Happen - type in the effective date or your promotion. You can find your promotion date by navigating to Myself-->Job Summary-->Date in Job What was the reason – choose promotion from the drop down menu. Click next to move to the next screen. 	

LIFE EVENT – PROMOTION		
Step	Action	Image
4	<ul style="list-style-type: none"> ▪ Beneficiary and Dependent Information - select “add” to enter: <ul style="list-style-type: none"> ○ Beneficiaries for your company provided basic life insurance and supplemental life insurance (if you enroll) ○ Spouse, children, domestic partner, or domestic partners children that you will be enrolling in benefit plans. ○ Emergency contacts ▪ OR click an existing name to edit the information. 	
5	<ul style="list-style-type: none"> ▪ When adding dependents for your health insurance: <ul style="list-style-type: none"> ○ Type in first name, last name. ○ Type in SSN or tax payer ID, birth date, and gender. <u>All of these of these fields are required in order to add a dependent to a benefit plan.</u> ○ If address is different, fill in information. ○ Select dependent box ○ Leave all other fields blank ○ Click save when done. ○ You will then be back at the verify beneficiary and dependent info page 	
6	<ul style="list-style-type: none"> ▪ Click next in the row of icons to move to the next enrollment screen. 	

LIFE EVENT – PROMOTION		
Step	Action	Image
7	<ul style="list-style-type: none">Follows steps 8 through 20 in the Life Event-New Hire section to finish your enrollment.You will only see the plans that are available for you to enroll in – so not every plan listed in the Life/Event New Hire section may be displayed.	

LIFE EVENT – CHARITABLE/FOUNDATON ENROLLMENT OR CHANGE		
Step	Action	Image
1	<ul style="list-style-type: none"> Select the link “Make changes to my charitable election”. This link will always be available for active associates or associates on leave of absence. 	<p>The screenshot shows the 'Life Events' page. It includes a heading 'Life Events', a sub-heading 'About Life Events', and a paragraph explaining that life events affect benefits. Below this is a table with two columns: 'Description' and 'Message'. A red box highlights the link 'Make changes to my charitable election' in the 'Description' column. The corresponding 'Message' is 'This life event is to enroll, change or stop your current d Foundation.'</p>

Step	Action	Image
2	<ul style="list-style-type: none"> About This Life Event starts the enrollment process. Navigation icons are shown at the top of the page: <ul style="list-style-type: none"> Next – move to next screen Submit – select when you have finished the process. Draft – save your enrollment elections and log back in later to complete. Reset – clears all of your entries and start over. Print – print your enrollment confirmation page once you have completed each of the enrollment screens. 	<p>The screenshot shows the 'About This Life Event' page. At the top right, there is a row of navigation icons: back, next, submit, draft, reset, cancel, print, and help. A red arrow points to the 'next' icon. Below the icons, there are two form fields: 'When did this happen?' with a date picker set to '09 / 22 / 2017' and 'What was the reason?' with a dropdown menu set to 'EMPLOYEE ELECTION'.</p>

<p>3</p>	<ul style="list-style-type: none"> When did this Happen - type in the current date. What was the reason – choose employee election from the drop down menu. Click next. At the verify dependent and beneficiary screen, select next to skip this page (no changes are required for this enrollment election). 	
<p>4</p>	<ul style="list-style-type: none"> Select the button next to FOUNDATION AMT In the amount per pay period box, type in the dollar amount you want to have deducted from each paycheck. Click next. 	
<p>5</p>	<ul style="list-style-type: none"> Review your enrollment election. If changes are needed, select the plan from the grey menu on the left. Select draft to save your information to log back in at a later date to submit/finalize your elections. Select submit to finalize your elections. <u>No changes can be made after you select submit.</u> Print a copy of your election for your records. Select close. Check your personal e-mail to see if the benefits department requires any additional information in order to approve your enrollment. 	

UPLOAD DOCUMENTS – PROOF OF RELATIONSHIP		
Step	Action	
1	<ul style="list-style-type: none"> Select Myself-->Employee Documents to begin the process. You will need to upload proof of relationship documents such as: marriage certificate; domestic partner declaration; birth certificates for your children or the children of your domestic partner; or adoption paperwork. Legal guardianship documentation can also be accepted where applicable. 	
2	<ul style="list-style-type: none"> Select the “add” button 	
3	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Type the first name of the family member followed by The type of document you are uploading (e.g. birth certificate, or marriage cert, or partner affidavit for the family member) In the Category drop down, select BEN- Proof of Relationship Select Save at the top of the screen. Repeat process for each family member. Once all documents are uploaded, log out of self service. 	