Benefits Enrollment Instructions

HOW TO HANDLE YOUR BENEFITS ENROLLMENT

1 Log in to UKG Pro

2 Select the "Myself" icon

3 Select "Benefits"

4 Select "Manage My Benefits"
You will be directed to Benefitwerks

5 Click the green button titled "Start Enrollment"

6 Review your personal information
Go to: UKGPro > Myself > Name, Address, and Telephone to make any changes and/or corrections

7 Select "Save and Continue" to progress to the Dependent Setup page
Add any family members or dependents on this page

8 When you have made the necessary adjustments to your dependents, select "Save and Continue"

9 Select the benefits you want to enroll in by following the instructions on each page

10 As you add benefits, the total will be reflected in the top left corner of the enrollment page

11 A "Current Benefit Elections" screen will appear when you have completed your elections and "Checkout"
You can download your "Confirmation Statement" at this time

12 Check your "To Do List" at the bottom of the screen and complete all open actions or your enrollment could be pending until completed

13 EOI (Evidence of Insurability): Make sure you click the "Complete Application" if you meet the criteria that requires an EOI to be completed

14 Document Request: Make sure you attached any required documents before completing your enrollment
Elections will be pending and possibly canceled if the required documents are not provided

15 When you complete your enrollment, click "Submit"
A confirmation statement will be automatically sent to your Covenant Health email

▶ Things You Need to Know

Any benefit elections that require the above actions (#13–#14) on your part will be placed in pending status until completed. If not provided by effective date of benefits, the request for the selected benefits will be canceled.

Contact the HR Service Center at 865-374-5400 with any questions.

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