

Employee Benefits Self-Service

Human Resources is pleased to announce the launch of all benefit enrollments through ULink and the PeopleSoft Self-Service Portal. Faculty and Staff will now have the ability to access certain aspects of benefits enrollment and information at any time of the day or night. This is a convenient, secure and user-friendly way to access your benefits enrollment through <https://ulink.louisville.edu>.

When to Use Benefits Self-Service

The portal will be used for the following:

- Electing benefits when you are newly hired
- Changing benefits when you have a Qualifying Life Event (such as marriage, divorce, birth of a child, etc.)
- Electing benefits during Open Enrollment

Moving to online benefit enrollments facilitates a paperless environment, reduces wait time and streamlines the benefits enrollment process.

The Process

New Hires

During your first week of employment, you will receive an email with a link which will allow you to log in to ULink with your userid and password. You will click on the Faculty & Staff tab at the top of the page, then click on Benefits Enrollment under Employee Benefits and follow the steps to make your benefit elections. You will receive a Confirmation Statement via email, which will verify your elections.

Qualifying Life Events

When you experience a qualifying life event, you may have the opportunity to add or change coverage for yourself or additional family members within 30 days on the event. You start the process by forwarding documentation for your qualifying event to HR Benefits at benefits@louisville.edu. Once you submit your documentation, you will receive an email notification when you are able to log in to ULink to make your changes, typically within 24-48 hours.

Timing is everything! Keep in mind, if you have a qualifying event and do not provide documentation to Human Resources within 30 days, you will have to wait until open enrollment to make changes.

Eligible Qualifying Events

Birth or adoption of a child

- *Proper Documentation:* Birth - copy of hospital issued birth certificate or hospital issued statement of birth; Adoption – copy in English of the adoption paperwork from the state or country of origin.

Marriage or Divorce

- *Proper Documentation:* Copy of marriage certificate or final signed divorce decree.

Legal Separation

- *Proper Documentation:* Copy of signed legal document showing the date of separation or divorce.

Spouse/Dependent/QA gains or loses other coverage or eligibility

- *Proper Documentation:* Gains coverage – letter from the new employer or health care provider stating the first day of coverage; Loses coverage – letter from the former employer or health care provider stating the last day of coverage.

Change in your employment status (Full-time to part-time)

- No additional documentation needed.

Other events, such as the death of a family member or relocation of qualifying family members, are also considered qualifying events. Other events may be covered as well. Please contact your benefits counselor to determine what documentation is needed in that circumstance, as well as to confirm eligibility.

This expanded implementation of employee self-service is in addition to these other self-service options that allow employees to update or view:

- *View Benefits Summary*
- *Address*
- *Telephone Number*
- *Emergency Contact Information*
- *W-4 tax withholding*
- *Manage Direct Deposit account information*
- *View and print Paychecks*
- *Veteran Status and Disability Status*