KANSAS STATE

Human Resources

REMOVING A DEPENDENT DUE TO GAIN IN OTHER COVERAGE

When a covered dependent gains other coverage, this qualifies as a life event and enables you to make a mid-year coverage change to some or all of your benefits, within 31 days of the event.

- Log into HRIS as you do to review your paycheck.
 <u>https://hris.k-state.edu/</u>
- Go to Employee Self Service.
- Click on **Benefit Information**.
- Click on Health Insurance Enrollment.
- You may need to re-enter your eID and password to login to the MAP Portal.
- Once you are in the MAP Portal, click on Mid-Year Benefit Changes.
- Click on Start a New Request.



Benefits Summary

Health Insurance Enrollment

Life Insurance Summary

Benefit Information

C Employee Self Service Homepage

- Click on Add/Drop a Dependent due to Change in Coverage.
 Click on "I have read and agree...".
 Click Continue.
- Select the first option "Dependent has Gained Other Coverage, and Needs Removed"
- Click Continue



Vision - Kermit The Frog (Son)

I have read and agree to the User Agreement and Attestation

- Enter the **date** the dependent(s) **gained** other coverage.
- Select the dependent(s) you wish to remove from your benefits.
- Note: If you believe a dependent is covered under your benefits, but is not shown in the list, please contact SEHP at SEHPMembership@ks.gov
- Click "Submit Request".



wish to remove from benefits

Request Note

• Supporting documents are required to process this Mid-Year change. To upload documentation, navigate to the **Member and Family** tab.

Member Portal							Account Overview Logo		Logout
Account Ove	rview								
Member & Family	Benefits	Mid-Year Benefit Changes	Enrollments & Events	SEHP Vendors	Forms	Billing	Documents	Payment Hist	DIFY
Member & Family Information Add and Edit Family Members			SEHP Vendors						

- Scroll to the bottom of the page.
- Click on **Browse** to locate and select the PDF document(s) on your device.
- Upload the document(s) by clicking on Upload Documents.

Document Upload Upload Documents to Attach to Your Membership Record	
Please click on the "Browse" button to select documents from your computer than can be securely uploaded to your member record. Please only upload documents as requested by the State Employee Health Plan.	Browse
Multiple Documents: If you need to upload several documents you can select and upload them all at the same time or individually.	Upload Documents
Only the following document types will be allowed. PDF, PNG, JPG, GIF, TIFF.	

Note: The documentation needed for this event is typically a document on company letterhead that contains the following information:

- The date new coverage begins
- The type of coverage that begins (medical, dental, etc.)
- The names of all individuals affected by the gain in coverage
- Log out of the Member Portal