

How to enter a “Life Event” in GHR – Add or drop Dependent

1

Go to CapsLive and click on GHR – Global HR

New Hanover Regional Medical Center
CapsLive

Hotline Numbers Emergency Procedures

Employee Support Business Support Clinical Support Service Excellence Mission, Vision & Strategy Enter Keywo GO

★ Featured Applications
Customize and View all
Collapse

LAWSON SharePoint infor Workforce Management infor Global HR PolicyStat KRONOS

DIRECTORIES
Departments Employees Physicians Locations

Department Name or Cost Center #
SEARCH More Search Options

COVID-19 Employee Info Clinical Information NHRMC Resiliency

WHAT'S NEW

OUR WAY
Find Information on Our Way Forward
Learn more details on how NHRMC is preparing for the future and what's ahead with Novant Health in a new "Our Way Forward" section on Capslive. You can find a link to it under the

2

Choose OKTA to sign into Global HR

infor

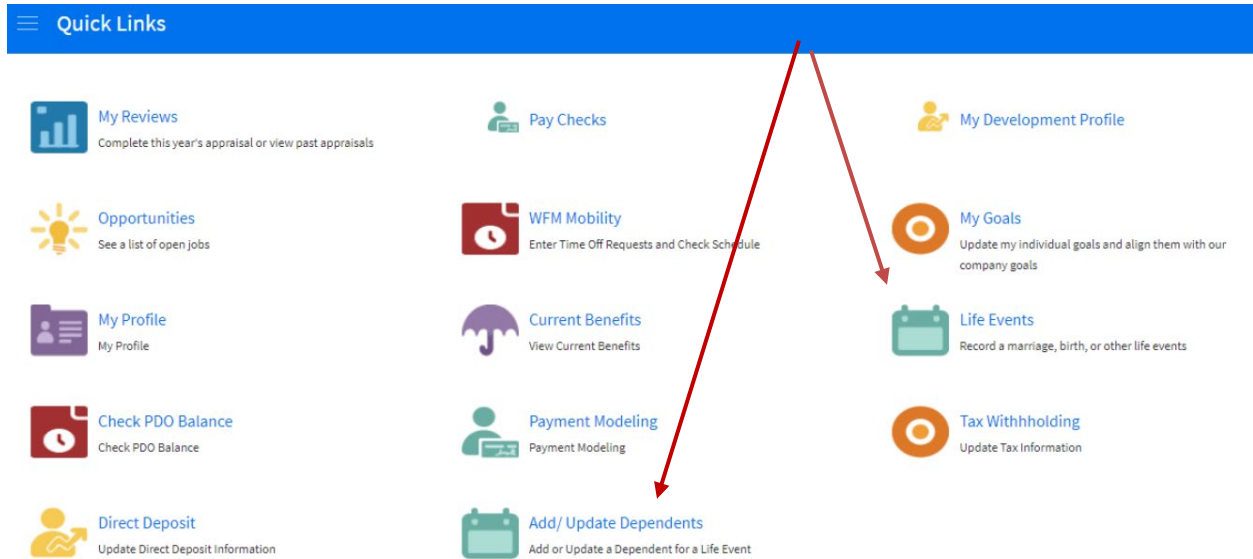
Sign in with...

Cloud Identities Okta

Remember my authentication mode

3 Once logged in, under **Quick Links** go to the **Add/Update Dependent** section first and add your Spouse or dependent children(s) information if not already listed. If you are dropping a dependent from your coverage you can bypass these instructions and skip to section #5.

Click **ADD** and fill in all the required areas with the ★ then click **UPDATE**.



Detail

Main Address

*Required

First Name*

Middle Initial

Last Name*

Name Suffix

Birth Date* MM/DD/YYYY

If Adopted, Date MM/DD/YYYY

If Adopted, Placement Date MM/DD/YYYY

Social Security Number*

Type*

Relationship*

Address*

Gender*

College Student No

Disabled No

Smoker* No

Update Cancel

4 Once you have completed adding your dependents information – Exit out at the top to go back to **GHR QUICKLINKS**.

Then choose **LIFE EVENTS**, click on Spouse/Dependent Coverage.

Life Events

[Adoption](#)

[Birth](#)

[Divorce](#)

[Marriage](#)

[Move/Address/Phone Change](#)

[Spouse/Dependent Coverage](#)

This section is used for both your spouse and dependents even if it states, “Spouse Employment” at the top. Just choose the answer that closely fits the situation. For example: if your dependent child gets a job and has coverage – choose “Is now employed” or they lose coverage choose “is no longer employed” Click on the appropriate change option.

Spouse Employment

Change Options

My Spouse:

[Changed employers](#)

[Is no longer employed](#)

[Is now employed](#)

IMPORTANT: In order to change your Benefits based on a qualifying Life Event, you are required to provide HR documentation within 30 days of the event. NO CHANGES can be made outside this 30 day window. NO CHANGES will be updated until the documentation is received.


Then fill out the required ★ areas – if your spouse or dependent is gaining coverage (see 1st illustration below) indicate the start of employment and effect date of their health insurance. List the name of their new Employer. If they are losing coverage (see 2nd illustration below) enter the termination date of employment and the exact date the health, dental or vision benefits will terminate and **CLICK UPDATE**

New Employer

*Required

Start date of employment* 
MM/DD/YYYY

If your spouse will have health coverage with the new employer, please enter the information below.

Start date of health insurance coverage 
MM/DD/YYYY

Employer*

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

Country

Work Phone

Work Phone Country Code

Termination

*Required

Enter your spouse's termination date*

MM/DD/YYYY

If your spouse had health coverage with the former employer, enter the date the coverage will stop

MM/DD/YYYY

Update

Cancel

6 This will bring you to the **ADDITIONAL CHANGES** section. You can click on any of the icons available to update that sections information. **Click on the BENEFITS option last.*

Additional Changes

You have successfully changed your spouse's employment information. You may also want to make other changes. Click on a link to access the task.

Benefits

Direct Deposit

Tax Withholding

Once you are finished with any applicable categories click on the **BENEFITS** icon.

6 This section will allow you to go through each screen either keeping what you currently have or making changes to add/drop your spouse and or dependent children to/from your plans. Please make sure you print out or email yourself the confirmation statement at the end for your records. The GHR system will notify HR you have completed a Life Event. **You will need to fax to HR 815-5969 your supporting proof of the gain or loss of coverage so we can confirm the date you can add or drop your spouse or dependent child(ren).** We will then upload your changes and notify the carriers to issue any new ID cards if needed.

HR Benefits Fax #815-5969 / hr.benefits@nhrmc.org

Call the Benefits HOTLINE at 667-6000 if you have any difficulties with the process.