

Log in to Paycom.

EMPLOYEE SELF-SERVICE®

Username *

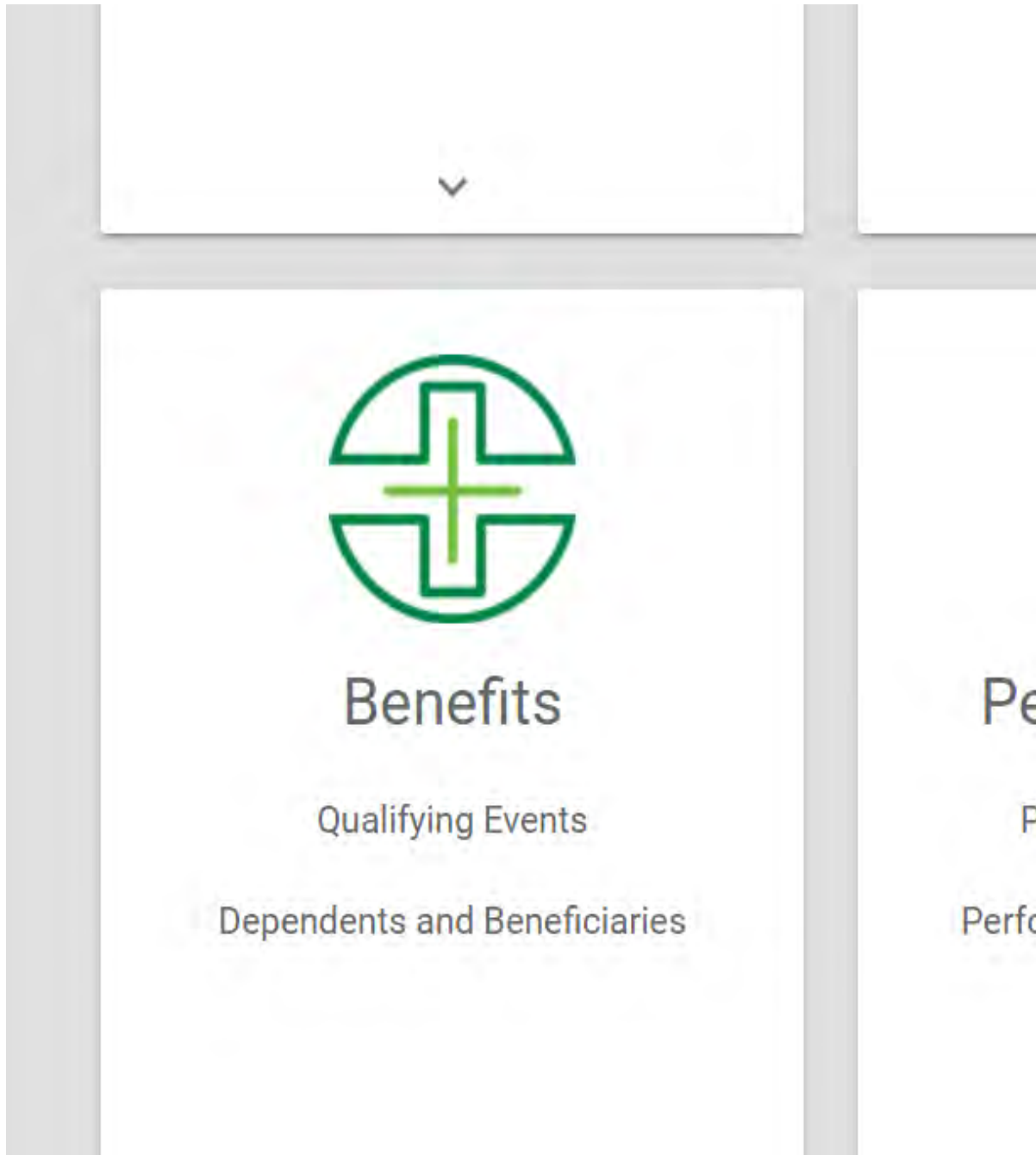
Password *

Last 4 digits of SSN or PIN *

LOG IN

[Forgot Username or Password ?](#) [Log in Tips](#)

Go to the Benefits tab and choose “Qualifying Events”.



Choose “Add Qualifying Event”.

Qualifying Events

Thank you for submitting a qualifying event to change your plan elections. Once you receive an approval you will be able to make your changes to plan elections. ▲

i Due to Life Status Changes benefits start the first day of the month after your life status change, provided you make the enrollment change by the deadline. If you miss the deadline you will have to wait until Open Enrollment to change your medical, dental/vision or premium only plan benefits for a July effective date.

[ADD QUALIFYING EVENT](#)

Show 10 ▼ 0 - 0 of 0

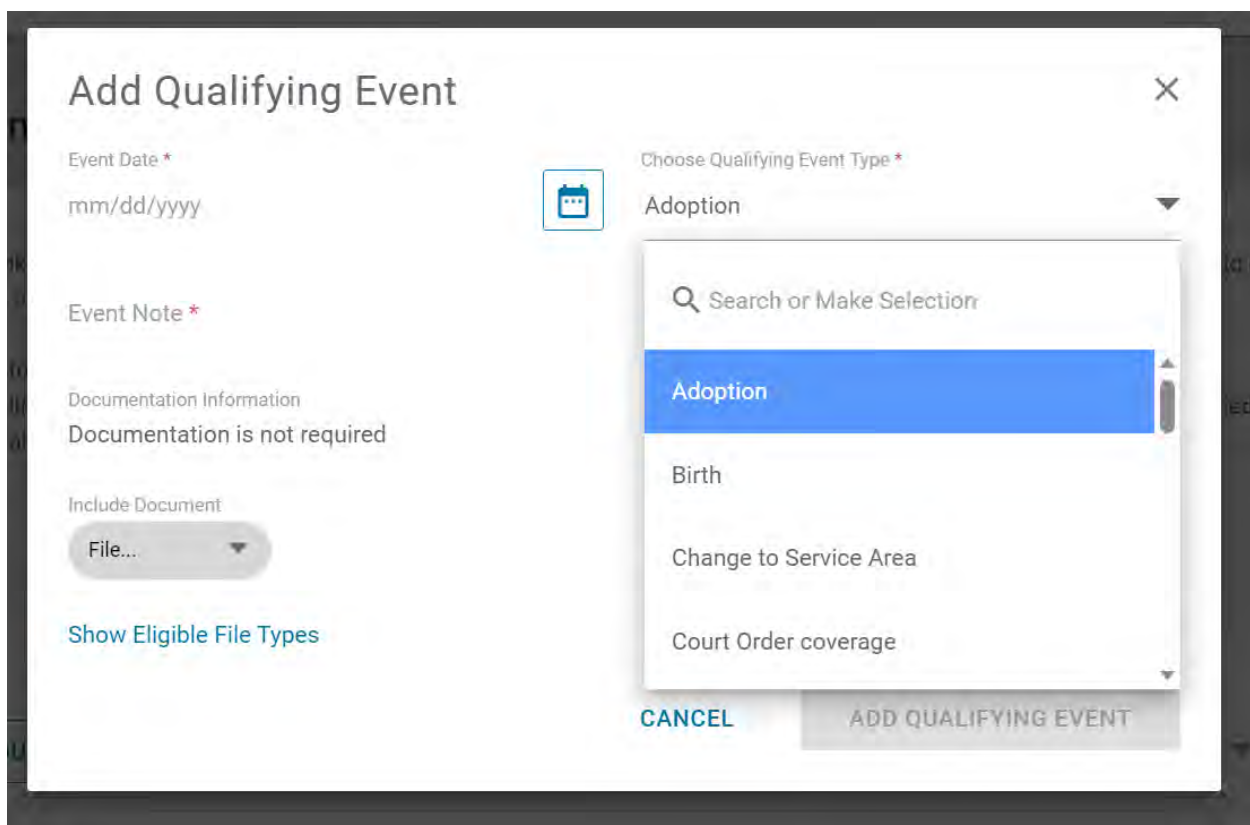
Qualifying Event Type	Event Date	First Day for Changes	Last Day for Changes	Status
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No Records Found

Choose “Event Date” (any changes you make to your benefits will be effective the 1st of the month following the Event Date).

Choose “Choose Qualifying Event Type”

You may also optionally enter an “Event Note” or attach documentation.



The screenshot shows a web form titled "Add Qualifying Event" with a close button (X) in the top right corner. The form contains several fields and sections:

- Event Date ***: A text input field with a calendar icon to its right, containing the placeholder "mm/dd/yyyy".
- Choose Qualifying Event Type ***: A dropdown menu with a downward arrow, currently showing "Adoption". A search bar with a magnifying glass icon and the text "Search or Make Selection" is positioned above the list of options.
- Event Note ***: A text input field.
- Documentation Information**: A section with the text "Documentation is not required".
- Include Document**: A section with a "File..." button and a dropdown arrow.
- Show Eligible File Types**: A blue link.

The dropdown menu for "Choose Qualifying Event Type" is open, displaying a list of options: "Adoption" (highlighted in blue), "Birth", "Change to Service Area", and "Court Order coverage". At the bottom of the form, there are two buttons: "CANCEL" and "ADD QUALIFYING EVENT".

Choose “Add Qualifying Event”

Add Qualifying Event ✕

Event Date *
mm/dd/yyyy

Event Note *


Documentation Information
Documentation is not required

Include Document
File... ▼


[Show Eligible File Types](#)

[CANCEL](#) [ADD QUALIFYING EVENT](#)

Choose Qualifying Event Type *
Adoption ▼



You should now be able to change your benefit selections.



[REDACTED]

ACTIONS ▾

Eligibility Pr...	Preview Date	Enrollment Y...
Lay-Benefit Eligible (LAY)	08/30/2023	2023


2023 Benefit Enrollment

\$0.00
Total Cost
Per Pay Period

- ✓ Contact Information
- ✓ Dependents and Beneficiaries

Medical	\$0.00
FSA Dependent	\$0.00
Dental	\$0.00
Vision	\$0.00

- ✓ Prudential Group Life

 To complete enrollment, press Finalize then Sign and Submit.

Hello [REDACTED]

Congratulations! You are now a benefit-eligible employee with the Archdiocese of Seattle! Your benefits will take effect on the first day of the month following your date of hire (or date of becoming benefit-eligible) unless you are otherwise advised by your employer.

Your core benefits from the Archdiocese are: Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Long Term Disability, AD&D and EAP. Only your Medical insurance can be waived and it can only be waived if you are covered under another plan. If you do not take action within the 31 day window of enrollment you will be defaulted into Christian Brothers CDHP employee only coverage medical plan.

Please review all documents attached to each enrollment screen carefully. Plan Summary of Plan Document (SPD) are attached for your review.

Choose each of the green checkmarks or red X's to change that benefit election.

2023 Benefit Enrollment

\$0.00
Total Cost
Per Pay Period

✓ Contact Information

✓ Dependents and Beneficiaries

Medical	\$0.00
FSA Dependent	\$0.00
Dental	\$0.00
Vision	\$0.00
✓ Prudential Group Life	
✓ Prudential Group ADD	
Prudential Group Life - Dependent	
✓ Prudential Long Term Disability - Lay	
Critical Illness - Employee	
Hospital Indemnity	\$0.00
Voluntary Life - Employee	
✗ Allstate Identity Protection	\$0.00

REVIEW

FINALIZE

Make your selections or decline coverage for each benefit.

or the costs and copays when you receive medical care.

Choose Your Coverage

- Employee Only - \$22.20
- Employee and Spouse - \$372.47
- Employee and Children - \$267.39
- Employee and Family - \$617.66

Kaiser Foundation of Washington Standard Plan [PLAN DOCUMENTS](#)

Please select your medical plan and then family coverage level from the following options. The costs listed are your share of the premium, which will be deducted from the first two paychecks of each month. (Your employer pays the rest.) If you have coverage elsewhere and **want to waive Archdiocesan medical coverage** check the Decline Coverage option at the bottom of the page.

To learn more about your options, click on [PLAN DOCUMENTS](#) (for each medical plan) to see a summary of the benefits covered and your share of the costs and copays when you receive medical care.

Choose Your Coverage

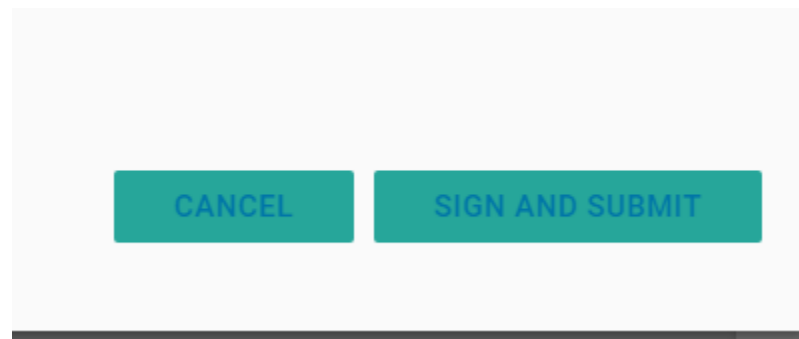
- Employee Only - \$124.12
- Employee and Spouse - \$744.46
- Employee and Children - \$548.55
- Employee and Family - \$877.72

Decline Coverage

When you have completed all benefits please choose “Finalize”.

Hospital Indemnity	\$0.00
Voluntary Life - Employee	
<input checked="" type="checkbox"/> Allstate Identity Protection	\$0.00

You will then be asked to review if all benefits have been correctly chosen. If not a message box will advise what benefits are missing information before you may proceed. After you have corrected any missing information please choose “Sign and Submit”.



Review your selection and then choose “Review”.

deduction Frequency	Tax Treatment	Tobacco Rates	Coverage Level
No Records Found			

↑ ~~Voluntary Life - Employee~~

× Voluntary Life - Employee

× Allstate Identity Protection \$0.0

REVIEW

When your elections have been registered in Paycom you should see the following message “Congratulations”

[View Detailed Enrollment](#)



Congratulations! Your enrollment is complete. Below is a recap of your elections including who will be covered under each benefit plan and your named beneficiaries.