

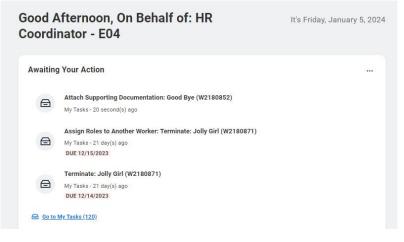
How to Access Enrollment Events from Your My Tasks box

Use this procedure to access Enrollment Events from your SPS My Tasks box. Periodically, you will receive tasks in your SPS My Tasks box related to benefits. It is important to check your My Tasks box regularly as there may be a task that requires your action.

Note that when there is an action for you to take in your SPS My Tasks box, you will get a notification to your work email address if the email address is populated in SPS. If you do not have a primary work email address, the notification will go to the home email address if one is populated in SPS.

Procedure:

1. From the SPS Welcome/Homepage, click on the Go to My Tasks box icon



2. From the My Tasks box, click on the benefit event you want to access.

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— My Tasks	ŀ•	All Items Q Search: All Items		120 items	Review Benefit Changes Good Bye (W2180852) Created 07/05/2024 Effective: 12/15/2023
All Items		010 Advanced Search	Search		AGENCY BENEFIT COORDINATOR: This step is assigned to you because <u>SUPPORTING DOCUMENTAT</u> If the employee initiated this event, please obtain the supporting documentation from the employee an
(L) Saved Searches	~	Attach Supporting Documentation: Good Bye (W2180852) Effective: 12/15/2023	01/05/2024	\$	Event Information
Se Filters	~	Assign Roles to Another Worker: Terminate: Jolly Girl (W2180871) Due: 12/15/2023 Effective: 12/14/2023	12/14/2023 ☆	\$	
Archive					Benefit Event Date * 12/15/2823
		Terminate: Jolly Girl (W2180871) Due: 12/14/2023 Effective: 12/14/2023	12/14/2023	\$	Submit Elections by + (12/12/2024 2) Open Elections for ABLD Ohild Life Dental Dippedient Carle FSA Healthcarle FSA • More (5) Attachments Dropp files here (2) Select files
		Assign Roles to Another Worker: Terminate: Bluey Dog (W2180872) Due: 12/15/2023 Effective: 12/14/2023	12/14/2023	☆	
		Terminate: Bluey Dog (W2180872) Due: 12/14/2023 Effective: 12/14/2023	12/14/2023	☆	
		Assign Roles to Another Worker: Terminate: Jennifer Glad (W2180875) Due: 12/15/2023 Effective: 12/14/2023	12/14/2023	☆	
		Terminate: Jennifer Glad (W2180875) Due: 12/14/2023	12/14/2023	\$	< Account Send Back Deny Cancel



Use the applicable Quick Reference Guide/Job Aide and/or onscreen instructions to complete the task.

Check your SPS My Tasks box regularly for benefits related tasks that require your action to complete.

Some examples of benefits related tasks that will appear in the SPS My Tasks box for an Agency Benefit Coordinator are:

- Qualifying Life Events initiated by the ABC on behalf of the employee will appear for the ABC to enter/change health benefit elections after DBM Employee Benefits Division (EBD) reviews/approves the Life Event.
- Qualifying Life Events initiated by the employee where the employee does not attach supporting documentation. These events will route to the ABC SPS My Tasks box for the ABC to attach the supporting documentation.

Once you complete a task, it will no longer appear in your SPS My Tasks box. You may have to refresh your My Tasks box before the item disappears from your My Tasks box .