

## **UKG INSTRUCTIONS**

## INSTRUCTIONS ON HOW TO ENROLL IN YOUR NEW BENEFIT PLANS

Step 1: Login to UKG at <a href="https://n21.ultipro.com">https://n21.ultipro.com</a>
Enter your User Name and Password. Click Log In. At the home page, click on Myself > Life Events

Step 2: Click on the link <u>I am a New Hire or Rehire</u> to go to the "About This Life Event" page to begin your enrollment process.

- Step 3: Note: This Life Event is for existing employees who have had an employment status change that now makes them eligible for benefits.
- Step 4: The <u>Life Event Effective Date</u> will automatically appear with your date of hire.
- Step 5: Select a reason from the drop-down list by clicking on the drop-down arrow.
  To continue to the next page select Next.
- Step 6: Make sure your selections for each plan are correct. When done, click the Next button to go to the next plan. If you are NOT enrolling in a benefit plan, click Decline.

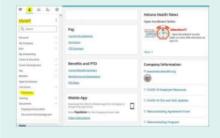
Note: If at any time during the enrollment process you realize you need to gather more information or finish at a later time, you can select **Draft** to save your progress.

When you are satisfied with your benefit selections, make sure to click **Submit**. By submitting your elections the status will be Pending Approval, which means the benefits administrator must approve each plan selection.

Congratulations! You've successfully completed your benefits enrollment in UKG!



## Screenshot View:









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## **Heluna Health Benefits Department**

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