

# BENEFITS HELP SHEET



## How to Verify Current Benefits and Dependents:

You can check current benefits on the employee access center:

<http://pay.mpsomaha.org> Just log in using your employee number as the User ID.

Employee Tasks:  
[Demographic Information](#)  
[Certificate-Degree](#)  
[Payroll Checks](#)  
[Salary and Benefits](#)  
[Leave Information](#)  
[Print W2s](#)  
[Tax Information](#)  
[Deductions and Benefits](#)

1. On the left side under employee tasks, click on the last link called *deductions and benefits*. You should see a list of your current benefits.
2. Each benefit is a link you may click on to verify your list of dependents under that benefit.

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Emp
MF-HDHP FAM WELLNESS	Active	\$0.00	\$0.00	\$1,056.11	

Code	2HF 1	Title	MF-HDHP FAM WELLNESS*
Status	Active	Benefit Effective Date	12/1/2014
Employee Paid	\$0.00	Employer Paid	\$1,056.11
Maximum Deduction		Maximum Benefit	

Include Dependents

1ST DEPENDENT  
 2ND DEPENDENT  
 3RD DEPENDENT

3. If there is a check mark by the dependent's name, then they are covered under that benefit. No check mark means that dependent is NOT covered under that benefit.

## Qualifying Life Event

(outside the open enrollment window)

If you have a qualifying event, you may be eligible to make changes in your benefits. Please request an event change form from HR by emailing your request to:

[mpsbenefitsq@mpsomaha.org](mailto:mpsbenefitsq@mpsomaha.org).

Return the completed form within 30 days of the qualifying event.

Qualifying Events:  
Change in marital status, birth/adoption, change of spouse employment, loss of coverage, going on Medicare

## Add/Change Life Insurance Beneficiaries

You may change your beneficiaries at any time.

Log into the employee access center. On the left hand side, under employee tasks, find the deductions and benefits link. Click on deductions and benefits link and then on the life insurance benefit you want to update. Overwrite your current beneficiary or click on add more beneficiaries. Enter all of the beneficiary information. You will need social security numbers and birth dates.

\*For tips about beneficiaries visit: <https://goo.gl/gRzccX>