

Completing a Life Event in MyADP

Certain events will occur during the year that qualify for a Life Event. These events will allow you to make changes to your elections outside of the standard annual enrollment period. **These changes must be entered within 60 days of the qualifying event.**

- Using a Chrome browser, log into MyADP at <https://my.adp.com/>
- Once you are logged in, Choose “**Benefits**” from the menu on the left side of the screen.



 Home

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- Choose “**View More Events**” under Qualifying Life Events to choose the appropriate life event.

Qualifying Life Events

Update your benefits because of a qualifying life change such as marriage, a new child or more.



Marriage

Marriage or domestic partnership.



New Child

Birth, adoption, or legal guardianship of a child.

[View more events](#)

- Choose the appropriate reason for the life event by selecting the drop down beside the description.

Qualifying Life Events

Select Your Life Event

Depending on the event, you might need to upload important documents.



Marriage
 Marriage or Add Domestic Partner



New Child
 Birth of Child, Adoption or Establish Legal Guardianship



Divorce
 Divorce or Domestic Partner Dissolution



Loss of Coverage
 Employee Loses Other Coverage, Spouse Loses Other Coverage, Dependent Loses Other Coverage or Loss of CHIPRA Coverage

Employee Loses Other Coverage
 You now have the opportunity to update your benefits due to your loss of other coverage.
 Select

Spouse Loses Other Coverage
 You now have the opportunity to update your benefits due to your spouse's loss of other coverage.
 Select

Dependent Loses Other Coverage
 You now have the opportunity to update your benefits due to your dependent's loss of other coverage.
 Select

Loss of CHIPRA Coverage
 You now have the opportunity to update your benefits due to your loss of CHIPRA coverage.
 Select

A few Life Event examples are:

Reason	Example
Dependent Gains Other Coverage	Dependent can receive Medicaid coverage
Dependent Loses Eligibility	Dependent is age 26 and is no longer a full-time student
Dependent Loses Other Coverage	Dependent lost healthcare coverage from spouse's employer and is eligible to receive coverage through Kimball International
Employee Gains Other Coverage	Employee can gain healthcare coverage from Medicare
Employee Loses Other Coverage	Employee was on Spouse's healthcare and unable to stay on spouse's plan
Establish Legal Guardianship	Employee gains guardianship of dependent through legal proceedings
HSA Election (in the Other section)	Employee wants to decrease/increase the amount contributing to their Health Savings Account (HSA)
Spouse Gains Other Coverage	Spouse can gain coverage from their employer
Spouse Loses Other Coverage	Spouse loses coverage from recent employer

- Enter the exact date of the life event (events cannot be future dated unless switching to a Marketplace plan).
- You will receive a welcome screen to get started on your life event.

Welcome

Manage Dependents

Enroll in Benefits

Hi, let's get started

Managing benefits can be hard, especially when you're experiencing a significant change in your life, but we'll help you through it.

During this enrollment period, you can do the following:



Manage Dependents

Add or change dependents such as your spouse and children. After you add them, you'll enroll them in benefits on a different step.



Manage Beneficiaries

Update your beneficiaries and their percentages. These are the people or organization you want to receive a financial benefit after you die.



Review your Benefits

Make sure everyone you need to have benefits is covered.



Remember to submit your enrollment on time

Your enrollment can only take effect after you confirm and submit.

- A life event gives you the opportunity to add, review and edit dependents and beneficiaries. If you do not need to make any changes, choose **Next**.

Spouse Gains Other Coverage



Important... You are acting as working at Kimball International

[End session](#)

Welcome

Manage Dependents

Review Surveys

Enroll in Benefits

Manage Dependents

Review your info to check if any changes are needed before you enroll.



Once you begin, You have until to finish enrolling or you'll need to start over.



Add Dependents & Beneficiaries

A dependent is a family member or other individual eligible for coverage under employer benefits, such as health insurance. A beneficiary is a person or entity you designate to receive certain benefits in the event of your death, such as life insurance and retirement accounts. Dependents can also be beneficiaries.

[Add](#)

Spouse

Dependent

Enrolled In

- Health Care
- Dental

Beneficiary Assignment

- Basic Employee Life

Other

Beneficiary

Enrolled In

Only dependents can be enrolled.

Beneficiary Assignment

Not assigned.

[Finish later](#)

[← Back](#)

[Next →](#)

- Enrollment changes will begin by asking you the following Survey Question, choose the applicable answer then choose “Next” at the bottom of the screen.

Welcome

Manage Dependents

Review Surveys

Spouse Medical

Enroll in Benefits

Is spouse eligible for other medical insurance coverage through their employer (does not include Medicare and KII couples)?

☒ Spouse is not Eligible for other coverage

☐ Spouse is Eligible for other coverage

- For any plan you would like to add/remove dependents you will need to click “Change Plan”.

Spouse Gains Other Coverage

Your Elections (8)Waived Benefits (8)

✔ Your Elections (8)

Health Care

Effective Date: Mar 13, 2025

Who do you want to cover?

☒

☒

✔ Current Election

1700 Premium CDHP w/HSA

Covered Individuals (Employee + Spouse)

\$126.02

Show price breakdown

→ Change plan

- Once that plan opens, click the check box by the appropriate name you want to add or remove and click “Save Plan”. You cannot switch to a different plan, only add or remove dependents.

Health Care

Health Care

Enter or change your selections in the sections below. Child coverage also includes stepchildren by marriage. Domestic Partner coverage is for legal domestic partnerships. To be eligible for an HSA, you must meet the following criteria: - Have no other health coverage except what is permitted as other health coverage

READ MORE ↓

Who do you want to cover?

☒

☒

4 Plans Available

✔ Selected

1700 Premium CDHP w/HSA

Selected plan

Per Paycheck

\$126.02

Save plan

Waive benefit

- You will have to go through all benefit elections where you would like to add/remove the dependent. After you have completed all changes, click **“Confirm Elections”**
- If you contribute to a Health Savings Account (HSA), you will need to be aware if you switch to an employee only coverage and you have met the employee only maximum contribution, your HSA contributions will cease in the ADP system.
- Terms and conditions will pop up. You will need to click **“I agree and confirm elections”**

Agree and Confirm Elections

I authorize Kimball International to make the necessary adjustments in my pay based on the choices I have made in MyADP. I understand that if I am not actively at work on the effective date, other than because of a leave under the Family and Medical Leave Act, new elections except medical will not be effective until I return to work. If I have declined health care coverage for myself and my eligible dependents, I understand the value of health care coverage, but have voluntarily not selected coverage in a Kimball International sponsored health care plan. If I am declining enrollment in a Kimball International health care plan for myself or my dependents because of other health insurance coverage, I may be able to enroll myself or my dependents in this plan provided I make an election within 60 days after the other coverage ends. In addition, if I have a new dependent due to marriage, declaration of domestic partnership, birth, adoption or placement for adoption, I may be able to enroll myself and my dependents, provided that I request enrollment within 60 days of the event. I understand any elections I have made will remain in effect until I change them during a future annual enrollment or unless I enter a qualified family status change (life event) in MyADP within 60 days of the event. I also understand Kimball International or its vendors may contact me to inform me about wellness or benefit opportunities or health care services that might be available to me or my covered dependents. Under penalties of perjury, I declare that the information that I have furnished, to the best of my knowledge and belief, is true, correct and complete. I further understand that I have an affirmative responsibility to notify Kimball International if any of my information changes or my dependent ceases to be eligible.

Cancel

I agree and confirm elections

- You will know you have completed your life event when you get a green confirmation bar. You can download a PDF of your elections by clicking **“Download confirmation”**

✔ You have completed your enrollment.

Confirmation # 20250313112550

Event Date: Mar 13, 2025

Last Confirmed Date: Mar 13, 2025

Download confirmation