

# How to Enroll in Life Event Change via Paylocity

Proof of Life Event must be sent to

[benefits@udmercy.edu](mailto:benefits@udmercy.edu) prior to Life Event enrollment

1. Log into Paylocity
2. Click HR & Payroll
3. Click Bswift benefits
4. Click Other Life Events
5. Click Other Life Events dropdown menu
6. Click your Life Event
7. Enter the effective date (the event must have been within the last 30 days)
8. Complete Life Event enrollment

If you have any questions, please email [benefits@udmercy.edu](mailto:benefits@udmercy.edu)