

Verification of Spousal Surcharge Certification Approval in PeopleSoft

The spousal verification is new this year. Since the verification is completed outside of open enrollment, your premium listed within your open enrollment event will not specifically indicate if you will be paying the spousal surcharge. To verify if you have completed all the necessary steps and will be exempt from the surcharge, please follow the below steps.

Verification of Spousal Surcharge Certification Approval

1. **Navigate** to **Employee Self Service** from the homepage.
2. **Select** the **Benefit Details** tile.
3. **Select** the **Benefits Attachment** tile.
4. **Find** the **Event Value Spousal Surcharge** for the correct event date.
5. **Verify** if the **Event Status**.
 - a. **In Progress** – The Spousal Surcharge Certification is open/incomplete.
 - i. **Select** the **Spouse Surcharge** row
 - ii. **Verify** the **Status** of the Documentation
 1. **Pending Approval** – Spousal Surcharge Form has not been reviewed. All forms are reviewed in the order received. It may take up to a business week to process.
 2. **Denied** – Spousal Surcharge Form has been denied. You will receive an email on the reason for denial. Your Spousal Surcharge Certification Life event is open, allowing you to resubmit a new Spousal Surcharge Form.
 3. **Approved** – Spousal Surcharge Form has been approved. You must access your Spousal Surcharge Certification Life event and agree to the Spousal Surcharge Acknowledgement, then **Complete** the event on the **Summary** page.
 - b. **Closed** – Spousal Surcharge Certification/Form was not approved or processed. You will be charged the Spousal Surcharge if you enroll your spouse on the State's medical plan.
 - c. **Complete** – Spousal Surcharge Certification was processed.
 - i. **Select** the **Spouse Surcharge** row
 - ii. **Verify** the **Status** of the Documentation
 - iii. If approved, you will not be charged the Spousal Surcharge when you enroll your spouse on the State's medical plan.

The Spousal Surcharge will be waived in the month following your approval of the Spousal Surcharge Certification. Failure to complete the Spousal Surcharge Certification or denial of documentation will result in paying the spousal surcharge.