



BENEFITS ELECTION CHANGES

NSU employee benefit premiums are made pre-tax through an IRS Code Section 125 plan. The 125 plan rules allow employees to enroll 1) during their initial enrollment period or 2) during the annual open enrollment period. There are very limited exceptions for making changes outside of these enrollment windows, but a change can be made if an employee experiences a Qualifying Event. A Qualifying Event occurs when employees gain or lose coverage or when dependents gain or lose coverage.

If an employee experiences a Qualifying Event, go to <http://icubabenefits.org> within 30 days of the event, make the appropriate change and provide proof of the Qualifying Event (marriage license, birth certificate, adoption papers, etc..) by emailing a copy of the document(s) to your employee file in the ICUBA Enrollment Portal.

My Profile

Review or add personal and family information by selecting one of the below links.

- > [Review your Address](#)
- > [Update/Review Beneficiaries](#)
- > [Update/Review Dependent Information](#)
- > [Upload Documents to your File](#)
- > [Update your Security Questions](#)