

Uploading Dependent Verification forms

Before Starting, please note that UKG is limited to only 1 document upload per event. If you have more than 1 dependent you are verifying, please combine items into a single document. There are a number of ways you can do this, below is one:

1. Using your cell phone, take photos of each document, checking photo to ensure that it is clearly legible.
2. Email the photos to yourself to get to your computer or laptop.
 - a. Download pictures to your desktop or downloads folder.
3. Open Word Doc and click Insert > Picture > From This Device.
 - a. Find the photo and click insert.
 - b. Resize photo to fit the page maintaining legibility.
4. Repeat until all photos are inserted.
5. Save doc as something like LastName.DepVerification.
6. This is now ready to upload into your Life Change Event for Dependent Verification.

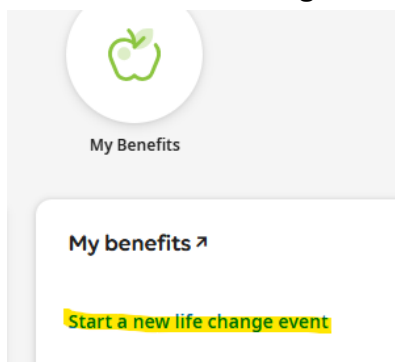
There are other ways to combine documents and/or photos into 1 document for upload. Due to the sensitive information included on the documents, we do strongly encourage you to use the secure upload process outlined below and avoid sending anything over email.

Once your document is ready to be uploaded, please follow the steps below.

1. Log into your UKG profile: timeclock.eastwest.com
2. From your “My Self Service” tab



“Start a new life change event”



3. Keep the date as the date you are completing the action and from the type of Life Change Event dropdown, find “**Dependent Verification**”

Life Change Event



Select Date of Event *

Select a type of Life Change Event *

Dependent Verification

Click **Save**

4. Review the 4 steps:

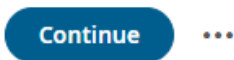
⚠ Not started (0 of 4)

0%

Started: 07/15/2025

- Instructions**
- Life event supporting information
- You and your family
- Finish up

By clicking on “Continue” in the upper right



5. “Life event supporting information”: click on Choose to upload your document

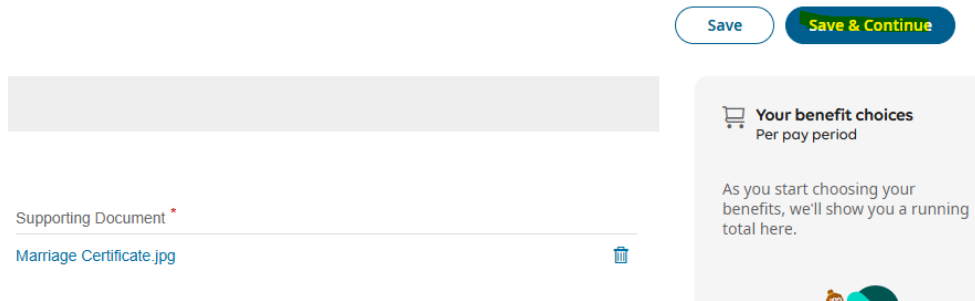
Life event supporting information

Upload proper documentation to verify dependents covered on any plans.

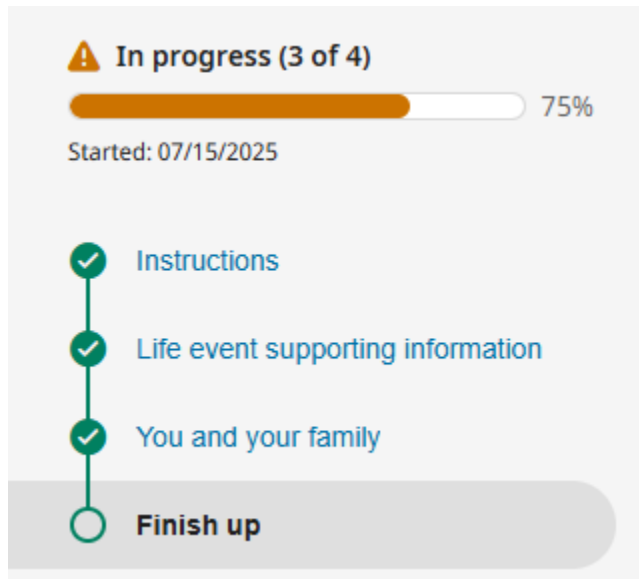
Date of Event *

Supporting Document * [Choose](#)

6. After choosing the document from your computer, click “Save and Continue”



7. Review listed “You and your family” members and click continue
8. Confirm all items have the green circled checkmark



Click “Submit” in the upper right. You will need to enter the password you use to sign into UKG.

9. All done! Benefits will review the documentation and approve.