

Change in Marital Status?

Your Next Steps - Checklist

Contact Human Resources within 31 days of your marital status change to add or remove your spouse from benefits.

Provide proof of the event, such as a copy of your marriage license or divorce papers.

Take a look at the new premium amounts that will be deducted from your paycheck.

Update your 401(k) and Life and AD&D beneficiaries.

Adjust the amount you are contributing to the Flexible Spending Account or Health Savings Account.

Enroll your spouse in voluntary life and AD&D insurance or remove from coverage.

Contact the Employee Assistance Program if you need personal support.

