WHAT HAPPENS WHEN YOU GET DIVORCED?

This life event is a "qualifying status change" in terms of your benefits. That means you may change your benefit enrollment without having to wait until the annual open enrollment period. Please be sure to make your changes by completing and submitting the appropriate forms to Human Resources within **31 days** of your divorce. If you do not cancel your ex-spouse from coverage within **31 days** of your divorce, the contribution rate will continue to be deducted from your pay; however, your ex-spouse will not be covered.

Personal Information Change

❒ Change of Address & Emergency Contact Form
Making sure your home address is correct in the HR system is critical so you will continue to receive special mailings that are sent to the home address.

❒ W-4
To update your Tax withholding status, if you choose to change it.

❒ Direct Deposit
To update your electronic funds transfer, if applicable.

Name Change

❒ Request A New Social Security Card
Please call Social Security at 1-800-772-1213 or locate the nearest Social Security office on the Internet at http://www.socialsecurity.gov if you have questions.

❒ Correct your SSN and Last Name at the College
You will need to visit the HR office to show your new social security card with your new last name on it.

❒ Name Badge
Please contact the Office of Human Resources at hr@lclark.edu or 503-768-6235.

❒ E-Mail
Once you have visited the HR office, your new name will be automatically uploaded to the Office of Information Technology. Please email infosys@lclark.edu or 503-768-7020 for more information.

❒ Business Cards
Please contact the Office of Public Affairs and Communications at pubcom@lclark.edu or 503-768-7970.

Benefit Changes

Divorce is a "qualifying status change" in terms of your benefits. This means that you can change most of your benefit elections without waiting until the annual open enrollment period.

❒ Medical, Dental, Vision, Flexible Spending Account, and Life Insurance Beneficiary

a. Effective the last day of the month in which your divorce was finalized, your spouse will no longer be eligible for benefits. Your spouse will be eligible to continue some benefits through COBRA. Please complete form completely to continue or change your own medical or dental coverage.
b. You may also elect to participate in or change the amount you contribute to your Health Care and/or Dependent Care Flexible Spending Account (FSA).
c. Please update the beneficiary of the Group Term Life Insurance policy the College purchases for you (if eligible).

You will need to complete the Benefit Enrollment/Change form within 31 days of the change. Also required is a copy of (1) a copy of page one of the divorce or legal separation decree, and (2) a copy of the divorce decree or legal separation page that includes the judge's signature.

❒ Voluntary Life Insurance

You may want to review or enroll in the Voluntary Group Term Life Insurance or Dependent Group Term Life Insurance for you and your children. You may also change the amount of life insurance you currently purchase for yourself. Your spouse may be able to convert their Voluntary Group Term Life Insurance to an individual policy. Please contact the Office of Human Resources at hr@lclark.edu or 503-768-6235 for more information.

❒ Retirement

Call TIAA-CREF at 800-842-2776 or Log in online to update your beneficiary designation. You may also want to participate or change your retirement contributions by completing a new salary reduction form.

❒ Employee Assistance Program

Divorce can be stressful in many ways. EASE offers confidential, professional counseling and referral services to help you and your family with any issues that may arise during your divorce including free financial planning, and legal consultation. Please contact info@easeeap.com or 503-228-3223 to get started.

Questions?

Contact the Office of Human Resources at hr@lclark.edu or 503-768-6235. For assistance with any benefit elections please visit the benefits website. You can also set up an individual consultation with a Benefit Specialist to go over your coverage and options.