Employee Self-Service: *Life Events*

Table of Contents

Introduction

The Life Events icon is where you will be able to submit events such as changes to your marital status (i.e. married, divorce, legal separation) as well as add dependents (i.e. birth or adoption).

If applicable, the life event may trigger additional options that you will be able to update such as emergency contacts, benefits, beneficiaries, direct deposit and tax withholding.

This guide will give you step by step instruction on how to update information for each link under Life Events.

**For all name changes, an updated social security card is required. This new card must be submitted to HR4U immediately when submitting a name change. **

If your life event is outside the scope of what is available within ESS, please contact HR4U.

Navigation

1. To access life events, click the **Life Events** icon.

LIFE EVENTS

2. A menu for each life event category will be displayed.

Adoption

1. To add an adopted dependent, click the **Adoption** link.

Life Events

Life Events

Adoption
Birth
Divorce
Legal Separation
Marriage

2. Enter all required fields (these are notated with a red asterisk*).

3. If the social security number has not been issued yet, click the **Not Issued** box. Click *Update* to save your changes.

Adoption

Add Dependent

| Main | Address |

*Required fields are indicated.

First Name*	
Middle Initial	
Last Name*	
Name Suffix	▼
Birth Date*	📅 *MM/DD/YYYY*
If Adopted, Date	📅 *MM/DD/YYYY*
If Adopted, Placement Date*	📅 *MM/DD/YYYY*
Social Number *	☐ Not Issued
Type*	▼
Relationship*	▼
Address*	▼
Primary Care Physician	🔍
Gender*	▼
Student	No ▼
Disabled	No ▼
Smoker	No ▼

Update

Birth

1. To add a biological child, click the **Birth** link.

Life Events
_____

Life Events
Adoption
Birth ←
Divorce
Legal Separation
Marriage

2. Enter all required fields (these are notated with a red asterisk*****).

3. If the social security number has not been issued yet, click the **Not Issued** box. Click *Update* to save your changes.

Birth
_____

Add Dependent

| Main | Address |

*Required fields are indicated.

First Name*	
Middle Initial	
Last Name*	
Name Suffix	▼
Birth Date*	📅 MM/DD/YYYY
If Adopted, Date	📅 MM/DD/YYYY
If Adopted, Placement Date	📅 MM/DD/YYYY
Social Number *	☐ Not Issued
Type*	▼
Relationship*	▼
Address*	▼
Primary Care Physician	🔍
Gender*	▼
Student	No ▼
Disabled	No ▼
Smoker	No ▼

Update

Divorce

1. To change your marital status to divorce, click the **Divorce** link.

Life Events

Life Events
Adoption

Birth

Divorce

Legal Separation

Marriage

2. Enter the effective date of the divorce. If applicable, enter the updated name.

3. When complete, click the *Update* button to save changes.

Divorce

Marital Status Change

*Required fields are indicated.

Enter the date of your divorce:* [   ] 🗓

MM/DD/YYYY

If your name changed, enter your new name:

Name Title [▼]

First Name [   ]

Middle Name [   ]

Last Name [   ]

Name Suffix [▼]

[Update]

4. If your name changed, please submit an updated social security card to HR4U.

Legal Separation

1. To change your marital status to legally separated, click the **Legal Separation** link.

Life Events
Adoption
Birth
Divorce
Legal Separation
Marriage

2. Enter the effective date of the legal separation. If applicable, enter the updated name.

3. When complete, click the *Update* button to save changes.

Legal Separation

Marital Status Change

*Required fields are indicated.

Enter the date of your legal separation:* [   ] 📅
MM/DD/YYYY

If your name changed, enter your new name:

Name Title   [▼]
First Name   [   ]
Middle Name   [   ]
Last Name   [   ]
Name Suffix   [▼]

[Update]

4. If your name changed, please submit an updated social security card to HR4U.

Marriage

1. To change your marital status to married, click the **Marriage** link.

Life Events
Adoption
Birth
Divorce
Legal Separation
Marriage ⬅

2. Enter the effective date of the marriage. If applicable, enter the updated name.

3. When complete, click the **Update** button to save changes.

Marriage

Marital Status Change

*Required fields are indicated.

Enter the date of your marriage:* [   ] 📅
MM/DD/YYYY

If your name changed, enter your new name:

Name Title	[▼]
First Name	[ ]
Middle Name	[ ]
Last Name	[ ]
Name Suffix	[▼]

[Update]

4. If your name changed, please submit an updated social security card to HR4U.

Additional Changes

1. After entering a life event, an additional optional changes screen may be displayed. Here you will be able to update items such as emergency contacts, benefits, beneficiaries, direct deposit and tax withholding.

2. To make updates to any of these additional options, click the link to the applicable option. You can update one or all of the items in the list.

3. You don't have to go in any particular order for updating these additional changes.

Additional Changes

You may want to make changes to the information shown here. Click on a link to access the task.

Beneficiaries
Benefits
Dependents
Direct Deposit
Emergency Contacts
Tax Withholding

4. *Beneficiaries*:

   a. This option becomes available for all life events.

   b. Clicking this link will display your current beneficiaries. You can make any necessary changes to your plans and hit **Update**.

   c. When you are done updating your beneficiaries, hit **Close** to return to the Additional Changes page.

5. *Benefits*:

   a. This option becomes available for all life events.

   b. If you click the *Benefits* link, you will be brought to a Life Events Enrollment wizard.

   Welcome to Life Event Enrollment

   c. You have <u>31</u> days from your life event effective date to make benefit elections.

   d. Hit **Continue** to begin the enrollment process.

6. *Dependents*:

   a. This option becomes available for the following life events: divorce, legal separation, marriage.

   b. Clicking this link will display your current dependents.

   c. When you are done updating your dependents, hit **Close** to return to the Additional Changes page.
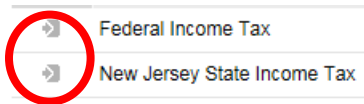
7. *Direct Deposit*:

   a. This option becomes available for the following life events: divorce, legal separation, marriage.

   b. Clicking this link will display your current direct deposit(s). Make any necessary updates.

   c. When you are done updating your direct deposit, hit **Close** to return to the Additional Changes page.

8. *Emergency Contacts*:

   a. This option becomes available for the following life events: divorce, legal separation, marriage.

   b. Clicking this link will display your current emergency contacts (if any).

   c. When you are done updating your emergency contacts, hit **Close** to return to the Additional Changes page.

9. *Tax Withholding*:

   a. This option becomes available for all life events.

   b. Clicking this link will display your current tax withholdings.

   c. To update your taxes, click the gray box next to either the federal or state tax form to launch the form.

   d. When you are done updating your tax withholdings, hit **Close** to return to the Additional Changes page.

10. Once an item is updated, you will see a green checkmark next to it.