

How Your Benefits Are Affected and What You Need to Do

If You Get Divorced

It's important to review your benefits that may be affected by the end of a marriage. If you have questions, please contact the UAMS Office of Human Resources (see gray box at the end for phone, email and web site). Please be aware that UAMS cannot provide tax, financial, or legal advice. We recommend you seek outside counsel if you have questions in these areas.

Drop your ex-spouse from insurance.

Your ex is not eligible for coverage once you're divorced. You must fill out drop forms. The plans affected may include: medical, dental, vision, dependent life, and accidental death & dismemberment. If you have any of the voluntary insurances -- critical illness, long term care, or home/auto insurance -- contact those carriers to make changes.

You will need to provide us with a copy of the divorce decree signed by the judge. But don't wait until you get your copy before you fill out insurance forms. Fill out insurance forms as soon as the divorce is final and we can hold those for up to a month. Once you provide the divorce decree, we can process your forms. Your premium deductions will change effective the date we receive your insurance change forms or the date of the divorce, whichever is later.

You'll need to provide us with your ex's address so they can be notified of their right to continue medical/dental/vision coverage for up to 36 months, at their cost, through COBRA.

Thinking about dropping your spouse before the divorce is final?

Be cautious, as you will not be able to reverse this and re-enroll them. Nor will your spouse (who is not your legal ex yet) be eligible for COBRA. We recommend you discuss this with your attorney. Please be aware that if you pre-tax your premium, you may not be allowed to drop your spouse until the end of the calendar/tax year.

Do you need to add coverage for yourself and the children?

If you and the children were covered under your ex's medical or dental plans, you may enroll in those plans here at UAMS. You have 30 days following the final divorce to do this. Contact our office for the forms. Coverage takes effect the first of the next month after we receive forms. You will need to provide a copy of the court-signed divorce decree. If you're interested in our vision plan, you may enroll during the next open enrollment period.

Need to enroll in or change your Flexible Spending Account (FSA)?

If you currently have deductions made from your paycheck for a dependent care (daycare) or health care FSA, you have 30 days from the divorce to increase or decrease your amount. If you don't participate in an FSA now but would like to, the same 30-day window applies. Your change or enrollment must be "on account of and consistent with" your marital status change, per IRS regulations. Contact our office for forms.

Do you need to update your address and/or emergency contact information?

Please log into Employee Self Service to update your personal information. Or contact our office for forms. Be sure to also provide your new address to your supervisor.

Are you changing your legal name?

If so, you'll need to get a new Social Security card, www.ssa.gov or 1-800-772-1213. After you receive your new card, bring it by our office so we can update your name. To change your name for your computer systems access, contact the IT Help Desk at 686-8555. If you need a new UAMS ID badge, contact Creative Services at 686-5570.

Do you need to change your tax filing status to single and/or change the number of allowances you are claiming?

Please log into Employee Self Service to update your W-4 federal and state withholdings. Or contact our office for forms.

Do you want to start or change your TIAA or Fidelity retirement contributions?

Now that you are single, you may need to update your retirement planning strategy. To start or change your contributions to the UA Retirement Plan, you'll need to complete a new Salary Deferral Agreement, found on our web site and in our office.

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Do you need to update your beneficiaries?

The form to change your life insurance beneficiaries is available on our web site and in our office. You'll also need to update your retirement plan beneficiaries. If you have TIAA-CREF, either log into your account to do this or pick up a form in our office. If you have Fidelity, the form is on our web site. If you have APERS, forms are available at apers.org.

Are you setting up a new bank account?

Please log into Employee Self Service to update your direct deposit information. Or contact our office for the form.

Is your child going to college at a University of Arkansas campus?

Contact our office if your child is enjoying the UA tuition discount through your UAMS employment. Your child may no longer be eligible for the discount unless you claim them as a dependent on your tax returns.

For Assistance with Your Benefits

You'll find lots of information on our web site, www.hr.uams.edu, including a link to Employee Self Service.

If you can't find what you need or have questions, please call **UAMS Human Resources-Employee Services** at (501) 686-5650 or send an email to AskHR@uams.edu. Or drop by our office on the 4th floor of the Central Hospital building, wing 4C.