

How Your Benefits Are Affected and What You Need to Do

If You Get Married

It's important to update your benefits to reflect life with your new spouse. If you have questions, please contact the UAMS Office of Human Resources (see gray box at bottom).

Do you want to make any insurance changes?

If so, be sure to complete new benefit forms and provide a copy of your marriage license **within 30 days** of the date of your marriage. Contact our office for the forms. The benefit changes you can make are:

- Add your spouse and new stepchildren to your Medical, Dental or Vision coverage
- Drop your Medical or Dental coverage because you're changing to your spouse's plan
- Enroll in a Flexible Spending Account; or increase or decrease your current election
- Add Dependent Life Insurance for your spouse (only if s/he is your first eligible dependent)
- Change your Accidental Death & Dismemberment Insurance coverage
- Add more Optional Life coverage (subject to approval by the carrier, ask for evidence of insurability form)

New benefits take effect the first of the following month, based on the latter of your marriage date or the date you submitted new enrollment forms. If it's been more than 30 days past your marriage, you won't be able to make any changes until you experience another qualifying family status change or the U of A offers an open enrollment.

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 married 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-CREF or Fidelity retirement contributions?

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

Do you want 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.

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.