	Payroll			Employee Benefits				General Info
Life Event	Tax Forms	Direct Deposit	General	Health	Flexible Spending	Life	Pension	
Address Change	Must complete in PEB or go to http://ess.bsu.edu to change online.	Change this if you change banks or accounts.					Contact your pension company(ies) to make this change.	Contact Payroll and Employee Benefits.
Adoption/Birth	May wish to change your # of allowances			You may make changes within 31 days of birth or adoption.		May wish to change beneficiaries		
Death of Employee			Contact PEB					Contact UHRS
Death of Spouse/Dependent	May wish to change # of allowances			May wish to change coverage level or add dependents	May wish to reduce your coverage amount.	May wish to change beneficiaries	May wish to change beneficiaries	Contact UHRS
Marriage	May wish to change # of allowances/ marital status	Need to change if bank or account changes		May wish to change coverage type/add spouse and/or children.	May wish to elect this benefit or increase coverage amount.	May wish to change beneficiaries	May wish to change beneficiaries	Contact UHRS for marital status change
Name Change	Complete new tax forms		Bring a copy of new SS card or letter of application to PEB				Complete name change forms with your pension company(ies).	Contact Payroll and Employee Benefits.
New Employee	Must Complete	Optional to all employees	You will be contacted by PEB if you are eligible for benefit programs.					Contact UHRS
Retirement for Staff/Service Personnel		, , , , , ,	Contact Mgr. of Benefits at least 3 months prior to retirement date	Will be discussed in retirement meeting.		Reduces to ½ normal coverage amount. Cash Option may be available	Send a request for Estimate of Benefits at least 6 months before expected retirement date.	Look for announcement of Retirement Seminars.
Retirement for Faculty/Professional			Submit letter of intent to retire to Dept Head. If you are eligible for ERP, paperwork must be completed in PEB no later that the last working day in February. Contact the Director of Payroll and Employee Benefits for an appointment.			Reduces to ½ normal coverage amount. Cash Option may be available	Contact your pension company(ies) at least 6 months before expected retirement date.	Look for announcement of Retirement Seminars.
Termination		May wish to end this prior to termination	Please contact PEB if your address changes	Option to continue coverage under COBRA. Forms will be mailed to you.	Will end at the end of the month in which you last work and contribute.	Will end 30 days after last day worked	Contact PEB for PERF. For all other pension companies, please contact them directly	Contact UHRS

File: OC Server/ I Shared/ Web Page/ Ifg.doc