Life Event	Payroll			Employee Benefits				Company Info
	Tax Forms	Direct Deposit	General	Health	Flexible Spending	Life	Pension	- General Info
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 & Employee Benefits
Adoption/ Birth	May wish to change numbr of allowances				nges within 31 days of adoption.	May wish to change beneficiaries.		
Death of Employee			Contact PEB					Contact UHRS
Death of Spouse or Dependent	May wish to change numbr 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 chaange number of allowances/marital status	Need to change if bank 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 Must complete You will be contacted by PEB if you are elegible for benefit programs						Contact UHRS	
Retirement for Staff/Service Personnel			Contact PEB at least 2 months prior to last day of work	Will be discussed in retirement meeting		Reduces to 1/2 normal coverage amount. Cash Option may be available	Send request to PERF for Estimate of Benefits at least 3 months before expected ret. date	Look for announcement of Retirement Seminars
Retirement for Faculty/ Professional			for the Early Retiren	nent Program, paperw	Head. If you are eligible york must be completed In February. Contact PEB	Reduces to 1/2 normal coverage amount. Cash Option may be available	Contact your pension company(ies) at least 3 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