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 UACCB Office of Human Resources (see box at bottom of page).

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 Human Resources 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, Dental, or Vision coverage because you’re changing to your spouse’s plan
- If you are already enrolled in a Flexible Spending Account you may 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 and 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 contact the Office of Human Resources for forms and notify your supervisor of your new address.

Are you changing your legal name?
If so, you must get a new Social Security card, www.ssa.gov or 1-800-772-1213. When you receive your new card, bring it by the Office of Human Resources so we can update your name in the system. To change your name for your computer systems access, contact the IT department. For a new UACCB ID card, see Admissions. To order a new name tag, check with your supervisor.

Do you need to change your tax filing status to “married” and/or change the number of allowances you are claiming?
Please contact the Office of Human Resources for W-4 federal and state withholding forms.

Do you want to enroll in a supplemental retirement account with TIAA CREF or VALIC?
You may need to update your retirement planning strategy.

Do you want to update your beneficiaries on your life insurance or on your retirement account(s)?
The Life Insurance Beneficiary Change Form is available in OHR. TIAA CREF and APERS have change forms located on their websites to update beneficiaries for your retirement account. OHR or the VALIC representative can provide VALIC change forms. (For those remaining on ATRS forms are available on their website as well).

Are you setting up a new bank account?
Please contact the Office of Human Resources for the form needed for direct deposit updates.

For Assistance with Your Benefits
You’ll find lots of information on our website, http://www.uaccb.edu/about-us/human-resources/benefit-information or you may access from your “my uaccb” account. If you can’t find what you need or have questions, please call the Office of Human Resources at 870-612-2165 or 870-612-2045 for assistance. You may also email alexa.smith@uaccb.edu or roxann.lamons@uaccb.edu or just drop by our office in the ANNEX Bldg. Room 408 (right inside the front door).

This communication does not change the terms of your benefit plans or the official documents that control them. If there are any inconsistencies between this and the official plan documents, the plan documents will govern. The University of Arkansas reserves the right to change, suspend, or terminate its benefits-- in whole or in part-- at any time and for any reason. 07-01-2015