

Checklist for Marriage

- Contact Human Resources if you need to change your name, please provide an updated social security card and driver's license
- Complete a new Payroll Designation form if necessary, check with Human Resources to see your current selection
- Review life insurance policies for any necessary beneficiary changes
- Review retirement policies for any necessary beneficiary changes
- Update health benefits
 - Dental – provide enrollment form and proof of dependent information (marriage certificate) within 60 days. All dependents must be enrolled when they become eligible or on the first day of the month after they become eligible. They may also be enrolled upon loss of coverage elsewhere, but there is no open enrollment for dental.
 - Vision – provide enrollment form and proof of dependent information (marriage certificate) within 60 days. All dependents must be enrolled when they become eligible or on the first day of the month after they become eligible. They may also be enrolled upon loss of coverage elsewhere, but there is no open enrollment for vision.
 - Medical – provide enrollment form and proof of dependent information (marriage certificate) within 60 days. Enrollment of a newborn is a mandatory transaction and the dependent must be added effective the first of the month following marriage. Health benefits are paid one month in advance, so please contact Payroll to discuss benefit costs.
 - All benefit forms can be found on the SCOE [website](#).