

Getting Divorced

We know there are many details that come with preparing for a life transition like a Divorce. That is why we have this checklist to help you remember a few things you can do to ensure your life event and transition back to work go smoothly

When	What you need to do:	Key Resources:
Before the event:	<ul style="list-style-type: none"> ○ Notify your HRBP/Manager of your need to take time off, if necessary, for any proceedings ○ If you have existing coverage under your partner's plan, learn about your benefit options to ensure you have adequate coverage for yourself and child(ren) ○ Explore services through our Associate Assistance Program for parenting advice, personal support and counseling or legal financial resources. 	<ul style="list-style-type: none"> ○ Your Supervisor or HRBP ○ www.grandehealth.com ○ HR Total Rewards Department ○ AAP 920.921.0614 or 800.458.8183 ○
After the event:	<ul style="list-style-type: none"> ○ Complete the Qualified Life Event change in UltiPro within 30 days of your divorce to make any changes to your benefit Coverage. ○ Update relationship status for ex- spouse or emergency contact changes within UltiPro ○ Update your current beneficiary information for any life insurance, retirement plans and your Will ○ Notify your bank, creditors and governmental agencies of any changes in your name; close any joint accounts and open separate accounts ○ Contact the Social Security Administration for a personal earnings statement for yourself ○ Update your personal information in UltiPro (name and address, direct deposit, W-4 status and withholding, emergency contact information, etc.) ○ For any name change you will update in UltiPro and contact your HRBP showing them your updated Social Security Card (If applicable) ○ HRBP will contact IT about updating e-mail and director with name change 	<ul style="list-style-type: none"> ○ https://N24.UltiPro.com ○ HR Total Rewards Department ○ Social Security Administration ○ AAP 920.921.0614 or 800.458.8183 ○ Prudential: 877.778.2100 or online at www.prudential.com/online.retirement ○ Your HRBP