

Getting Married

Congratulations on your upcoming marriage. We know there are many details that come with planning a life transition like marriage. That is why we have this checklist to help you remember a few things you can do to ensure your live 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 request for vacation for your upcoming wedding and/or honeymoon ○ Learn about both you and your partner's benefit options to determine which plans offer the best value and coverage ○ Discuss with your fiancé the benefit plan and your options once you become legally married. 	<ul style="list-style-type: none"> ○ Your Manger and HRBP ○ HR Total Rewards Department ○ www.grandehealth.com
After the event:	<ul style="list-style-type: none"> ○ Complete the qualified life event to add or remove benefit plans within 30 days of your marriage date. ○ Add your spouse as an updated contact in UltiPro and update any change in personal information (name and address, direct deposit, W-4 status and withholdings, emergency contact information, etc.) ○ Notify the Social Security Administration of any change in your name ○ Once your name is legally changed with the SS office you will need to updated any name change in UltiPro ○ Show a copy of your Social Security card to your HRBP then your HRBP will contact the IT department of any change for e-mail and directory changes. ○ Use available Associate Assistance Program to help manage your life transition ○ Update your current beneficiary information for any life insurance, retirement plans and your Will 	<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