



CHANGE OF EMPLOYEE PERSONAL INFORMATION

CHECK ONE:

MAIL TO:

- Faculty
Unclassified (Administrative)
Classified (Hourly Civil Service)
Graduate Student
Academic Personnel, Heer Hall
Human Resources, Heer Hall
Human Resources, Heer Hall
Academic Personnel, Heer Hall

Name Banner ID or Last 4 Digits of SS#

Change name to:

Note: It is your responsibility to notify the Social Security Administration of your name change. You must provide Human Resource Services with a copy of your social security card reflecting this name change in order to process your name change request.

Change residence address to:

County:

Note: If this is in a different school or tax district, new forms are required. Contact Payroll or download the forms from the Payroll website at http://www.kent.edu/comptroller/Payroll/tax/index.cfm

Is your residence address the same address you wish to be printed on your payroll checks and W-2? If no, please indicate mailing address for payroll check and W-2:

Change home phone number to:

Change campus phone/location to:

Change campus fax number to:

Change emergency contact to: Relationship

Phone number of emergency contact during your regular work schedule:

Address of emergency contact during your regular work schedule:

Change marital status to:

Married Date Spouse's name Spouse DOB Spouse SS#

Divorced Date Address of divorced spouse:

Widowed Date

Separated Single

Change title to: Mr. Mrs. Miss Ms. Prof. Dr.

I wish to add/delete my dependents or MYSELF to/from the following plans*:

*Note: You may only make certain changes during a qualifying life status event and changes must be made within 31 days of the event. Please see the reverse side of this form for adding/deleting dependents along with supporting documents that may be required.

add to medical delete from medical add to dental delete from dental

Name DOB Gender SS#

add to medical delete from medical add to dental delete from dental

Name DOB Gender SS#

add to medical delete from medical add to dental delete from dental

Name DOB Gender SS#

Signature Date

For Human Resource use only:

Distribution: File Benefits Payroll Records Adjustment(s) made

Name change: It is your responsibility to notify the Social Security Administration of your name change. You must provide Human Resources **Records Office** (hr-records.kent.edu) with a copy of your social security card reflecting this name change in order to process a name change request.

Adding/deleting dependents from your medical/dental group coverage: The following life status events are considered qualifying events which allow you to make changes to your group medical and dental plans **within 31 days** of the occurrence of the qualifying event. Due to the time sensitive nature of these changes, notice of the qualifying event and documentation required must be received by the Benefits Office **within 31 days** of the qualifying event in order for the change to be granted. If notice and supporting documentation are not received **within 31 days**, changes will not be approved. Qualifying events and documentation required are listed as follows:

Event	Insurance changes allowed	Documentation required
Marriage of employee	Add/delete dependents. Change plan type.	Copy of marriage certificate AND Change of Employee Personal Information Form.
Divorce of employee	Add/delete dependents. Change plan type.	Copy of divorce decree AND Change of Employee Personal Information Form.
Death of spouse or child	Add/delete dependents. Change plan type.	Copy of death certificate AND Change of Employee Personal Information Form.
Termination of a dependent child's eligibility	Add/delete dependents. Change plan type.	Written request from employee indicating why no longer dependent (i.e. marriage, no longer financially dependent, etc.) AND Change of Employee Personal Information Form.
Birth of child	Add dependent. Change plan type.	Change of Employee Personal Information Form.
Adoption of child	Add dependent. Change plan type.	Copy of adoption certificate AND Change of Employee Personal Information Form
Legal guardianship of child/grandchild	Add dependent. Change plan type.	Copy of guardianship papers AND Change of Employee Personal Information Form.
Change in employment status of spouse (ie: full-time to part-time, layoff, retirement or termination)	Enrollment in or change to current plan	Documentation from spouse's employer AND Change of Employee Personal Information Form
Loss of medical insurance coverage.	Enroll in or change plan types. Add dependent(s).	Documentation from insurance provider AND Change of Employee Personal Information form.

During a qualifying life status event there are many factors to consider. We encourage you to visit the University Benefits website <http://www.kent.edu/hr/benefits>. The University Benefits website will provide you with additional guidance when experiencing a qualified/life event. You may also contact the Benefits Office at 330-672-3107 with any questions.

To change your life insurance beneficiary: You may download a Beneficiary Change Form from the Human Resources Forms Library at <http://www.kent.edu/hr/Forms-Library.cfm> or contact the Benefits Office at 330-672-3107 to request a form. You can change your beneficiary at any time throughout the year.

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