Updating Benefit Elections: Divorce (All Employees)

This guide will provide how to effectively update your benefits in the event of divorce. Please follow the steps below to complete this process.

Updating Benefit Elections: Divorce

From your homepage:

1. Select **Menu**.

2. Select **Benefits and Pay.**

3. Expand **Benefits**, and then select **Dependents**.

4. Select **Edit** beside the spousal record.

5. Select **Effective Date,** and then select **Change Dependent > Divorce** as the **Reason**.
Note: *Effective Date* is the official date of divorce.

6. Scroll down to **Relationship** and change relationship from spouse to **Ex-Spouse.**

7. Select **Submit**.

8. This will automatically kick off the divorce event. The employee will see it in their My Tasks inbox and will enroll in benefits from there by selecting **Let's Get Started**.

1 ☰ MENU | W

2 Benefits and Pay

Overview

3 ⛨ Benefits ⌄

Benefit Elections

Benefits by Date

3 Dependents

Beneficiaries

ACA Forms

Dependents

(Add)

Dependents

Dependent	Relationship	Age	
Amina Wilson	Child	7 years,	(Edit)
Jane Wilson	Spouse	43 y	**4** (Edit)

5 Effective Date & Reason

Effective Date *

10/18/2023 📅

5 Reason

✕ Change Dependent > Divorce ☰

Relationship

Relationship *

6 ✕ Ex-Spouse ☰

7 Submit

Change Benefit Elections

7 second(s) ago - Effective 10/18/2023

Initiated On   10/18/2023

Submit Elections By   11/17/2023

8 Let's Get Started