

PITTSBURG STATE UNIVERSITY
Human Resource Services
Name, Address & Other Changes
for Classified and Unclassified Employees

Help our office keep your benefits and payroll records accurate!!! Use the following checklist as a reminder of things you may need to do when you have a name, address or other change. Stop by Human Resource Services, 204 Russ Hall, or call 235-4187 if you need assistance.

If you change your name:

- ⇒ Apply for new social security card at a Social Security office. (The Pittsburg office is located at 801 S. Broadway.)
- ⇒ Bring new social security card to Human Resource Services and complete an Employee Information form.
- ⇒ Notify your Regents Retirement company or voluntary tax sheltered annuity company.

If you get married, divorced, or legally separated:

- ⇒ Add or drop your dependents from group health insurance **within 31 days** of the marriage, divorce, or legal separation. Bring a copy of your marriage license, separation, or divorce order.
- ⇒ Change the amount of your KanElect flexible spending account deductions **within 31 days** of the event.
- ⇒ Change bank account information for Direct Deposit.
- ⇒ Complete a new W-4 to change your marital status and the number of allowances you are claiming.
- ⇒ Change beneficiaries for life insurance provided by PSU and KPERS retirement.
- ⇒ Notify your Regents Retirement company or voluntary tax sheltered annuity company to change beneficiaries.

If your address changes:

- ⇒ Call Human Resource Services, 235-4187 or stop by 204 Russ Hall

If you or your spouse have or adopt a child:

- ⇒ Add the child to group health insurance **within 31 days** of the birth or **within 31 days** of the date of the petition for adoption. Bring a copy of the birth certificate or petition for adoption.
- ⇒ Increase the amount of your KanElect flexible spending account deductions **within 31 days** of the event.
- ⇒ Complete a new W-4 to change the number of allowances you are claiming.
- ⇒ Change beneficiaries for life insurance provided by PSU and KPERS retirement.
- ⇒ Notify your Regents Retirement company or voluntary tax sheltered annuity company to change beneficiaries.

If your child gets married, turns 23, or you no longer provide 50% of their support:

- ⇒ Drop the child from group health insurance **within 31 days** of the event. Bring copy of marriage license.
- ⇒ Decrease the amount of your KanElect flexible spending account deductions **within 31 days** of the event.
- ⇒ Complete a new W-4 to change the number of allowances you are claiming.