

**PITTSBURG STATE UNIVERSITY**  
**Human Resource Services**  
**Employee Life And Family Status Change Checklist**  
(Revised February 10, 2021)

This checklist is provided to assist employees to plan and/or prepare for life and family status changes.

**Name Change:**

- Apply for new social security card. The website to apply online is [www.ssa.gov](http://www.ssa.gov) or the application can be found at [www.ssa.gov/forms/ss-5.pdf](http://www.ssa.gov/forms/ss-5.pdf)
- Bring new social security card to Human Resource Services and complete an Employee Information form.
- Retirement Plans, including Voluntary Tax Sheltered Annuity and State of Kansas Deferred Compensation:
  - ⇒ Regents Retirement Plan Participants – contact your retirement company.
  - ⇒ KPERS Participants – contact HRS.
  - ⇒ Voluntary Tax Sheltered Annuity or Deferred Compensation Plan Participant – contact your retirement company.
- Group Health Insurance. Log into the State Employee Health Plan Membership Administration Portal (MAP) at the link provided- [www.pittstate.edu/office/hr/map.dot](http://www.pittstate.edu/office/hr/map.dot). To log into the portal using your Single Sign On click “Health Insurance Membership Administration Portal (MAP).”

**Address Change:**

- Log into GUS Cloud, following the job aid “Manage Personal Phone, Email Address, and Home/Mailing Address in GUS Cloud and the MAP Portal-All Employees.”
- Retirement Plans, including Voluntary Tax Sheltered Annuity and State of Kansas Deferred Compensation:
  - ⇒ Regents Retirement Plan Participants – contact your retirement company.
  - ⇒ Voluntary Tax Sheltered Annuity or Deferred Compensation Plan Participant – contact your retirement company.
- Group Health Insurance. Log into the State Employee Health Plan Membership Administration Portal (MAP) at the link provided on the HRS Home Page - <http://www.pittstate.edu/hr/> . Click on the Member & Family tab; under Contact Information, click on appropriate *green Edit Content icon*; make appropriate change & click on *Save Change icon*..

**Family Status Change (Marital Status, Birth or Adoption of Child, Marriage of Dependent):**

- Group Health Insurance, Flexible Spending Account and/or Health Savings Account - add or drop your dependents within 31 days of event or change contribution amount. Supporting documents of event include marriage license, separation, or divorce order, birth certificate or petition for adoption.
  - ⇒ Contact HRS & supply supporting documents to HRS **OR** log into the State Employee Health Plan Membership Administration Portal (MAP) at the link provided on the HRS Home Page - <http://www.pittstate.edu/hr/> . Click on the Mid-Year Benefit Changes tab; click on the *blue Start a New Request icon*; follow the screen instructions & upload supporting documents.

## **Family Status Change (Marital Status, Birth or Adoption of Child, Marriage of Dependent) continued:**

- Change bank account information for Direct Deposit – complete new Direct Deposit Authorization and return form to HRS and attach a voided check to form - <http://www.da.ks.gov/ar/pm/forms/DA-184.pdf>
- Update your federal (W-4) and state (K-4) tax withholding – complete a new form and return form to HRS.
  - ⇒ W-4 - <http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>
  - ⇒ K-4 - <http://www.ksrevenue.org/pdf/k-4.pdf>
- Update Beneficiaries for Life Insurance (150% annual salary and Optional Group Life, if purchased):
  - Regents Retirement Plan Participants – complete a new Life Insurance Beneficiary Form and return form to HRS - <http://www.kpers.org/forms/k799a.pdf> .
  - KPERS Participant – complete a new KPERS Beneficiary Form and return to HRS - <http://www.kpers.org/forms/k799.pdf> .
- Update Beneficiaries for Retirement, Voluntary Tax Sheltered Annuity and State of Kansas Deferred Compensation:
  - ⇒ Regents Retirement Plan Participants – contact your retirement company.
  - ⇒ KPERS Participants – complete a new KPERS Beneficiary Form and return to HRS - <http://www.kpers.org/forms/k799.pdf> .
  - ⇒ Voluntary Tax Sheltered Annuity or Deferred Compensation Plan Participant – contact your retirement company.

## **If You Die While Employed by PSU:**

- Make sure someone in your office has an Emergency Contact name and number.
- Life Insurance (150% annual salary and optional group life, if purchased) will be paid to your beneficiaries on record. **KEEP YOUR BENEFICIARIES CURRENT, INCLUDING CURRENT NAME AND ADDRESS.**
- Final paycheck will be direct deposited to your regular paycheck bank account. **HAVE A ANOTHER PERSON ON YOUR ACCOUNT OR A TRANSFER ON DEATH (TOD).**
- Retirement plan information, including Regents Retirement, KPERS, Voluntary Tax Sheltered Annuity and Deferred Compensation, will be provided to the named beneficiary. **KEEP YOUR BENEFICIARIES CURRENT, INCLUDING CURRENT NAME AND ADDRESS**
- Health Insurance – If you die, covered family members can continue in the Direct Bill or COBRA plan.
  - Direct Bill - A covered spouse can continue in Direct Bill as long as he/she pays the monthly premium. Covered dependents can continue in Direct Bill until they are no longer eligible to be covered as a dependent (e.g. age 26).
  - COBRA – A covered dependent who turns age 26 on direct bill can then continue coverage for up to 36 months.
- Your personal property in your office will be given to your next of kin.

**If You Die While Employed by PSU (continued):**

- Your PSU-issued electronic devices will remain the property of the University. If you have stored personal information on your University-issued electronic device, it may be weeks – or months – before University personnel will be able to provide the electronic files to your next of kin. KEEP IMPORTANT DOCUMENTS (E.G. A COPY OF YOUR WILL OR TRUST) IN A LOCATION OTHER THAN ON YOUR PSU-ISSUED COMPUTER OR LAPTOP.
- Your next of kin will receive a W-2 for the year when you die. HRS will need an address where to send the W-2.
- You should have a permanent address OTHER than your campus address.