

Thomas Jefferson University & Hospitals  
Human Resources department  
presents

# Divorce/Legal Separation

Step-by-step guide to updating your benefits life event  
information

1101 Market Street, 23<sup>rd</sup> Floor

For more information,  
contact the HR Service Center at 215-503-4772

# DIVORCE/LEGAL SEPARATION: Benefits Change Procedures

In order to complete the process for a Divorce/Legal Separation, please submit a copy of the court order by sending the documentation to the [HR Service Center](#).

Once you have submitted your documentation, a benefit event will be created based on the effective date on the court order.

**You will then be contacted through your Jefferson email to complete your benefit event within 30 days of the benefit event.**

You can complete your benefit event by going to [myhr.jefferson.edu](http://myhr.jefferson.edu) and clicking Benefit Details - Benefits Enrollment

## Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during Open Enrollment or if you have a Qualified Life Event.

The Start/Resume button next to an event means it is currently open for enrollment. Use the Start/Resume button to begin your enrollment. If there is no Start or Review button, you are not eligible to make elections at this time.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event. You can view your benefits by selecting Self Service, Benefits, Benefits Summary.

If you have questions contact the HR Service Center by creating a ticket at [bit.ly/JeffersonHRSC](http://bit.ly/JeffersonHRSC) or calling 215-503-4772 (select Option 8 when prompted, then Option 1). Please understand due to the high volume of questions we receive that it may take up to 48 hours for you to receive a response.

## Your Benefit Events

Event Description	Event Date	Event Status	Job Title
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Click Start.

**You are now on the enrollment screen. IMPORTANT: TO EDIT YOUR BENEFITS, YOU MUST SELECT THE REVIEW BUTTON NEXT TO EACH BENEFIT OPTION.**

The first benefit listed is Medical. Select the REVIEW button next to that option. If you leave this page while you are selecting your benefits and have not yet submitted, you will need to log in to Employee Self-Service, select Benefit Details, then select Benefits Enrollment to return and complete your enrollment.

<p><b>Medical</b></p> <p>Current Medical Platinum New Medical Platinum Status <b>Pending Review</b> 👤 1 Dependents</p> <p>Pay Period Cost <b>\$102.55</b></p> <p><b>Review</b></p>	<p><b>Dental</b></p> <p>Current Dental Platinum New Dental Platinum Status <b>Pending Review</b> 👤 2 Dependents</p> <p>Pay Period Cost <b>\$17.41</b></p> <p><b>Review</b></p>
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Continue scrolling down until you see Enroll Your Dependents.

You will need to remove your dependent so that the coverage level changes. Select the checkmark next to the name of your dependent that you will be removing (this will remove the check in the enroll box and unenroll your dependent). Click Done at the top when you are finished.

Continue to review the rest of your benefits and make any necessary changes.

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**Task: Benefit Enrollment**

**Submit Enrollment**

Please read the bullets below for important instructions on making your benefit selections. If you enroll in a medical plan, you will need to answer the questions for the Smoking and Working Spouse Premiums.

- **MEDICAL:** For Full Time and Part Time employees, you will have three options - Platinum, Gold and Silver.
- **DENTAL:** There are two dental plans, Platinum and Gold, available to Full Time and Part Time employees.
- **VISION:** There is no routine vision coverage under any medical plan. You must make a separate election if you wish to have vision coverage.

Select Submit Enrollment at the top right of your screen.

**\*\*Your event will take approximately 24 to 48 hours to finalize.** Once your event is finalized you will be able to navigate to your Benefits Summary and see your changes with an accurate date. If you do not see your change after 48 hours please contact the HR Service Center at 215-503-4772, Option 8, then 1.