

Thomas Jefferson University & Hospitals
Human Resources department
presents

You Got Married!

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

1101 Market Street, 23rd Floor

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

MARRIAGE: Benefits Change Procedures

Log on to Employee Self-Service at myhr.jefferson.edu. Select Benefit Details - Life Events. Select the radio button next to "I got married."

Life Events

There are some events that involve you as the Employee or your family members.

Review the choices and select the appropriate Event. Then enter the date of your event.

Employee

I got married

I had a baby

I adopted or gained legal custody/guardianship of a child

I got divorced/legally separated

*As Of 

Enter the date you were married and select Start Life Event. **This date must be within 30 days of the event.**

Click Next to begin the event.

Update your Marital Status and confirm the date.

Task: Marital Status

Current Married

Change Marital Status

*New Status

*As Of 

Click Save, then Next.

Upload the relevant documentation (i.e. marriage certificate) by clicking Add Attachment, inputting a subject, then clicking Add Attachment again. You will then select the document from your documents and Upload. Then press Save.

Click Next to continue.

You will now see your current Benefits Summary. This is informational only as to what you are currently enrolled. Review and then press Next to continue.

Type of Benefit	Plan Description	Coverage or Participation
Medical	Medical Platinum	Employee + Child(ren) >
Dental	Dental Platinum	Family >
Vision	Vision	Employee + Spouse >
Employee Smoker Premium	Employee Smoker Premium	No >
Spouse Smoker Premium	Spouse Smoker Premium	No >

Next you will view your Personal Information. If you were married and would like to change your name, you would select the right arrow, then make the necessary edits. If you do not wish to change your name at this time select Next at the top of the screen.

**Please note your name change will not go through until you provide the [HR Service Center](#) with a copy of your Social Security Card indicating your new name

Review your Home and Mailing address. If changes are needed select the right arrow to make any necessary changes. Then press Next at the top right of the screen.

Review your Phone Numbers. You will be able to edit Personal Numbers. Then press Next at the top right of the screen.

Review your Emergency Contacts. If changes are needed select the right arrow to make any necessary changes. Then press Next at the top right of the screen.

You now are able to update your Dependent/Beneficiary. If you intend to add your spouse to your plan, you will want to select Add a dependent at the bottom of the screen. Doing so will allow you to add them to plans during the remainder of the process.

Move to Direct Deposit. If you have any changes, please edit them here. You can Add Account by clicking the + sign or edit by clicking the right arrow. Press Save if you are making changes. Then press Next at the top.

You are now at Benefits Enrollment. This is where you will add your spouse to your plan.

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.
- **PREMIUMS:** If you enroll in a medical plan, these questions must be answered. You must answer all three questions by clicking on Review for Employee Smoker Premium, Spouse Smoker Premium and Working Spouse Premium.
- **BENEFICIARY:** A beneficiary allocation must be entered for each Life and AD&D election. This can be done by clicking on Review for any Life or AD&D election.
- **FSA:** To elect a flexible spending account, click on Review and enter your Annual Pledge.

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.

Medical

Current Medical Platinum
New Medical Platinum
Status Changed
 1 Dependents

Pay Period Cost **\$102.55**

Review

Continue scrolling down. You will need to enroll your Dependents so that the coverage level changes. Select the box next to the names of your dependents you would like to enroll. Press Done when you are finished. If you do not see your dependents listed, go back to the Dependent and Beneficiary tab on the left hand side.

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

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 Benefits Summary and see your changes with an accurate date. If you do not see your change within 48 hours please contact the HR Service Center at 215-503-4772, Option 8, then 1.