

Thomas Jefferson University & Hospitals
Human Resources department
presents

Life Event Manual

1101 Market Street, 23rd Floor

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

Benefits Change Procedures

- **ALL life events must be reported within 30 days of the event date.**
- If a life event is not reported to Human Resources or via Employee Self-Service (www.myhr.jefferson.edu) within **30 days a change may not be made until the next annual open enrollment** (with benefits effective the following January 1).
- **Life events include:**
 - **Change in marital status** (marriage, death of a spouse, divorce, legal separation or annulment);
 - **Change in the number of dependents** (birth, adoption, placement for adoption, or death of a dependent);
 - You or one of your covered dependents gain or **lose other benefits coverage.**
 - Any other event recognized under applicable law and regulations as a reason to change an election under the Benefits Program.
- **The following life events can be completed through Employee Self-Service.** Details on how to complete these events are included next in this document. Please be sure to scan or fax the appropriate documentation.
 - Marriage
 - Birth
 - Adoption
- **For all other life events, please contact the [HR Service Center](#).** You will be asked to provide the necessary documentation as indicated in the table below. For example, a letter explaining loss of benefits coverage will be required.

Qualifying Life Event Benefit Change Process

1. Complete the Life Event by logging into myhr.jefferson.edu. See details on each life event below. For Life Events other than marriage, birth, and adoption please contact the [HR Service Center](#). An event will be opened for you. You will be asked for the acceptable documentation at the time of the notification.
2. Gather the acceptable documentation

Life Event:	Documentation:	Reporting Requirement:	Effective Date:
Marriage	Marriage certificate	Within 30 days after event date	Date of marriage
Divorce	Divorce Decree	Within 30 days after event date	1 st of the month following event date
Addition of dependent (birth, adoption, etc.)	Birth certificate, adoption papers, etc.	Within 30 days after event date	Date of birth or adoption
Death of dependent	Death certificate	Within 30 days after event date	Date of death
You or one of your covered dependents gain or lose other benefits coverage	Letter from Spouse's employer; COBRA notice	Within 30 days after event date	Date of coverage change

3. Send completed form and corresponding documentation to the [HR Service Center](#).
4. You can review your updated benefit selections by going to myhr.jefferson.edu, selecting Benefit Details - Benefits Summary and changing the date to when your updated benefits become effective.

Click on the links below to get step-by-step instructions on how to ensure your Benefits Event is completed successfully.

Did you get married?

Congratulations! [Click here](#) for your step-by-step guide for reporting this life event.

Did you have a baby?

Congratulations on your family's new addition. [Click here](#) for your step-by-step guide for reporting this life event.

Have you gotten a divorce?

[Click here](#) for your step-by-step guide for reporting this life event.

Have you or one of your dependents gained or lost other benefits coverage?

[Click here](#) for your step-by-step guide for reporting this life event.

Need to report a name change?

[Click here](#) for your step-by-step guide for reporting this life event.

Do you have an address change to report?

[Click here](#) for your step-by-step guide for reporting this life event.

Do you need to set up or change your direct deposit?

[Click here](#) for your step-by-step guide.