

Open a Life Event in PeopleSoft within 31 days of the marriage

- ✓ Log into PeopleSoft
 - Main Menu > Self Service > Benefits > Life Events
 - Click the “Married” radial button.
 - Enter the date of marriage as the event date.
 - Follow the navigation to add name, date of birth and social security number of your spouse. You can also add their children at this time as well. Add under same dependent section
 - Add the spouse to medical and dental coverage as you wish
 - Opportunity to add dependent care FSA if needed.
 - Upload a copy of the official marriage certificate. If not yet available, you may upload a copy of the non-official/ceremony one.

- ✓ Documentation **must** be received within 31 days, OR your next opportunity to enroll is during Open Enrollment in November for a January 1st start date of the following year.
 - Upload through document upload in PeopleSoft OR email to benefits@slco.org

- ✓ You may want to add spouse and/or dependent life insurance for your new spouse/step-child(ren). Enroll at www.pehp.org.

- ✓ Your benefits team is here to **help. Please reach out.**

Benefits Phone: 385-468-0580
Benefits email: benefits@slco.org
Benefits website: benefits.slco.org