

## Getting Divorced Checklist

### Introduction

When getting divorced, you should notify Human Resources to report the change in status, update your personnel records and contact information.

### Within 31 Days:

- If you need to remove your ex-spouse from your benefits, you must reach out to HR within 31 days of the divorce date. This can be done via email or HR service request.
- The HR team will kick off the event for you and assist you with making updates.
- You will be required to supply a copy of the Divorce Decree.
  - Submit a [HR Help Desk Service Request](#)

### Suggested Changes

- Change your Name in Oracle Cloud (a copy of your new Social Security card is required)
- Your name update will not show in the system until you have provided a copy of your updated Social Security card to Employee Services. When you receive your new Social Security card, please follow the below path to update and attach your new card In Oracle Cloud:
  - Navigator (three bars in upper left corner of screen) > Me > Personal Information > Personal Details > Click Edit Pencil in Name section
  - Badge: For a new badge with your updated name, please reach out to Enterprise Security:
    - AF Group Employees: [security.af@accidentfund.com](mailto:security.af@accidentfund.com) after your name change has been confirmed with Human Resources.
    - All other employees: [EnterpriseSecurity@bcbsm.com](mailto:EnterpriseSecurity@bcbsm.com) after your name change has been confirmed with Human Resources.

- Email: Nothing needs to be done by the employee, however, if you have inquiries about your new name relating to your email, please contact Security Services
- AF Group Employees: [security.af@accidentfund.com](mailto:security.af@accidentfund.com)
- All other employees: at [SecurityServices@bcbsm.com](mailto:SecurityServices@bcbsm.com).
- Update your other personal information below by following the below links
  - [Home Address and Phone Numbers](#)
  - [Family and Emergency Contacts](#)
  - [Payment Methods \(Direct Deposit\)](#)
    - Please remember to update both the Bank Account and My Payment Methods section
  - [Federal and State Tax Withholding Allowances](#)
    - Both Federal and State tax updates are conducted in Oracle Cloud. Local tax forms still need to be filled out via a paper electronic form and can be found on the [Tax Changes](#) page
    - Once the local tax forms are completed, please submit a HR Help Desk ticket to get your local taxes updated.
    - Submit a [HR Help Desk Service Request](#)
  - Update your 401(k) beneficiary information at [www.401k.com](http://www.401k.com)

Keeping your personal information up to date ensures our company can better serve you as a valuable member of the EH community.