

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 a dependent in this section.
 - Add the spouse/dependents to medical/dental/vision coverage as you wish
 - Opportunity to also 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.
- If you will be changing your name, you must provide your new SS card and picture ID to HR Operations **IN PERSON** at the Government Center, N4-700
- You may want to add spouse and/or dependent life insurance for your new spouse/step-child(ren). Contact Benefits to add this coverage.
- 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

Your Benefits Team is here to help, please reach out!
Call 385-468-0580 or email benefits@slco.org for assistance.