

Information for Employees Who Marry

Congratulations! A marriage is such a happy occasion. Best wishes are extended to you and your spouse. I am sure that your health benefits are the furthest thing on your mind right now, unfortunately, your Health Benefits NEED to be on your checklist of things to do.

Insurance

Marriage is a qualifying event and coverage will begin on the date of marriage – IF you process your spouses' information and marriage certificate within a time frame. Your marriage date is day 1 of 60 days in which to get the information on Benefitsolver. Otherwise, you will need to wait until our next Open enrollment.

If you participate with Delta Dental or Superior Vision you have again only 60 days in which to enroll your spouse. Delta Dental and Superior Vision are not a part of SEHBP. Please fill out an enrollment form(s) and send along with a copy of your marriage certificate to: Nancy Sisto – BOE.

Once received Nancy Sisto will process this qualifying event addition.

Enrollment forms for Delta Dental and Superior Vision are located on our website:

Faculty Tab > Payroll and Benefits

Left column - See folders: Health Benefits Dental and Health Benefits Vision for enrollment forms

Please write on the enrollment form: Adding Spouse

Federal and State Withholding

If you wish to change your Federal and State Withholding Taxes you can make this change at any time.

Federal withholding can be changed on the ADP APP and the ADP website.

State withholding can only be changed on the ADP Website.

If you want Payroll to process the Federal or State withholding – please print out the form(s) and send to Nancy Sisto – BOE Office

Federal and State Withholding forms are located on our website:

Faculty tab > Payroll and Benefits

Left column click: Payroll

Both Federal and State withholding forms are located here.

Sussex Wantage Regional Schools: Changing permanent record systems:

- Aesop, Realtime, CDK, Payroll – you must submit a copy of your new driver's license or social security card showing your married name. Once a copy is received, all permanent records will be updated with your married name. New badges will also be issued at this time as well.

- Once you have a copy of your new driver's license or social security card, send them to Nancy Sisto @ BOE Office. Once received Nancy will see that all permanent record systems are updated – you will be copied on all correspondences for each request.