

### Open a Life Event in PeopleSoft within 31 days of the divorce

- ✓ Log into PeopleSoft
  - Main Menu > Self Service > Benefits > Life Events
  - Click the “Divorced” radial button.
  - Enter the date of divorce as the event date.
  - Remove the spouse from medical and dental coverage; you must also remove any children that are not yours as you cannot cover stepchildren without covering their spouse.
  - Cancel dependent care if no longer needed – no children under age 13 will be utilizing daycare and needing the funds
    - Make sure you spend the funds already in your account
    - Work with ASI – Flex (800-659-3035)
  - Upload a copy of the official divorce decree with the court stamp and signed by the judge.
  
- ✓ Documentation **must** be received within 31 days, OR your next opportunity to enroll is during Open Enrollment in November for a January 1<sup>st</sup> start date of the following year.
  - Upload through document upload in PeopleSoft OR email to [benefits@slco.org](mailto:benefits@slco.org)
  
- ✓ You will need to remove spouse and/or dependent life insurance for your ex-spouse/stepchild(ren). Contact PEHP at 801-366-7555 or process the request online at [www.pehp.org](http://www.pehp.org).
  
- ✓ Your benefits team is here to **help. Please reach out.**

Benefits Phone: 385-468-0580  
Benefits email: [benefits@slco.org](mailto:benefits@slco.org)  
Benefits website: [benefits.slco.org](http://benefits.slco.org)