

### 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/dental/vision 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 eligible for daycare or to use 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 judges signature.
- 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 will need to remove spouse and/or dependent life insurance for your ex-spouse/stepchild(ren). Contact Benefits for assistance with dropping coverage.
- Documentation must be received **immediately** following the finalization of divorce. Any person receiving benefits as a spouse or stepchild are no longer eligible upon the date of divorce.
  - Upload decree through document upload in PeopleSoft or email to [benefits@slco.org](mailto:benefits@slco.org)

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