Life Event Resources

Family Impact Benefits Program

Marriage

HR NEEDS TO KNOW

- Last name change – social security or letter that team member has applied

TEAM MEMBERS NEED TO KNOW

CREATE A LIFE EVENT IN ADP

- Team member has 30 days to enroll
- If adding spouse/dependents, need social security and birth date and what coverage
- Coverage is immediate
- Team members should automatically receive a new Anthem medical card in the mail. If team members do not, contact Shanoah. Dental and vision cards are not automatically mailed, if team members need a card, contact Shanoah.
- Update beneficiaries as applicable
- Team member will need supporting documentation (which is listed in the life event wizard) to upload when creating a life event
- Team member needs to update emergency contact and marital status on ADP Profile
- Update Federal W4 if applicable

FAMILY IMPACT BENEFITS CONSIDERATIONS:

- **Marathon Health:** Spouse is eligible to receive services. Visit my.marathon-health.com/login and click Register My Account
- **Your Money Line:** Spouse may sign up to utilize services.
    - Set up a call to speak with a Your Money Line Financial Guide to discuss finances (household goals, debt management, home ownership, estate planning, etc.)
    - Check out resources (Charts and checklists, courses, videos and articles)
        - Getting Started with Your Money Line
        - What Issues Should I Consider When Getting Married?
- **Guardian EAP:** Can assist with financial planning, estate planning, and provide marital resources
- **Empower Retirement:** Update beneficiaries as applicable

Life Event Resources

Family Impact Benefits Program

Divorce

HR NEEDS TO KNOW

- Last name change

TEAM MEMBERS NEED TO KNOW

CREATE A LIFE EVENT IN ADP TO REMOVE ANY SPOUSAL COVERAGE

- Team member has 30 days to enroll
- Team member will need supporting documentation (which is listed in the life event wizard) to upload when creating a life event
- Team member needs to update marital status, emergency contact, and address, if applicable, in ADP
- Update Federal W4 if applicable

FAMILY IMPACT BENEFITS CONSIDERATIONS:

- **Marathon Health:** Former spouse will lose coverage so will need to coordinate any care to an outside provider in applicable.
- **Your Money Line:** Former spouse will lose access to services.
    - Set up a call to speak with a Your Money Line Financial Guide to discuss finances (budget adjustments, alimony and child support, estate planning, etc.)
    - Check out resources (Charts and checklists, courses, videos and articles)
        - Your Money Life Course: Getting Divorced
        - What Issues Should I Consider During My Divorce
        - Your Money Life: Getting a Divorce Checklist
- **Guardian EAP:** Can assist with providing work life resources. guidanceresources.com
    - Web ID: **Guardian**
- **Empower Retirement:** Update beneficiaries as applicable

Life Event Resources

Family Impact Benefits Program

Birth/Adoption

HR NEEDS TO KNOW

- Expected due date and when you are tentatively going on leave to your HR Business Partner
- Are you taking the entire leave offered, i.e. 10-12 weeks of maternity or 2-4 weeks of paternity dependent upon your tenure
- Communicate last day worked and first day on leave to HR Business Partner so we can enter and track your leave in ADP
- Confirm return to work date and if taking additional time such as PTO/Colorado FAMLI+, etc. 5 business days prior to returning
- Confirm adoption is complete with HR Business Partner to pay out the Adoption Assistance

TEAM MEMBERS NEED TO KNOW

CREATE A LIFE EVENT IN ADP TO ADD CHILD TO INSURANCE

- If team member does not have a social security number for their child, click the box “applied for.”
- Team member has 30 days to enroll
- Coverage is immediate
- Team member should automatically receive a new Anthem medical card in the mail. If team member does not, contact Shanoah. Dental and vision cards are not automatically mailed, if team member needs a card, contact Shanoah.
- Update beneficiaries as applicable
- Team member will need supporting documentation (which is listed in the life event wizard) to upload when creating a life event

FAMILY IMPACT BENEFITS CONSIDERATIONS:

- **Marathon Health:** Dependents aged 2-26 are eligible for services. Visit my.marathon-health.com/login and click Register My Account if applicable.
- **Your Money Line:** Set up a call to speak with a Your Money Line Financial Guide to discuss finances (household goals, budgeting with children, tax implications, etc.)
    - Check out resources (Charts and checklists, courses, videos and articles)

Life Event Resources

Family Impact Benefits Program

Birth/Adoption

- Your Money Life Course: Baby
- What Issues Should I Consider When Having or Adopting a Child

- **Guardian EAP:** ComPsych EAP Can assist with work life including resources for maternity, supporting children, counseling for post-partum anxiety & depression, creating a will and more. GuardianWell platform can provide great material around mental, financial and physical wellness for pregnancy and parenting. guidanceresources.com
  - Web ID: **Guardian**
- **Empower Retirement:** Update beneficiaries as applicable

Life Event Resources

Family Impact Benefits Program

Loss of Coverage

TEAM MEMBERS NEED TO KNOW

CREATE A LIFE EVENT— SPOUSE/DEPENDENT CHILD

- Team member can create it 14 days in advance
- Team member has 30 days to enroll
- If adding spouse/dependents need social security and birth date and what coverage
- Coverage is immediate
- Team member should automatically receive a new Anthem medical card in the mail. If team member does not, contact Shanoah. Dental and vision cards are not automatically mailed, if team member needs a card, contact Shanoah.
- Update beneficiaries as applicable
- Team member will need supporting documentation (which is listed in the life event wizard) to upload when you create a life event

BENEFITS CONSIDERATIONS:

CHILD TURNS 26

- Child automatically loses coverage at the end of the month they turn 26.
- Team member will need supporting documentation (which is listed in the life event wizard) to upload when creating a life event

TT TEAM MEMBER LOSES COVERAGE THROUGH SPOUSE OR PARENT'S INSURANCE

- Create a life event in ADP
- Team member can create it 14 days in advance
- Team member has 30 days to enroll
- If adding spouse/dependents need social security and birth date and what coverage
- Coverage is immediate
- Team member should automatically receive a new Anthem medical card in the mail. If team member does not, contact Shanoah. Dental and vision cards are not automatically mailed, if team member needs a card, contact Shanoah.
- Update beneficiaries as applicable
- Team member will need supporting documentation (which is listed in the life event wizard) to upload when you create a life event

Life Event Resources

Family Impact Benefits Program

Loss of Coverage

FAMILY IMPACT BENEFITS CONSIDERATIONS (TEAM MEMBER OR DEPENDENT TURNING 26):

- **Marathon Health:**
    - Dependents turning 26 will lose Marathon Health coverage so will need to coordinate any care to an outside provider in applicable.
    - Team members gaining medical coverage will have 60 days to complete the Healthy Lifestyle Incentive requirements (Annual Physical and Biometric Screening with Marathon) to receive a premium discount.
- **Your Money Line:**
    - Set up a call to speak with a Your Money Line Financial Guide to discuss financial considerations (Budgeting and cash flow, taxes, debt & credit, etc.)
    - app.yourmoneyline.com/courses/20s-fundamental