

Independent School District 15

4115 Ambassador Boulevard NW, St. Francis, MN 55070
763-753-7040 • www.isd15.org

What to do when...

This is a suggested list of items from ISD 15 Human Resources and Business Services to review should you experience a change in family status. Please remember that you have **30 days** from the date of your event to make a change to your benefit elections. Contact Human Resources or Business Services for more information and to address any questions.

HUMAN RESOURCES

Wendy Carlberg, Benefits Specialist..... 763-753-7043 Direct
..... 763-753-7704 FAX

BUSINESS SERVICES

Lisa Fryer, Payroll 763-753-7047 Direct
..... 763-753-7710 FAX

MARRIAGE

- Review W-4 form for number of exemptions and tax status
- Change your name and/or address by updating this information in your Skyward Employee Access account
- Review benefit elections (health, dental, flex spending account elections, supplemental life insurance etc.)
- Review beneficiary forms for life insurance, TRA, PERA, MetLife

DIVORCE

- Review W-4 form for number of exemptions and tax status
- Change your name and/or address by updating this information in your Skyward Employee Access account
- Review benefit elections (health, dental, flex spending account elections, supplemental life insurance etc.)
- Review beneficiary forms for life insurance, TRA, PERA, MetLife

BIRTH/ADOPTION

- Review W-4 form for number of exemptions
- Review benefit elections (health, dental, flex spending account elections, supplemental life insurance etc.)
- Review beneficiary forms for life insurance, TRA, PERA, MetLife

SPOUSE CHANGES JOBS

- Review benefit elections (health, dental, flex spending account elections, supplemental life insurance etc.)

DEATH

- Review W-4 form for number of exemptions and tax status
- Review benefit elections (health, dental, flex spending account elections, supplemental life insurance etc.)
- Review beneficiary forms for life insurance, TRA, PERA, MetLife