

Life Event Checklist

You must make necessary changes to your Deschutes County benefits within **31 days** of the official date of your qualifying event. More information on life events can be found here:

<https://www.deschutes.org/hr/page/life-events>.

- Notify** the benefits team as soon as you are aware of an upcoming life event. They can be reached at benefits@deschutes.org, or by phone or by phone at 541-317-3154.
- If your life event involved a **leave of absence**, notify your supervisor immediately and contact the benefits team for details on how to request leave. They can be reached at benefits@deschutes.org, or by phone at 541-317-3117.
- If you plan to **add/drop the dependent on health benefits**, obtain necessary documents (birth certificate, marriage license, adoption record, divorce decree, Social Security number, etc.) to submit as verification as soon as the life event occurs. These documents are required to make life event changes under our health plan.
- Submit your life event and documentation** through the [Employee Self Service \(ESS\)](#) portal. This can be accessed through any home computer or personal device that has Wi-Fi. Remember: this must be submitted within 31 days of the life event. See ESS Life Event Instructions.
- Review current **Flexible Spending Account (FSA)** elections in ESS and make changes as needed. The FSA [change form](#) can be submitted to the benefits team at benefits@deschutes.org within 31 days of the life event.
- Review your Life, Accidental Death & Dismemberment (ADD), Deferred Compensation and PERS **beneficiaries**. To update your beneficiaries contact Human Resources for the appropriate forms at hr@deschutes.org or by phone at 541-388-6553. Forms can be submitted using this secure upload link: <https://weblink.deschutes.org/Forms/DCHRSecureUploadPortal>
- You may also want to change your **tax withholdings** by completing a new W-4; this is done by logging into [Employee Self Service \(ESS\)](#). On the left, click on Pay/Tax Information, then W-4.
- If your life event requires a **legal name change**, you can also complete that through [Employee Self Service \(ESS\)](#). You must first obtain a new Social Security Card before submitting the change. See ESS Life Event Instructions.
- If you need to add or update your emergency contact, you can also complete that through [Employee Self Service \(ESS\)](#). On the left, click on Personal Information, then Contact, then “Add new” or “Edit” under Emergency Contacts.