

EMPLOYEE STATUS CHANGE UPDATES

When Life Changes occur (marriage, divorce, newborn, etc.), you may find the need to update employment or beneficiary information. Here are some convenient links for your reference:

NAME, MARITAL STATUS or TAX WITHHOLDING –

The Employee Action Request Form (EAR) is used and processed through Payroll. Note: For a name change, you must also provide a copy of your Social Security Card reflecting the name. Payroll Forms: <https://www.csusm.edu/payroll/payroll-forms.html>

EMERGENCY CONTACT and/or DESIGNEE FOR FINAL PAY WARRANT –

Human Resources Form: [Personnel Information Sheet](#)

CALPERS DIVORCE & YOUR PENSION –

<https://www.calpers.ca.gov/page/life-events/marriage-divorce/divorce-and-your-pension>

DESIGNATED BENEFICIARIES:

CalPERS Retirement Plan: [CalPERS Beneficiary Designation Form](#)

Fidelity/403(B) Supplemental Retirement Plan: <https://netbenefits.com/calstate>

Savings Plus/401K or 457 Plans: <http://www.savingsplusnow.com/>

The Standard Insurance Programs: <http://www.standard.com/mybenefits/csu>
(Employer-Paid: Life and AD&D and/or Voluntary: Life, AD&D, Critical Illness and Accident)

***NOTE: Benefit Change Requests do not update ANY of the above information.
This is the responsibility of the employee with the vendor.***

