



Divorce or Domestic Partner Separation

If you are getting a divorce or dissolving a domestic partnership, you'll need to update your benefits within a prescribed length of time. Read the Benefit Aids below for details, and [contact HR Services & Transitions Center](#) at 607-255-3936 with any questions.

You may also choose to contact the [Faculty and Staff Assistance Program \(FSAP\)](#) at 607-255-2673. FSAP's professional staff offers **free and confidential guidance and support** to benefits-eligible employees and their partners to address issues that may be affecting their personal lives.

Benefits Checklist

Review the pertinent Benefits Aid:

- **Endowed:**
 - [Divorce](#) (pdf)
 - [Legal Separation](#) (pdf)
 - [Domestic Partnership Ends](#) (pdf)
- **Contract College:**
 - [Divorce](#) (pdf)
 - [Legal Separation](#) (pdf)
 - [Domestic Partnership Ends](#) (pdf)
- **Submit appropriate forms**
 - Endowed: [Statement of Termination of Domestic Partnership Form](#) (pdf)
 - Contract College: Termination of Domestic Partner: [PS-425.4](#)
- Review your benefits options
- Enroll or change coverage in [Workday](#) or directly through the provider, depending on the benefit
 - While you're in Workday, make [updates to your personal information](#)
 - If applicable, [change your legal or preferred name](#), phone number, [address](#), direct deposit, W-4 tax elections, emergency contact information
- Change your beneficiary information; [contact vendors](#) directly
- Questions? [Contact HR Services & Transitions Center](#) at 607-255-3936