

**ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS  
FOR CONTACTING HUMAN RESOURCES/BENEFITS  
OFFICE WITHIN 30 DAYS OF SPECIFIED EVENTS**



I, \_\_\_\_\_, acknowledge that on \_\_\_\_\_,  
(Signature) (Date)

I received a list of events which require that I contact the Human Resources Benefits Office, Long-Jones Hall, Room 152, within 30 days of the occurrence.

## **Notification Requirements for Benefits**

### ***"WHEN TO CONTACT THE HUMAN RESOURCES BENEFITS OFFICE..."***

Contact the Office of Human Resources, 318-274-2237, immediately upon appointment to determine benefit eligibility and/or within 30 days if you face any of the following events: (failure to do so may result in medical questions and waiting periods)

- Dependent Newly Eligible for Insurance
- Marriage
- Birth of a Child
- Adoption of a Child
- Custody of a Dependent
- Dependent No Longer Eligible for Insurance
- Child Reaches Age 21 (age 24 if full-time student)
- Marriage of a Child
- Divorce
- Loss of Custody of Dependent
- Death of Dependent
- Name Change
- Change of Home or Mailing Address
- Change in Employment Status of You or Your Spouse (i.e. you drop below 75 percent effort)
- Change in Beneficiary
- Leave Without Pay (for more than one pay period)
- Sabbatical Leave
- Ending Your GSU Employment

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