ST. MICHAEL - ALBERTVILLE SCHOOLS

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After-Loss Support Checklist

To support you during this period, we have created a checklist to guide you through the necessary steps you need to take following such a loss. This checklist includes important actions related to updating your benefits, tax information, and other essential administrative tasks.

Please review the following checklist carefully and complete the steps as soon as possible to ensure that all necessary updates and arrangements are made promptly.

1. Update Health and Dental Insurance (Benefitfocus)
    - Within 30 days of the death, update your health and dental insurance information through Benefitfocus. This is crucial to ensure that your coverage reflects your current situation and to avoid any lapses in benefits.
2. Update Beneficiaries (Benefitfocus)
    - Review and update the beneficiaries listed on your life insurance and any other relevant policies via Benefitfocus.
3. Update Emergency Contacts (Talent Ed)
    - HR will send a form through TalentEd for you to update your emergency contact details.
4. Submit a New State and Federal W-4
    - Fill out and submit a new W-4 form for both state and federal taxes. Changes in your family status can affect your tax withholding, and updating this form helps ensure that the correct amount of tax is withheld from your paycheck.
5. Update Direct Deposit Information (if necessary)
    - If the death of the family member affects your banking arrangements, update your direct deposit information with your employer. This ensures that your paychecks are deposited into the correct account without any issues.
6. Request Bereavement Time Off (Skyward)
    - Use Skyward to formally request bereavement leave.

If you have any questions or need further assistance, please do not hesitate to contact the Employee Services Department at stmahr@mystma.org.

Our condolences are with you and your family during this time.

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