

The Steps to Take After a Benefits Related Life Changing Event Occurs

- 1** Call PostalPEOPLE at 1-877-477-3273, menu option 5, (Employee ID, USPS Pin) to request an information packet
- 2** Review the information in the packet prior to reaching a decision
- 3** Follow the directions in the information packet when making the changes you choose
- 4** Return the forms to the addresses designated if hard copy forms are required
- 5** Check your earnings statement and/or other official records to make sure the changes were made

PostalPEOPLE is all about you, the Postal Service employee. It is designed to make your personnel tasks easier, faster and more effective.

PostalPEOPLE will transform many of the ways Human Resources (HR) serves you. We are replacing old computer systems and making things easier and more consistent.

Yet even with all the new technology available to meet your personnel needs, there are still experienced, knowledgeable Postal Service HR experts to help out at our new HR Shared Services Center (HRSSC) in Greensboro, North Carolina!

PostalPEOPLE Implementation Timeline:

Service Center Validation completed during 2005 in Northland, Triboro and Santa Ana.

National rollout began January 2006 with completion scheduled for Spring of 2007.

For More Information:

From a personal computer, go to <http://liteblue.usps.gov>

From a postal computer, go to <http://postalpeople.usps.gov>

PostaleASE 1-877-477-3273

HRSSC 1-877-477-3273, option 5

HRSSC TDD/TTY 1-866-260-7507

Important: Employee identification number and USPS PIN required for access.

PostalEASE. LiteBLUE.

All paths lead to PostalPEOPLE.



BENEFITS RELATED LIFE EVENTS PROCESS

What You Need To Know If You Experience The Following Life Events

- ◆ Change in Marital Status
- ◆ Change in Parental/Guardian Status
- ◆ Change of Dependent Status
- ◆ Death of Spouse or Dependent
- ◆ Name Change
- ◆ Change in Worksite or Residence



During your employment with the Postal Service you will most likely experience changes in your personal or professional life that will either affect the benefits you are eligible to receive or your employment profile. When those events occur, you may be eligible to make changes in your benefit plans to better meet your new needs. In some cases you will also need to update your employee profile so that the Postal Service has your most accurate information on file. This guide is designed to provide you with answers to several frequently asked questions (FAQ) involving “Life Events.”

FAQs

Q: What is considered a “Life Event?”

A: A life event or life status change could include but is not limited to a change in family status such as:

- Marriage, divorce, annulment, legal separation
- Birth, adoption, acquiring foster child or stepchild, issuance of court order requiring employee to provide coverage for child
- Last dependent child loses coverage, for example, child reaches age 22 or marries, stepchild moves out of employee’s home, disabled child becomes capable of self-support, child acquires other coverage by court order
- Death of spouse or dependent
- Name change
- Change in worksite or residence

It also could consist of a change in employment status including:

- Reassignment or promotion to another geographic area
- Return from a leave without pay (LWOP) status after your benefit(s) were terminated because you were in LWOP more than 365 days
- Restoration to the USPS after serving in the uniformed service
- Change to or from part-time career employment

This list is not all inclusive. If you have questions regarding a specific event, please call the PostalPEOPLE information line at 1-877-477-3273, menu option 5.

Q: Am I automatically permitted to change all of my benefits whenever I experience a “Life Event?”

A: No. Each benefit plan has specific rules regarding eligibility to change benefits as a result of a life event.

Q: Are there any timelines I must consider in order to be eligible to change my benefits or employee profile?

A: Yes. Each benefit plan has specific rules regarding the timeframes that you have to change benefits as a result of a life event.

Q: Where can I go to obtain information to assist me in making changes based upon a “Life Event?”

A: Additional information on permissible changes can be found at the following locations:

- Federal Employee Health Benefits (FEHB):<http://www.opm.gov/insure/handbook/sf2809ta.asp>

- Federal Employee Group Life Insurance (FEGLI):<http://www.opm.gov/insure/life/booklet/2004/postal/info3.asp> or www.opm.gov/insure/health/index
- Flexible Spending Accounts (FSA): FSA BK1 mailed to your home just prior to the FSA Open Season or upon your career appointment with the Postal Service
- TSP: Changes can now be made at any time, additional information can be obtained at <http://www.tsp.gov>. You will need your SSN and TSP Pin
- PostalPEOPLE information line at 1-877-477-3273, menu option 5, “Employee Benefits”

Q: How do I actually go about making these changes?

A: If you follow the step by step process shown on the reverse side, you will receive a “Life Events” information packet from the HR Shared Service Center. Just follow the instructions in the package to make the changes. In some cases you will be required to provide proof of the “Life Event” before the transaction can be finalized.

Q: When will the changes I make take effect?

A: This varies according to the particular “Life Event.” The information packet along with the other websites and publications referenced in this pamphlet should provide you with the specific dates that each of the changes will be effective.

