

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	3 – VITAL INFORMATION	REVISED: 5/22/24

Employees' vital information impacts a variety of areas concerning their employment with Gloucester County. Should any changes in an employee's life occur, that in turn changes the employee's vital information, it is important that these changes are communicated to the proper areas.

It is the employee's responsibility to notify the Human Resources Department **within 30 days** of any and all health benefit coverage/life altering events. The employee must submit a copy of the appropriate documentation (divorce decree, birth certificate, proof of adoption, death certificate, marriage license, civil union license, proof of legal name change, as applicable). Each employee should also report change of address and/or phone number to the Human Resources Department.

Employee:

Notifies the Human Resources Department of any changes in the following list of vital information utilizing HR 9.3 Notice of Vital Information Change and/or 5.1 Notice of Change in Medical Benefit Status.

In addition, they MUST update ALL their information on My NJ Benefits Hub at https://www4.benefitsolver.com/benefits/BenefitSolverView?page_name=signon&co_num=31756&co_affid=stateofnewjersey

Furthermore, employees should notify the Treasurer's Department of any changes in W-4 Form Deductions.