BENEFIT CHANGES
Changes to your health care elections can be made during the plan year only if you have a qualifying life event, which is defined as a change in employment or family status, such as marriage or the birth of a child. Election changes must be made within 31 days of the event or you will lose your right to change your election until the annual Open Enrollment period in May.

- To get detailed information about your benefits or to change your benefits as a result of a life event, you must go to www.dasd.org> Departments> Human Resources> Benefits or click here. You may also be asked to present additional documentation supporting the event and/or verifying your dependents.

BENEFICIARY CHANGES
- To change your beneficiary for DASD’s Life Insurance, go to www.dasd.org> Departments> Human Resources> Benefits or click here and log into the Benefit System.
- For your PSERS benefit, you will need to click here for the Nomination of Beneficiary form.

ADDRESS CHANGES
A Certificate of Residency Form is required. Please click here or go to www.dasd.org> Departments> Human Resources> Payroll> Forms> Certificate of Residency Form, complete and send to the Payroll Office. Submitting the address change to the Payroll Office will also update the Benefit System; therefore, you do not need to change your address specifically in the benefit system.

PHONE AND EMAIL CHANGES
To change your personal telephone number or email address, please email hr@dasd.org with the updated information.

EMERGENCY CONTACT UPDATES
To update your contact information, please email hr@dasd.org with the updated information.

NAME CHANGES
For name changes, you must present your new Social Security card to Human Resources. You can obtain information on how to change your name from the Social Security website (www.ssa.gov).

- If you want a new ID badge with your new name, you will need to request it from Payroll.
- You will get an email from IT when your email address, network access, etc. are updated to your new name.
- All certificated employees should change their name on their PA Teaching Certificate with PDE by going to the TIMS page on the PDE website.

DIRECT DEPOSIT CHANGES
If your bank account changed, go to www.dasd.org> Departments> Human Resources>Payroll or click here. Please print, complete and return to the Payroll Office.

W4 UPDATES
If you want to change your payroll deductions, go to www.dasd.org> Departments> Human Resources> Payroll or click here. Please print, complete and return to the Payroll Office.