EMPLOYEE STATUS CHANGE UPDATES

When Life Changes occur (marriage, divorce, newborn, etc.), you may find the need to update employment or beneficiary information. Here are some convenient links for your reference:

NAME CHANGE -

To update a name change, please contact the Payroll Department (payroll@csusm.edu), and request to make the change. Be prepared to include a copy of your new Social Security Card reflecting the new name with the form submission.

TAX WITHHOLDING CHANGES–

Visit the Cal Employee Connect (CEC) self-service portal page. Information and how to register on the CEC site, can be found on the Payroll website, and questions should be directed to the Payroll Department (payroll@csusm.edu).

Payroll CEC Webpage https://www.csusm.edu/payroll/cec.html

FINAL PAY WARRANT DESIGNATION –

Log into MyCSUSM (https://my.csusm.edu/), select My HR Resources, select Employee Self Service Center from the left hand drop down if not already reflected. Go to the CSU Personal Details tile and click on the "CSU Paycheck Designee" link on the right-hand navigation to update.

EMERGENCY CONTACT INFORMATION -

Log into MyCSUSM (https://my.csusm.edu/), select My HR Resources, select Employee Self Service Center from the left hand drop down if not already reflected. Go to the CSU Personal Details tile and click on the "Emergency Contacts" link on the right-hand navigation to update.

CALPERS DIVORCE & YOUR PENSION –

https://www.calpers.ca.gov/page/life-events/marriage-divorce/divorce-and-your-pension

DESIGNATED BENEFICIARIES:

CalPERS Retirement Plan: CalPERS Beneficiary Designation Form

Fidelity/403(B) Supplemental Retirement Plan: https://netbenefits.com/calstate

Savings Plus/401K or 457 Plans: http://www.savingsplusnow.com/

The Standard Insurance Programs: http://www.standard.com/mybenefits/csu
(Employer-Paid: Life and AD&D and/or Voluntary: Life, AD&D, Critical Illness and Accident)

NOTE: Benefit Change Submissions do not update ANY of the above information.

This is the responsibility of the employee.