

**Payroll Issues**

It is your responsibility to notify Lehigh's Payroll Office of any changes in address and telephone number as a result of a change in residence location. Information on tax implications as well as payroll procedures and access to forms is available online at: [www.lehigh.edu/~inctr/payroll.shtml](http://www.lehigh.edu/~inctr/payroll.shtml).

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**Check out Human Resources' other brochures, including:**

- *Making Sense of Your Benefits: Ensuring a rich retirement*
- *Making Sense of Your Benefits: Changes to your child's dependency status*
- *Making Sense of Your Benefits: Divorce/dissolution of domestic partnership*
- *Making Sense of Your Benefits: Marriage or establishment of a domestic partnership*
- *Making Sense of Your Benefits: Having or adopting a child*
- *Making Sense of Your Benefits: Death of a dependent or spouse/partner*

For additional information on the benefits offered at Lehigh University, access the Human Resources Website at: [hr.lehigh.edu/benefits](http://hr.lehigh.edu/benefits). For additional informational brochures, visit: [hr.lehigh.edu/benefits/QLB](http://hr.lehigh.edu/benefits/QLB).

**Making Sense of  
Your Benefits:**  
*Relocation of your  
residence*



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## Moving? Take Your Benefits With You

Moving your household is exciting, but it can also be stressful. In addition to the packing, labeling, and living out of boxes, there's the possibility that your benefits may be affected. In order to ensure a seamless benefits transition during your relocation, we've compiled some information so that you know what to do when moving.

### Relocating may be considered a Qualifying Life Event (QLE).

**But what is a QLE?** Certain life events — such as marriage, birth or adoption of a child, or relocation — can result in changes in an employee's benefits needs and/or affect an employee's eligibility for some of Lehigh's benefits. A **“qualifying event” is one that allows adjustments to benefit elections in response to a life event.** So, because you've moved, you can elect to make some changes to your benefits choices without waiting for the next Open Enrollment season.

Those changes, however, must be requested in a timely manner — within thirty (30) days of your

move — and requested changes must be consistent with the nature of the qualifying event and previous election choices.

It's important to remember that whenever a QLE occurs, the **Human Resources (HR) Office must be notified** and the necessary forms and documentation must be provided to update the personnel file and/or change benefit elections, as applicable.

If you make a significant change in the location of your residence, this change may affect access to health insurance benefits. Examples might include:

- A faculty member who temporarily relocates for a sabbatical leave
- An employee who relocates with his or her family into or out of the Lehigh Valley

### HR/Benefits Checklist

To ensure alignment with this change in status, you need to:

- Notify HR of personal information changes;
- Evaluate health insurance options and make appropriate changes for the new location; and

- Make appropriate changes to flexible spending accounts.

### Health Insurance

If the change in residence location adversely affects access to coverage for you and/or your eligible dependents, coverage may be switched to another available health insurance plan. You are advised to review the service area and provider network (local vs. national) of the current insurance plan versus other plans available through Lehigh's Flexible Benefits Plan or through a working spouse/partner's employer plan. As needed, you may change medical plans, start or end coverage of the spouse/partner under a Lehigh plan in favor of another employer's plan, as well as add/drop dependents from the plan.

### Dental Insurance

The Lehigh dental plan has a national network. Only employees who will be located outside the United States for an extended period of time may cancel current dental coverage between annual enrollment periods. A cancellation of coverage becomes effective on the last day of the month in which the QLE occurs.