



THE McCLATCHY COMPANY  
Since 1857

# Marriage

Congratulations on your marriage! Below is a checklist of reminders you should review and actions you may want to take:

**Notify your local HR department of your marriage within 31 days of the marriage**

- Provide a copy of the marriage certificate

**Notify your local HR department of your name change (if applicable)**

- Provide a copy of your social security card that shows your married name

**Update your benefit coverages\***

Your local HR department will notify you via e-mail or mail when you can change your benefit elections in Employee Self Service (ESS). Elections must be entered within 7 days once HR notifies you. Once notified, you may do the following;

- Add spouse/dependent(s) to medical, dental and vision coverage
- Update dependent information (including SSN)
- Change FSA elections
- Change your long-term disability coverage
- Change employee supplemental life insurance
- Add spouse/dependent(s) to supplemental life insurance
- Update life insurance beneficiary

**Update personal information on ESS**

- Address
- Emergency contact information

**Update payroll information on ESS**

- W-4 and State tax withholdings

**Update your 401(k) beneficiary information (Plan #098630)**

- Update online by going to [www.vanguard.com](http://www.vanguard.com) or call Vanguard member services at (800) 523-1188

\* If you add a dependent onto a McClatchy health care plan, you may be asked to submit additional documentation to substantiate your dependent's eligibility for this coverage.