



250 E. 200 S. Suite 125, Salt Lake City, UT 84111

Employee Name
Employee UNID

In preparation for our Annual Benefits Open Enrollment beginning May 1, we are reviewing our records. We are asking for your help to make sure your information is reflected accurately in the system.

Our records show you have the following family members enrolled in the Health Care Plan:

Enrolled Family Members:

Name	Relationship	SSN
Family Member	Relationship to EE	On File/Not

Eligible family members are listed on our [health plans web page](#). *The University reserves the right to request documentation confirming eligibility at any time.*

Please review this information and take action if needed.

If your information is correct:

No action is needed.

If your relationship status has changed (for example, divorce):

- **Within 30 days:**
Make the update using the Remove a Spouse/ Partner event in [UBenefits](#).
- **More than 30 days:**
We can help—please send the first and last page of your divorce decree to AskHR@utah.edu.

If any dependent shows “No SSN on File”:

Please submit the Social Security Number (SSN) using our secure form ([HERE](#)). If your family member does not have an SSN, please disregard this request.

Please send any updates by **April 15, 2026** so we can keep your benefits up to date.

If we don’t hear from you, we may follow up to confirm your information.

If you have questions, contact us at AskHR@utah.edu.

Wishing you health and wellness,

UHRM Benefits Team