

BENEFICIARY CHECKLIST

Beneficiary changes can be made at any time during the year. When updating this information, it is important to consider all the areas in which you may wish to make a change. The checklist below is provided to assist you.

Employee Hub Benefits Site: <https://www.riversideca.gov/human/employee-hub/benefits/about-1>

BENEFIT PLAN OR PORTAL	WHERE TO FIND INFORMATION	HOW TO ENROLL / CHANGE
☐ EMPLOYEE ONLINE	RiversideCA.gov; click on Services then on Online Services then on <u>Employee Online (Employees Only)</u>	Click on Dependent Information to add new dependents. Click on Insurance to add or drop dependents from your insurance plans. Click on Emergency Info and Tax Info pages to verify and update information.
☐ CalPERS (Retirement)	Employee Hub Benefits website; Click on the <u>Deferred Comp & Retirement</u> link then click on California Public Employees' Retirement System (CalPERS) under Retirement Forms	Complete the <u>CalPERS Beneficiary Designation Form</u> and <u>Special Power of Attorney Form</u> and submit to HR.
☐ PARS (For Current or previous non-benefitted employees)	Employee Hub Benefits website; Click on the <u>Deferred Comp & Retirement</u> link then click on PARS Deferred Comp 457b plan.	Complete the <u>PARS Designation of Beneficiary Form</u> and submit to HR
☐ LIFE INSURANCE AND ADDITIONAL LIFE INSURANCE	Employee Hub Benefits website; Click on <u>Life Insurance</u>	Enter and submit beneficiary information by logging into the <u>Standard online portal</u> or completing the <u>Beneficiary Designation Form</u> and submit to HR.
☐ MISSIONSQUARE Deferred Comp for 457(b) plans	Employee Hub Benefit website; Click on the Deferred Comp & Retirement link then on <u>Deferred Compensation 457b Plan</u> and click on the City of Riverside ICMA-RC link: https://www.msqplanservices.org	Submit beneficiary information by logging into: <u>MissionSquare Retirement portal</u> . Click on Profile tab, select Beneficiaries to view and update your beneficiaries.
☐ FINAL PAYROLL CHECK	City's Intranet: Forms & Manuals, Payroll, <u>PAYROLL</u> - Final Paycheck Beneficiary	Complete <u>form</u> and return to Finance-Payroll via secured email to Payroll@RiversideCA.gov



If you require assistance or have any questions, you may contact each vendor directly or contact **Human Resources, Benefits Division** at (951) 826-5639 or via email at CityBenefits@RiversideCA.gov