Are Your Beneficiaries Correct?

Have you been meaning to check your beneficiaries when you have more time? The ideal time to review the people that you named as beneficiaries for your employee life and personal accident insurances is right now! By naming a beneficiary, you make sure your life insurance and personal accident insurance benefits are distributed according to your wishes. Marriage, divorce, death or other circumstances may change how you want your benefit paid.

Types of Beneficiaries

Your beneficiary can be a person, a charity or your estate. You can split the benefit among multiple beneficiaries as long as the total percentage of the proceeds equals 100%. There are different types of beneficiaries.

**Primary Beneficiary** – The person(s) named will receive the benefit. If any named beneficiary is not living at the time of the claim, the benefit will be split among any remaining primary beneficiaries before it is paid to a contingent beneficiary.

**Contingent Beneficiary** – If the primary beneficiaries are no longer living, the benefit is paid to the person or persons named as contingent beneficiaries.

**Default Beneficiary** – If you do not name a beneficiary, policy benefits will be paid to the default beneficiary listed in the certificate of insurance in the order of spouse; children; parents; siblings, if living, or otherwise, the personal representative of the insured’s estate.

Review or Update Beneficiaries

You can verify your beneficiaries by logging onto Employee Self Service (ESS) at [http://www.ucflex.uc.edu](http://www.ucflex.uc.edu).

**Step One:** You must first enter a new name into the system so you can select the person as a beneficiary. In order to do so, select Personal Information from the Tool Bar and then click on Family Member/Dependent/Emergency Contact/Beneficiary.” Enter the requested information for the person you would like to add.

**Step Two:** To assign a benefit to the beneficiary you entered, select “Benefits and Payment” from the tool bar, and then Adjustment Reason “Anytime.” Click on the dot in front of the Plan you want to review or change (Life or Personal Accident) and then click on “Edit Plan” at the bottom of the screen. You will see “Select Beneficiaries” at the bottom of the screen. The names that you added for Step One will be listed as beneficiary options.

**Step Three:** You have not assigned a benefit to the beneficiary until you enter a percentage into the column after his or her name. Note that the first column lists percentages for primary beneficiaries (Beneficiary Percentage) and the second column shows the percentages assigned to contingent beneficiaries (Contingent Percentage). Remember to add the numbers down the primary column and down the contingent column so that each column equals 100%.

Assistance

For assistance, call UC Human Resources at 513-556-6381.