eProfile: View/Modify Marital Status

This document provides an overview of updating marital status using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the Software Training Services web site for a complete list of tutorials.

<table>
<thead>
<tr>
<th>Important Tips to Remember when working in My Akron</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ You will be logged out automatically after 20 minutes of inactivity</td>
</tr>
<tr>
<td>✓ Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: <a href="http://www.uakron.edu/training/ie.dot">http://www.uakron.edu/training/ie.dot</a></td>
</tr>
<tr>
<td>✓ If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: <a href="http://www.uakron.edu/training/ie.dot">http://www.uakron.edu/training/ie.dot</a></td>
</tr>
<tr>
<td>✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session</td>
</tr>
<tr>
<td>✓ Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links</td>
</tr>
</tbody>
</table>
Notes on Updating Marital Status Information

- An email notification will be sent indicating the request has been submitted for marital status and name changes – ONLY these two changes will result in a confirmation email.

- An email notification will be sent once the requested personal information has been updated for the following changes: marital status, name, and education.

- Changes to marital status which result in changes to benefit elections must be made within 31 days of the marital status change date. Please be sure to contact Benefits at (330) 972-7092 to obtain and complete your benefit elections form.

Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

![My Akron Login](image)

NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

![University of Akron Login](image)

Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”.

![Employee Services Menu](image)

- **EmpCenter**: Access time reporting, time approvals, and absence requests and approvals.
- **My Benefits**: Review health, insurance, savings, and flexible spending accounts plans in addition to dependent and beneficiary information.
  - Benefits Summary
  - Dependent/Beneficiary Info
  - Insurance Summary
  - Benefits Enrollment
- **My Compensation**: Access your online paystub, direct deposit, and other deduction or contribution information. Review your job, salary, and compensation history.
  - Payroll Messages
  - View Paycheck
  - Voluntary Deductions
  - Direct Deposit
  - W-2/W-3s Concord
  - View W-2 Forms
  - W-4 Tax Information
- **My Profile**: Personal Information Summary
  - Home and Mailing Address
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - Martial Status
  - Name Change
  - Education
  - Ethnic Groups
  - Military Status
  - Disability Status
  - UA Directory Information
- **My Career**: Search/Apply for Jobs
**View/Modify Marital Status**

Please note that changes to the Marital Status can be made by using either of the following methods:

- Click the “**Personal Information Summary**” link from the main My Profile page and then select the **Change marital status** button.

- Click the “**Marital Status**” link from the main My Profile page.
1. The **Marital Status Change Life Event** update page is displayed. Make the appropriate changes to marital status – being sure to indicate the date the change will take effect.

Click the **Start** button to change your marital status and view/update information relating to this life event change.

**NOTE:** If you wish to change your benefit elections for this family status change event, please contact Benefits Administration to obtain and complete the benefits election form with any changes – **this must be done within 31 days of the marital status change date.**

### Marital Status Change Life Event

A marital status change is a good time to reconsider your health care coverage, tax withholdings, and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile, benefits, and payroll information are updated to reflect this event in your life.

Click Start to begin or continue the life event process.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Status</td>
<td>To change your benefit choices, you must first complete the Marital Status Change form.</td>
</tr>
<tr>
<td>Review Benefits</td>
<td>Review your current benefits summary.</td>
</tr>
<tr>
<td>Personal Information</td>
<td>Review your current name, address, phone numbers, email address, and emergency contacts.</td>
</tr>
<tr>
<td>Tax Information</td>
<td>Review your federal tax information.</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Review your direct deposit information.</td>
</tr>
<tr>
<td>Voluntary Deductions</td>
<td>Review your voluntary deductions.</td>
</tr>
<tr>
<td>Benefits Enrollment</td>
<td>Find out how to add new dependents or make changes to your current benefits choices.</td>
</tr>
</tbody>
</table>
2. The **Marital Status Change** page appears. You must enter information in the following fields:
   a. Date Change will Take Effect
   b. Change Marital Status To

3. Click the **Submit** button to save the update.

4. A confirmation appears. Click **OK**.

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5. The **Marital Status Change** page returns showing the current and requested marital status. Click the **Next** button to continue.

You will receive two email notifications regarding your request:
- An email will be sent when the request is submitted
- An email will be sent when the update has been completed

![Marital Status Change Form](image)
6. The Benefits Summary page is displayed. Use this page to review your current benefit elections. Click the **Next** button to continue.
7. The Personal Information page is displayed. Make any changes, as needed. Scroll to the bottom of the page and click the **Next** button to continue.

![Personal Information Screen](image)

**Personal Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Joe Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addresses</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone Numbers</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Change status**

**Review benefits**

**Personal information**

**Tax information**

**Direct deposit**

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**Change home/mailing addresses**

**Change phone numbers**
8. The W-4 Tax Information page is displayed. If you need to update your W4/IT4 form click the link titled “Website for Payroll Forms”.

9. Click the Next button at the bottom of the page to continue.
10. The Direct Deposit Information page is displayed. Click the Next button to continue.

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Direct Deposit

Joe Smith

Review your direct deposit information. To change your direct deposit information, you must complete a Direct Deposit form. To cancel your direct deposit, you must complete a Direct Deposit Cancellation form. You can mail your completed form to the Payroll Office, 3210 or bring it to the Payroll Office in the Administrative Services Building.

Both the Direct Deposit and Direct Deposit Cancellation forms can be downloaded from our website at: Website For Payroll Forms

Direct Deposit Detail

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Percent</th>
<th>Amount</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>0011</td>
<td>12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pay Statement Print Option

Back   Next
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11. The Voluntary Deductions page is displayed. Click the Next button to continue.

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Voluntary Deductions

Joe Smith

The University of Akron

Review your voluntary deductions information. To change your voluntary deductions, please contact the Payroll Office at ext. 7205.

Voluntary Deductions

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Warner</td>
<td>01/01/2005</td>
<td>Current</td>
<td>$39.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Access &amp; Gym</td>
<td>03/01/2006</td>
<td>Current</td>
<td>$25.00</td>
<td>225.00</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Back   Next
```
12. The Enrollment Information page is displayed. Click the Next button to continue.

13. The completed Marriage Life Event page is displayed.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096
or e-mail Human Resources at: hr_info_services@uakron.edu