

GETTING MARRIED

CONGRATULATIONS ON YOUR IMPENDING LIFE EVENT! WE KNOW THERE ARE MANY DETAILS THAT COME WITH PLANNING A LIFE TRANSITION LIKE MARRIAGE. THAT'S WHY WE HAVE THIS CHECKLIST TO HELP YOU REMEMBER A FEW THINGS YOU CAN DO TO ENSURE YOUR LIFE EVENT AND TRANSITION BACK TO WORK GO SMOOTHLY.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
Before the Event	<ul style="list-style-type: none"> • Notify your direct leader of your need to take time off for your wedding and/or honeymoon. • Learn about both your and your partner's benefit options to determine which plans offer the best value and coverage. • Explore travel opportunities through REI Adventures. • Use available resources through the Employee Assistance Program to identify venues for or help plan your event. 	<ul style="list-style-type: none"> • For Your Benefit > Start Here > Benefit Options • REI Adventures • REI Health Guide at 1-800-451-2967 • Employee Assistance Program: www.mylifevalues.com <ul style="list-style-type: none"> ○ Username: REI ○ Password: EAP
After the Event	<ul style="list-style-type: none"> • Complete the Life Event Status Change Form within 30 days of your domestic partnership termination and update your benefit elections. • Notify the Social Security Administration of any change in your name. • Use available resources (such as the Employee Assistance Program) to help manage your life transition (if applicable). • Update your current beneficiary information for any life or disability insurance, retirement plans, and your will. 	<ul style="list-style-type: none"> • To enroll, complete the Life Event Change Form in Waypoint and then update your benefit elections at hr.rei.com <ul style="list-style-type: none"> ○ If prompted sign in with your username and password. ○ Navigate to Menu > Myself > Life Events • Social Security Administration • Employee Assistance Program: www.mylifevalues.com <ul style="list-style-type: none"> ○ Username: REI ○ Password: EAP • Schwab Retirement Services at 1-800-724-7526 or workplace.schwab.com • Employee Service Center at 1-800-999-4734 or hrhr@rei.com
Returning to Work	<ul style="list-style-type: none"> • Update your personal information in Employee Self Service (name and address, direct deposit, W-4 status and withholding, emergency contact information, etc.). • Request new security badge, name placard, business cards, etc. 	<ul style="list-style-type: none"> • Update your personal information through hr.rei.com. • REI Web > Waypoint > Service Catalog > Campus & Conference Room Services > Building Access Badge.