How to Update Beneficiaries Between Enrollment Periods

Employees can update beneficiaries for the city paid life insurance and voluntary life insurance policies t any time.

You will follow the instructions below to update beneficiaries through Kronos:

1. Click My Info>My Benefits>Benefit Plans.
2. Click the edit pencil ✎ on the right side of the screen in the life insurance benefit section you wish to update. You can update the city paid life insurance beneficiary and the voluntary term life beneficiary (if you elected this benefit).
3. When you click on the edit pencil, a date field pops up on the screen. Enter the date of change and click save.
4. You can update the beneficiaries by clicking the **+ Add ▼** button. If you wish to delete an existing beneficiary, click on the ••• next the existing beneficiary's name and select "Remove". (Please note that the grand total for each beneficiary section must equal 100%.)
5. Click the to **Save and Select** save changes.

Please note you will need to update the beneficiary for each life insurance benefit separately.