



Steps to take to Designate Life Insurance Beneficiary

All full-time employees have one-time their annual salary in life insurance provided by the College. The beneficiary designation for this and any supplemental life insurance is kept in PeopleSoft.

If you have not designated your beneficiary in the system or need to update it, please follow the steps below.

Keep in mind the life and supplemental beneficiary designations should match, they cannot be different.

To add/edit a beneficiary, log into myFSCJ and follow the steps below:

- Select My Benefits
- Select Benefits Summary
- Choose **Life** under "Type of Benefit" header
- Select Edit
- Edit any current beneficiaries or select Add to add new beneficiary(ies)
- Update totals
- Click Save Button

NOTE: If you update your beneficiary designation for life insurance, you may want to review your FSCJ beneficiary designation (final paycheck, leave payout, etc.), FRS retirement and/or any additional savings plan beneficiary designations you have to be sure the most current information is on file.