

Changes in Status or Personal Demographic Information

Frequently Asked Questions

If I have a name change, how do I correct my name?

If you legally change your name because of marriage, divorce, court order or any other reason, you must notify Social Security and obtain a corrected Social Security card. Once you have a corrected Social Security card, you may submit your name change and download your new Social Security card in Oracle Self Service. Your name will be updated in Oracle following approval of document download.

Please allow a few days for the information to update in our system. An email address will be generated with your new name, however, you will also continue to receive emails that are sent to your old email address. Your log-ins will not change due to a name change. We automatically send daily electronic updates to our vendors so that their system can be updated. Once the change has taken effect in Oracle, you may work with IS on changing your name in Outlook and other systems.

How do I change my home address in Oracle?

Log into Oracle Employee Self Service (ESS) with your Employee number and the password you created for ESS. Then, go to Contact Info to change your Address, email address or phone number. Then, click on Home Address under Personnel Information. Enter the effective date of your relocation, your new address and telephone number. And go to Contact Info to change your home address. We automatically send daily electronic updates to our vendors so their system can be updated as well.

What happens if I move outside of Louisiana (LA) or Mississippi (MS)?

Moving outside of LA or MS qualifies for a plan change if you are enrolled in the EPO plan within the first 30 days. You can complete this change by entering the following life event into Oracle: "Add this life event if you relocate outside of LA or MS and enrolled in the EPO Plan"

If I transfer between departments or to another facility, what happens to my benefits?

The benefit plans cover employees who work for various facilities within FMOLHS. If you transfer to a different facility during the plan year, your benefit coverage will generally remain the same. You will not be permitted to select a different level of coverage.

What if I have a status change from full time to part time or part time to full time?

If you change your employment status during the plan year, so that you switch from full time to part time or from part time to full time, the change is a qualifying event and would permit you to make a mid-year change in your elections. A change from full time to part time or part time to full time results in a change in employee premiums under the health and dental plans. Please see the Team Member Guide to Benefits to view premiums under these plans.

What if I change full time to part time to PRN or PRN to full time or part time?

If you change your employment status during the plan year, so that you switch from full time or part time to PRN, your benefits will terminate at the end of the pay period in which the status change occurs. If you change your employment status from PRN to full time or part time, the change is a qualifying event and would permit you to make a mid-year change in your elections within 30 days of the effective date of your status change. Coverage will start on the first day of the month following 30 days of eligibility. Just log into Oracle Employee Self Services Benefits to enroll.

If I am a PRN team member, can I enroll in health insurance?

If you are a PRN team member who is eligible for the coverage available under the provisions of the Affordable Care Act, you will receive a team mail email from Human Resources providing details and enrollment instructions. The enrollment must be completed by the deadline provided.