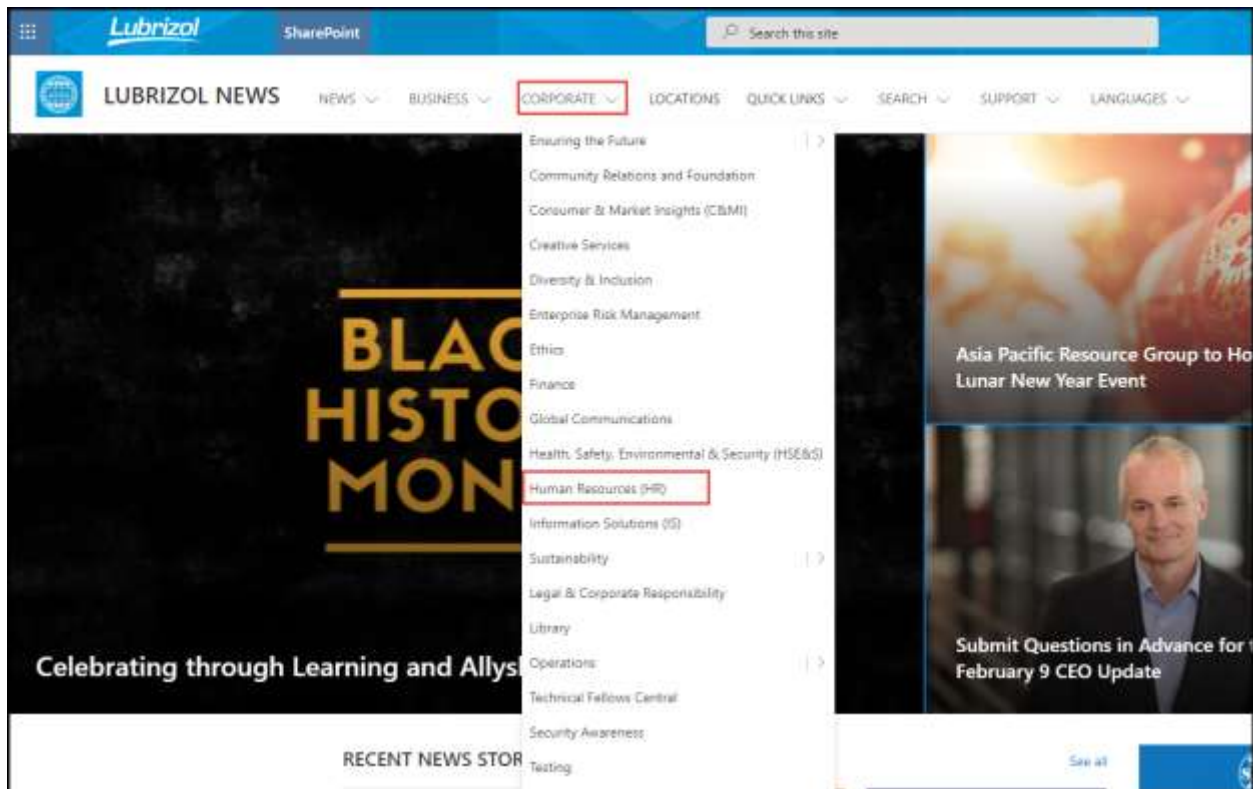


How to update your personal and tax information

Complete a Personnel Action Request (PAR) and tax forms as necessary.

Corporate > Human Resources > North America > Employee Resources > Payroll




Lubrizol SharePoint

HR Central Home Career Essentials Global Learning Center HR Groups COVID-19 Resources Location-Specific HR Resources MyView

Welcome to the Global HR Site

We have organized important information in a user-friendly manner to make it easy for you to navigate. Please explore the site and learn more about Lubrizol and what HR does to maximize contributions of employees. Thank you for being a valuable member of the Lubrizol team.




Learn about the HR Strategic Initiatives and Operating Model


[Click Here](#)

Ana Rodriguez
Corporate Vice President and Chief Human Resources Officer


Regional HR Intranet Sites




North America



Asia Pacific



Europe, Middle East, Africa and India




Latin America

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North America HR Resources




Employee Resources - North America


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Manager Resources



Career Essentials



ADP eTime Resources




Diversity & Inclusion

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Employee Resources - North America




Benefits




Careers




Employee Relations (Honorary Awards, Perks, Discounts, etc.)




New HR Resources




Payroll




Policies & Procedures



Preferred Name Change Form



Tuition Reimbursement

Lubrizol The Channel for Employee Information Kellatis, Wendy - | My Tags | Help | 

This Site: Payroll

[The Channel](#) | [Corporate Services](#) | [Businesses](#) | [Locations](#) | [Languages](#) | [Support](#)

Find It Fast

- Payroll
- Diversity & Inclusion
- Libraries
- Talent Acquisition

The Channel > Corporate Services > Human Resources-ARCHIVED > North America > Payroll Contact

Payroll

We are committed to providing our employees with timely and accurate payroll services. To ensure that our commitment is met, we have provided you with on-line access to forms and valuable external websites for you to update your deductions directly.

Wickliffe Payroll Contact:
 Phone: +1 440 347 1338
 Fax: +1 440 347 1667

Taxes

- Federal Tax Information
- Local Taxes
- Ohio Tax Information
- Other States

Payroll Calendar

- Payroll Calendar

Employee Requests

- Direct Deposit
- Pay Statements
- Personnel Action Request (PARs)
- Reprints - Pay Advice & W-2

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Address updates made using a PAR will be sent to Empower and the health and welfare vendors including UnitedHealthcare, Caremark, MetLife and EyeMed.

To update your name on your Health Savings Account (HSA) please contact Optum directly. Optum can be reached by calling 877 706-1735 for via www.myuhc.com. How To instructions are located under the Resources tab on the benefits website at [U.S. Benefits - Lubrizol](#)

If you had status change such as a divorce or marriage, you may also want to consider making changes to your benefit elections and beneficiary information.

Make changes to your benefit elections

Visit Lubrizol.BenefitsNow.com or contact the **Lubrizol Benefits Center** at 1-844-747-1641.

Supporting documentation is required. Your *Divorce Decree* must be sent to [Corporate Benefits](#) (mail drop 491A) within 30 days of the event date

Dependent verification is required if a family member is added to coverage. Once your enrollment is complete, instruction about how to verify the dependent will be mailed to your home and posted to your SecureMail on the enrollment portal.

Updating Your Beneficiaries

Listed below are beneficiary forms or instructions to make any changes to your beneficiaries:

- Visit Lubrizol.BenefitsNow.com to change your beneficiaries for your employer-paid and supplemental life insurance.
- Pension - your spouse is your only beneficiary for the pension plan until after you separate employment or retire
- Profit Sharing and Savings Plan or AWDC - Visit the Empower site at <http://mylubrizolretirement.com/> to add or change a beneficiary