

# New Hire Benefit Election Checklist



28591 Small, Tanya J

Hired: 05/16/2016

Dept of Education Benefits

Returned:

## Voluntary Life Plans Over Guaranteed Amount - Health Statement Required

28591	Small, Tanya J	Voluntary Life/AD&D - Employee	500,000.00
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## Incorrect Dependent Assignment - Corrections Required

28591	Small, Tanya J	Small, Child	Child	CDHPPRE	FTSP
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## HSA with Medical Optout - Corrections Required

## HSA with Healthcare FSA - Corrections Required

### CHECKLIST:

- Review Benefit Elections
- If Corrections Needed Reach Out to Associate
- Benefits Information Corrected / Elections OK
- If Taxable LTD Fringe is Elected Put Active Dates in Both Options
- Record Wizard Completion on Ben Spreadsheet

#### After final check of waiting period:

- Change Enrollment Status to "Active"
- Run Small Ben with First of Month Effective Date
- Add SWDISPT if applicable
- Verify fringes and deductions
- Print Current Ben Elections Statement for Payroll Validation
- Send Employee Confirmation Email

### REQUIRED ELECTIONS:

- Beneficiary - Company Paid Life/ADD Ins.
- Dental
- Employee Tobacco Status
- Employer Paid Life Insurance
- Medical
- Vision