



NEW HIRE BENEFITS ENROLLMENT CHECKLIST



New hire enrollment forms must be submitted within 31 days from your start date.

This checklist is designed to help you make your benefit enrollment elections. The following are required to complete the benefits enrollment process:

- Medical, Dental and Vision Benefits
 - Benefits Enrollment/Change Form - This form must be returned to the Employee Benefits Division if you are enrolling in the medical, dental and vision plans.
- Waive Medical, Dental and Vision Benefits
 - Benefit Waiver Form - This form must be returned to the Employee Benefits Division if you are waiving medical, dental or vision coverage. Proof of your current coverage must be provided.
- Health/Dependent Care Flexible Spending
 - FSA Enrollment Form - This form must be returned to the Employee Benefits Division if you are enrolling in the health and/or dependent flex spending plan.
- Life Insurance – Group Basic Life
 - You are automatically enrolled in the basic life plan. There is no enrollment form to complete.
 - To designate your beneficiary complete the Beneficiary form and either fax or mail it to Minnesota Life.
- Life Insurance – Group Supplemental Life
 - You can enroll online at www.lifebenefits.com or download a form and mail or fax it to Minnesota Life.
 - You can elect the lesser of 3X your annual salary or \$500,000.
 - An evidence of insurability (EOI) form must be completed if you elect coverage in an amount greater than \$500,000.
- Life Insurance – Universal Life
 - You will need to call 800-463-7420 to obtain additional information.
- Commuter Benefits
 - You can enroll at any time by visiting www.wageworks.com , or call 877-WageWorks (877-924-3967) Monday through Friday, from 8:00a.m. to 8:00p.m. Eastern Time. There is a two month lead time from when an election is made and deductions/benefits begin.
- Pre-Paid Legal
 - If interested you can contact LegalSheild at 866-288-5229.
 - The membership application can be returned to your Timekeeper or Human Resources Department and they will forward them. Please allow sufficient time if you choose this option.