



Enrolling a new hire

Insurance enrollment

The employee must make elections within 31 days of the hire date.

Enroll the employee and any eligible dependents in:

- Health plan.
- Dental plan.
- Vision plan.

Enroll in:

- Optional Life insurance up to three times salary or \$500,000, whichever is less, without medical evidence. Additional amounts, up to \$500,000, require medical evidence.
- Dependent Life-Spouse insurance equal to \$10,000 or \$20,000 without medical evidence. Additional amounts require medical evidence (cannot exceed 50% of Optional Life coverage amount).
- Dependent Life-Child insurance.
- Supplemental Long Term Disability coverage.
- MoneyPlus flexible spending accounts.
- Health Savings Account, if applicable.

Retirement enrollment

- Enroll in a retirement plan or elect non-membership, if applicable, within 30 days of hire date.
- Enroll in Deferred Comp.
- Designate beneficiaries.

Employer to-do's

Before the employee makes benefit elections, you should:

- Determine the position's insurance and retirement plan eligibility.
- Provide employee information for all eligible insurance and retirement benefits. Direct the employee to the [New employees](#) webpage.
- Provide employee a printed copy of the federally mandated notices.
- Provide employee with the [Insurance Enrollment Guide for New Hires](#) and [Retirement Enrollment Guide for New Hires](#) flyers.
- Initiate online insurance and retirement enrollment using the employee's email address.
- Provide employee with information about enrolling in Deferred Comp, if available.

Employer to-do's

After the employee makes benefits elections, you should:

- Complete insurance enrollment in EBS and retirement enrollment in EES.*
- Ensure employee submits all required documentation to PEBA.
- Submit *Life Insurance Statement of Health Request* in EBS if medical evidence is required for life insurance.
- Certify eligibility for a PORS member, if applicable.
- Remind employee to complete the enrollment process with their chosen service provider if they elect State ORP.
- Provide the *Designating Active Member Beneficiaries* flyer and ensure the employee designates beneficiaries for all applicable benefits.
- Provide the initial COBRA notice for employee and each covered dependent, if needed.
- Ensure corresponding contributions and payroll deductions are set up appropriately in your payroll system.
- If the employee is a return-to-work retiree, enter a return-to-work date in EES* and withhold contributions. Ensure the retiree has met the 30-day break-in-service requirement.

*SCEIS employers key retirement enrollments and retiree return-to-work dates in SCEIS, not EES.

Employee to-do's

Most employees will receive two emails from PEBA with instructions on how to make insurance elections and enroll in a retirement plan.

- Visit the [New employees](#) and [Navigating Your Benefits](#) webpages.
- Gather [required information and documentation](#).
- Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- Review applicable [retirement member handbook](#).
- Check out PEBA's YouTube channel, [PEBATV](#), for informational videos.
- Follow the instructions on the [Insurance Enrollment Guide for New Hires](#) and [Retirement Enrollment Guide for New Hires](#) flyers to enroll in insurance and retirement benefits.
- Upload all required documentation to MyBenefits.
- Complete the [Authorized Representative Form](#) for employee and/or any dependent older than age 18, if applicable.
- Complete a [Notice of Election](#) and electronic MetLife *Statement of Health* if medical evidence is required for life insurance.
- If enrolling in State ORP, complete the enrollment process with chosen service provider to designate beneficiaries and select investment options.
- Enroll in Deferred Comp, if offered by employer. Participation is not mandatory.
- Register for MyBenefits and Member Access accounts.
- Review the [Designating Active Member Beneficiaries](#) flyer and designate beneficiaries for applicable benefits.