

Enrolling a new hire

1 Insurance enrollment

Elections must be made within 31 days of hire.

- Enroll employee and any eligible dependents in a health plan.
- Enroll employee and any eligible dependents in a dental plan.
- Enroll employee and any eligible dependents in State Vision Plan.
- Enroll in Optional Life insurance (up to three times salary without medical evidence; additional amounts requires medical evidence).
- Enroll in Dependent Life-Spouse and/or Dependent Life-Child insurance.
- Enroll in supplemental long term disability coverage.
- Enroll in MoneyPlus spending accounts (pre-tax premium feature, Medical Spending Account, Dependent Care Spending Account, Health Savings Account, Limited-use Medical Spending Account).

2 Retirement plan enrollment

Elections must be made within 30 days of hire.

- Employee must enroll in retirement plan, or elect non-membership, if applicable.
- Employee may enroll in Deferred Compensation Program.

3 Employer to-dos

Before the employee makes benefits elections, the employer should:

- Determine position's insurance and retirement plan eligibility.
- Provide information for all eligible insurance and retirement benefits. Direct employee to PEBA's New Employee Resource Center (www.peba.sc.gov/newemployees.html).
- Provide a printed copy of the *Insurance Summary* and federally mandated notices.
- Initiate insurance enrollment in EBS and retirement enrollment in EES.
- Provide information about enrolling in the South Carolina Deferred Compensation Program.

3

Employer to-dos

After the employee makes benefits elections, the employer should:

**SCEIS employers key enrollments in SCEIS, not EES.*

- Complete insurance enrollment in EBS and retirement enrollment in EES* and submit to PEBA.
- Ensure employee submits all needed documentation.
- Have the employee complete enrollment with his service provider if he elected to participate in State ORP.
- Have employee make beneficiary designations for retirement plan, incidental death, accidental death, State ORP, Basic Life, Optional Life, and Deferred Comp, if applicable.
- Certify eligibility for PORS member, if applicable.
- Provide a copy of the initial COBRA notice for the employee, and each dependent, if needed.
- Ensure corresponding contributions and payroll deductions are appropriately reported.
- Enter return to work date in EES and withhold contributions if employee is a return-to-work retiree.

4

Employee to-dos

Most employees will receive emails with instructions on how to make insurance elections and enroll in a retirement plan. The employee should:

- Review applicable retirement member handbook.
- Review *Insurance Summary* and *Insurance Benefits Guide*.
- Complete *Statement of Health* if medical evidence is required for life insurance.
- Complete Certification Regarding Tobacco Use.
- Submit all required documentation.
- Complete the enrollment process with chosen service provider to designate beneficiaries and select investment options if enrolling in State ORP.
- Enroll in the South Carolina Deferred Compensation Program.
- Designate beneficiaries for all applicable benefits.
- Have satisfied 30-day break in service requirement if a return-to-work retiree. Employee may also be subject to the \$10,000 earnings limitation.
- Register for Member Access and MyBenefits accounts.