

New hire worksheet



Use this worksheet to plan your insurance elections for 2025. This is not an election of benefits; you must follow the applicable steps to enroll. View eligibility information, coverage details and limitations in the *Insurance Summary*.

Health plan

- ☐ Standard Plan
Consider enrolling in a Medical Spending Account.
- ☐ Savings Plan
Consider opening a Health Savings Account and enrolling in a Limited-use Medical Spending Account.
- ☐ TRICARE Supplement Plan

Coverage level

- ☐ Employee
- ☐ Employee/spouse
- ☐ Employee/children
- ☐ Full family

Dental coverage

- ☐ Dental Plus
- ☐ Basic Dental

Coverage level

- ☐ Employee
- ☐ Employee/spouse
- ☐ Employee/children
- ☐ Full family

Changes to existing dental coverage can be made during open enrollment in odd-numbered years only. Your next opportunity to make a change will be in October 2025.

Vision coverage

Coverage level

- ☐ Employee
- ☐ Employee/spouse
- ☐ Employee/children
- ☐ Full family

Life insurance coverage

- ☐ Optional Life
Amount \$ _____
(must be in increments of \$10,000)
Medical evidence might be required.
- ☐ Dependent Life-Spouse
Amount \$ _____
(must be in increments of \$10,000)
Medical evidence might be required.
- ☐ Dependent Life-Child

Long term disability coverage

Benefit waiting period

- ☐ Apply for SLTD coverage
Medical evidence is required.
- ☐ 90-day benefit waiting period
- ☐ 180-day benefit waiting period

MoneyPlus elections

- ☐ Pretax Group Insurance Premium feature
- ☐ Medical Spending Account
Amount \$ _____
- ☐ Limited-use Medical Spending Account
Amount \$ _____
- ☐ Dependent Care Spending Account
Amount \$ _____

Health Savings Account election

Available to Savings Plan members only.

- ☐ Amount \$ _____