

# Enrolling a new hire

## Insurance enrollment

*Elections must be made within 31 days of hire.*

- Enroll the employee and any eligible dependents in a [health plan](#).
- Enroll the employee and any eligible dependents in a [dental plan](#).
- Enroll the employee and any eligible dependents in the [State 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.
- Enroll in [Dependent Life-Spouse](#) insurance equal to \$10,000 or \$20,000 without medical evidence. Additional amounts require medical evidence.
- Enroll in [Dependent Life-Child](#) insurance.
- Enroll in [Supplemental Long Term Disability](#) coverage.
- Enroll in [MoneyPlus](#) flexible spending accounts.
- Enroll in a [Health Savings Account](#), if applicable.

## Retirement plan enrollment

*Elections must be made within 30 days of hire.*

- Enroll in retirement plan or elect non-membership, if applicable.
- Enroll in [Deferred Comp](#).
- Designate beneficiaries.

## 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 the [new employees webpage](#).
- Provide the employee with a link to the [Insurance Summary](#) and printed copy of the [federally mandated notices](#).
- Initiate insurance enrollment in [EBS](#) and retirement enrollment in [EES](#).
- Provide the employee information about enrolling in [Deferred Comp](#), if available.

## Employer to-dos

*After the employee makes benefits elections, the employer should:*

- Complete insurance enrollment in [EBS](#) and retirement enrollment in [EES](#)\*.
- Ensure the employee submits all required documentation.
- Certify eligibility for PORS member, if applicable.
- Remind the employee to complete the enrollment process with their chosen service provider if they elect [State ORP](#).
- Ensure the employee designates beneficiaries for all applicable benefits.
- Provide a copy of the [initial COBRA notice](#) for the employee and each covered dependent, if needed.
- Provide the [Designating Active Member Beneficiaries](#) flyer.
- Ensure corresponding contributions and payroll deductions are reported appropriately.
- Enter return-to-work date in [EES](#) and withhold contributions if employee is a return-to-work retiree. Ensure retiree has met the 30-day break in service requirement.

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

## Employee to-dos

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

- Visit the [new employee's webpage](#) and [Navigating Your Benefits](#) webpage.
- Gather all required information and documentation (birth certificates, marriage license, Social Security numbers, etc).
- Review the [Insurance Summary](#) and [Insurance Benefits Guide](#).
- Review applicable [retirement member handbook](#).
- Check out PEBA's YouTube channel, [PEBATV](#), 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.
- Complete a 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. Participation is not mandatory.
- Register for [MyBenefits](#) and [Member Access](#) accounts.
- Designate beneficiaries for all applicable benefits.