New Hire Benefits Enrollment Checklist

NEW HIRE ENROLLMENT FORMS ARE DUE 30 DAYS FROM YOUR START DATE.

This checklist is designed to help you make your initial benefit enrollment selections in a timely manner. The following forms may be required in order to complete your benefits enrollment.

☐ **Benefits Enrollment Worksheet** ([http://www.udel.edu/001014](http://www.udel.edu/001014)) - This form must be returned even if you are waiving benefits.

☐ **Employee Waiver of Medical Insurance Form** ([http://www.udel.edu/001240](http://www.udel.edu/001240)) – This form must be returned if you are waiving medical insurance. A copy of your current medical insurance card is required.

☐ **Group Life Insurance Beneficiary Designation** ([http://www.udel.edu/001288](http://www.udel.edu/001288)) - This form must be completed by every new benefits-eligible employee. Forward the completed form to MetLife.

☐ **Online Spousal Coordination of Benefits Web form** ([https://secomb.delaware.gov/cob/](https://secomb.delaware.gov/cob/)) - This form must be completed if you are enrolling a spouse in the medical plan.

☐ **Coordination of Benefits Questionnaire** – One of these forms must be completed if you are enrolling dependent children in the medical plan. Aetna ([http://www.udel.edu/001592](http://www.udel.edu/001592)) Blue Cross Blue Shield ([http://www.udel.edu/001015](http://www.udel.edu/001015))

☐ **Adult Dependent Coordination of Benefit form** ([http://www.udel.edu/00972](http://www.udel.edu/00972)) - This form must be completed if you are enrolling a dependent child, over the age of 21, in the First State Basic, Aetna HMO, BlueCare HMO, or Comprehensive PPO plan.

☐ **Employee Actuarial Information form** (Delaware State Employees’ Pension Plan only) ([http://www.udel.edu/00829](http://www.udel.edu/00829)) - This form must be completed if you are a non-exempt employee (salaried or hourly staff).

☐ **Agreement for Salary Reduction 403(b)** ([http://www.udel.edu/00974](http://www.udel.edu/00974)) - You must submit this form if you are faculty or exempt staff and are electing to participate in the 403(b) Retirement Savings Plan. Note, in addition to completing this form, you are required to establish an account with Fidelity and/or TIAA-CREF. Please see the document “Retirement at a Glance” ([http://www.udel.edu/00980](http://www.udel.edu/00980)) for instructions to establish an account online with Fidelity Investments and/or TIAA-CREF.

☐ **Supporting Documentation** - required if enrolling your dependents(s)
  - Marriage/Civil Union certification
  - Certification of Tax Dependent Status for Civil Union Spouse/Children- ([http://www.udel.edu/001206](http://www.udel.edu/001206))
  - Birth certificate - children
  - Adoption certificate - children
  - Social Security number - for all dependents

There are only three times when you can enroll in benefits or possibly make changes to your benefits. Enrollment or changes outside of these three times will not be permitted:

1. As a newly hired or newly benefits-eligible employee.
2. After experiencing a qualified family status change; HR-Benefits must be notified within 30 days of the qualifying event.
3. During our annual Open Enrollment each May.