

NEW HIRE BENEFITS CHECKLIST

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

- [Employee Waiver of Medical Insurance Form](#)—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](#)—This form must be completed by every new benefits-eligible employee. Forward the completed form to MetLife.
- [Online Spousal Coordination of Benefits Web form](#)—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](#)
 - [Highmark Delaware](#)
- [Employee Actuarial Information form \(PI\)](#) (Delaware State Employees' Pension Plan only)—This form must be completed if you are a non-exempt employee (salaried or hourly staff).
- [403\(B\) Retirement Savings Plan](#)—This is the primary retirement savings plan for faculty or exempt staff (not participating in the State Employees' Pension Plan). To enroll and choose your salary contribution level, login to [TIAA's enrollment portal](#). It may take up to 14 days for TIAA to be notified of your eligibility.
- Supporting Documentation—required if enrolling your dependents(s)
 - Marriage certification
 - 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.

Benefits Email: hrhelp@udel.edu

Website: udel.edu/benefits



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