



NEW HIRE BENEFITS ENROLLMENT CHECKLIST



New hire enrollment forms must be submitted within 31 days from contract date or first day of employment.

This checklist is designed to help you make your benefit enrollment elections. The following are required to be completed and submitted to your local benefits contact in order to finalize the benefits enrollment process:

Medical, Rx, Dental and Vision Benefits

- **Health Insurance Enrollment Form** – **Required** if you are enrolling in the medical, Rx, dental and vision plans. This is a packaged benefit offering and cannot be separated. Coverage is effective first of the month following date of hire.
- **Notice of Privacy Practices (NPP)** - **Required** for distribution/review at time of enrollment if you are enrolling in the medical, Rx, Dental and vision plans. (See NPP notice).

Waive Medical, Rx, Dental and Vision Benefits

- **Health Insurance Waiver Form** – **Required** if you are waiving medical, Rx, dental and vision coverage.

Health/Dependent Care Flexible Spending Account (FSA) Plan

- **Employee Flexible Spending Plan Election Form** – **Required** if you are enrolling in the health and/or dependent care flexible spending plan.
- You must re-enroll annually to continue participation in the FSA plan.

Life Insurance –Basic Life/AD&D

- You are automatically enrolled in the basic life/AD&D plan. There is no enrollment form to complete.
- **Hartford Beneficiary Designation Form** – **Required**. One beneficiary form may be completed if you are enrolled for both the Basic life/AD&D and Supplemental life plans.

Life Insurance – Supplemental Life

- **Hartford Supplemental Life Insurance Form** – **Required** if you are enrolling for supplemental life insurance.
- **Hartford Beneficiary Designation Form** – **Required** if you are enrolling for supplemental life insurance.
- **Evidence of Insurability (EOI) Form** – Required if you elect supplemental employee life insurance coverage in an amount greater than \$100,000; and/or spouse coverage in an amount greater than \$25,000.

Retirement Plan

- Contact Empower – Enrollment allowed at any time. To enroll and to designate a beneficiary, call 866-467-7756 or establish on line at <http://empowermyretirement.com>; or contact your local Arthur J. Gallagher representatives: Mike Eagen (314) 792-7262 or Sharon Gogel (314) 792-7261.
- Cardinal Ritter Senior Services - Empower Retirement Plan: Contact your local Human Resources Representative/CRSS at 314-961-8000.
- Employer Contribution – **If you previously worked for the Archdiocese, and were receiving an employer contribution, notify your local benefits contact immediately to reinstate the contribution.**

Reminder: This benefit list is not comprehensive and is a guide to the forms that employees may need to submit for benefit enrollment processing. For additional information regarding all benefit plans and offerings please visit the following link: [Employee Benefits and Forms | Human Resources | Archdiocese of St Louis \(archstl.org\)](http://www.archstl.org)