



# 2015 NEW HIRE BENEFITS ENROLLMENT CHECKLIST

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- ENROLL:** Within first 30 days of hire.
  - COVERAGE EFFECTIVE:** For employees who are paid bi-weekly, Health, Dental, and Vision Insurance changes made within the first 30 days of hire will be effective the first full pay period after election.
  - REVIEW:** Resources and information <http://dchr.dc.gov/page/employee-benefits>.
  - CONSIDER:** All costs, including your per-pay-period costs.
  - HSA SETUP:** If you want HSA contributions to come out of your paycheck in 2015, you must log onto ESS and select a new contribution amount. HSA contributions are only for employees enrolled in the Aetna CDHP health insurance plan.
  - FSA SETUP:** If you want an FSA for 2015, you must make an election. Health Care Flexible Spending Accounts (HCFSA) have an annual contribution limit of up to \$2,500; Dependent Care Flexible Spending Accounts (DCFSA) have an annual contribution limit of up to \$5,000.
  - BENEFICIARIES:** Update your beneficiaries for your life and AD&D insurance through ESS; update DC Retirement Plan beneficiaries through Voya Financial at <https://dc401a.voyaplans.com>.
  - PROOF OF ELIGIBILITY:** If you enroll a new spouse or dependent, you must provide proof of eligibility by submitting your proof of enrollment during open enrollment, Dependent Verification form and applicable information 30 days after enrollment.
  - QUALIFYING LIFE EVENT:** Elections are effective for the entire 2015 calendar year and can't be changed unless you experience a qualified life event.
  - PRINT:** Print your confirmation statement after you enroll.
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