Benefits Enrollment Checklist

☐ **ENROLL**

Within the first 30 days of hire or a qualified life event.

☐ **COVERAGE EFFECTIVE**

Elections made within 30 days of new hire will be effective following the first pay period in which a payroll deduction is made to pay for the benefit. Flexible Spending Account (FSA) coverage begins following the first pay period in which a payroll deduction was made to pay for the benefit.

☐ **REVIEW**

Chat with ALEX, our virtual benefits counselor, at *www.myalex.com/dchr/2019*, and review resources and information at *http://dchr.dc.gov/page/open-enrollment*. Consider all costs, including your per-pay-period costs.

☐ **HSA SETUP**

If you want Health Savings Accounts (HSA) contributions to come out of your paycheck in 2019, **you must log onto PeopleSoft and re-enroll** by selecting a new contribution amount. **Please Note**: HSA contributions are only for employees enrolled in the Aetna CDHP health insurance plan.

☐ **FSA SETUP**

If you want a Flexible Spending Account (FSA) for 2019, **you must make a new election** – current elections do not carry forward. New elections must be made for health care, dependent care and commuter benefits FSA programs.

☐ **BENEFICIARIES**

Update insurance beneficiaries through PeopleSoft; update retirement plan beneficiaries through ICMA-RC at *www.DCRetire.com*.

☐ **PROOF OF ELIGIBILITY**

If you **enroll a new spouse or dependent**, you **must provide documentation** to verify eligibility. You are **not required to provide verification for dependents currently covered** by any DC Government benefit plan.

☐ **QUALIFYING LIFE EVENTS**

Elections are effective for the entire 2019 calendar year and cannot be changed unless you experience a qualified life event.

☐ **SUBMIT**

You must click the submit button in PeopleSoft to complete your enrollment. For more information on electing and submitting your benefits, see our How to Enroll Guide at *https://dchr.dc.gov/publication/how-enroll-your-dc-government-benefits-guide*.

☐ **SAVE & PRINT**

You will receive an email confirmation statement with your elections. Please print this for your records. If you do not receive an email confirmation, please immediately contact DCHR at *dchr.benefits@dc.gov* to confirm your elections were properly submitted.