

# 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 new virtual benefits counselor at <https://www.myalex.com/dchr>, 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 2017, **you must log onto PeopleSoft and re-enroll** by selecting a new contribution amount. 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 2017, **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 program plans.

## BENEFICIARIES

Update life and AD&D insurance beneficiaries through PeopleSoft; update retirement plan beneficiaries through ICMA-RC at [www.DCRetire.com](http://www.DCRetire.com).

## PROOF OF ELIGIBILITY

If you enroll a new spouse or dependent, you must provide proof of eligibility by submitting your proof of enrollment, Dependent Verification form and applicable information 30 days after enrollment.

## QUALIFYING LIFE EVENT

Elections are effective for the entire 2017 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 benefits enrollment. For more information on properly electing and submitting your benefits, check out our How to Enroll Guide at <http://dchr.dc.gov/page/open-enrollment>.

## SAVE & PRINT

Save and/or print your confirmation statement for your records after you enroll.