

## NEW HIRE/PROMOTION BENEFITS CHECKLIST

Congratulations on your new position with the City of Riverside! As a new hire or recently promoted employee you have **30 days** from your date of hire or promotion to submit most benefit enrollment requests. Below is a checklist to assist you in making benefit enrollment selections. Please visit our new hire website at [www.riversideca.gov/human/benefits/benefit-newhire.asp](http://www.riversideca.gov/human/benefits/benefit-newhire.asp) to locate benefit plan highlights and other important information.

Within your first week of employment or promotion you will receive a letter from Human Resources with specific information on how to utilize the Employee Online System to enroll or change certain benefits.

Name: \_\_\_\_\_ Hire/Promotion Date: \_\_\_\_\_ Benefits Deadline: \_\_\_\_\_ Benefits Effective Date: \_\_\_\_\_

REQUIRES ENROLLMENT WITHIN THE FIRST 30 DAYS OF EMPLOYMENT/PROMOTION			
	Benefit	Where To Find Information	Enrollment/Other Information
<input type="checkbox"/>	Health/Vision Insurance	Visit the Benefits website & click on the <b>Health Plans, Vision Plan</b> or <b>Dental Plans</b> links. <i>Vision coverage is provided with all medical plans.</i>	Employee Online System
<input type="checkbox"/>	Dental Insurance		
<input type="checkbox"/>	Retirement - CalPERS	Visit the Benefits website & click on the <b>Retirement (CalPERS)</b> link.	Enrollment is automatic for all benefitted employees. Complete the <b>CalPERS Beneficiary Designation Form*</b>
<input type="checkbox"/>	Life Insurance	Visit the Benefits website & click on the <b>Life Insurance</b> link. <b>Please review &amp; retain the Life Insurance Certificate as proof of coverage.</b>	Enrollment is automatic for all benefitted employees. Complete the <b>Life Insurance Enrollment Form*</b> for Beneficiary designation.
<input type="checkbox"/>	Long Term Disability (LTD)	Visit the Benefits website & click on the <b>Long Term Disability</b> link. <i>Only available to non-safety Management, Executive, and IBEW employees. .</i> <b>If enrolled, please review &amp; retain the Long Term Disability Certificate as proof of coverage.</b>	Employee Online System ( <i>IBEW Field employees are automatically enrolled.</i> )
<input type="checkbox"/>	Flexible Spending Accounts (FSA)	Visit the Benefits website & click on the <b>Flexible Spending Account</b> link.	Employee Online System
<input type="checkbox"/>	Health Opt-out	Visit the Benefits website & click on the <b>Summary of Your Benefits</b> link; under "Other Important Benefit Information", click on the <b>Health Opt-Out Program</b> link. <i>Only available to General Unit, Management, Confidential, Executive IBEW, IBEW Supervisory, Fire and Fire Management employees.</i>	Employee Online System ( <i>under Medical Insurance option</i> )
<input type="checkbox"/>	Additional Life Insurance	Navigate to the Life Insurance section as indicated above. Information is found under the <b>Additional Life Insurance</b> section to the right. If applying for <u>Guarantee Issue</u> amounts only, the Medical History Statement is not required.	Complete the <b>Life Insurance Enrollment Form</b> & if necessary, <b>Standard Medical History Statement*</b>
<input type="checkbox"/>	IRS Section 401(a)	See the attached ICMA booklet. <i>Only available to Executive employees.</i>	Enrollment form found in the ICMA booklet.
ENROLL AT ANY TIME			
<input type="checkbox"/>	IRS Section 457	See the attached booklets from Great-West and ICMA-RC. Or visit the benefits website & click on the <b>Deferred Compensation</b> link.	Enrollment form is found in respective booklet or Benefits website*.

\* Note: If a benefit requires that you complete a paper form, forms can also be found under the "Benefit Forms" link.

Please submit all benefit forms or supporting documentation for dependent coverage to Human Resources, Benefits Division 3900 Main St. Riverside, CA 92522 or fax to 951-826-2421. You may also contact us at (951) 826-5639 or via email [citybenefits@riversideca.gov](mailto:citybenefits@riversideca.gov) with any questions.