

## 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 (non-benefitted to benefitted) 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. Benefits website link: [www.riversideca.gov/human/benefits](http://www.riversideca.gov/human/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	<b>A Summary of Benefits and Coverage for each Health plan is posted under the Health Plans link.</b> You may request a paper copy from HR	
<input type="checkbox"/> Retirement - CalPERS	Visit the Benefits website & click on the <b>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. Visit The Standard's Website; <a href="http://www.standard.com/enroll/">http://www.standard.com/enroll/</a> to designate Beneficiary Information.
<input type="checkbox"/> Flexible Spending Accounts (FSA)	Visit the Benefits website & click on the <b>Flexible Spending Account</b> link. Health FSA and Dependent Care FSA plans are available.	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 to review eligibility.	Employee Online System (under Medical Insurance option)
<input type="checkbox"/> Additional Life Insurance	Visit the Benefits website & click on the <b>Life Insurance</b> link. Information is found under the <b>Additional Life Insurance</b> section to the right. (To be automatically approved for the Guarantee Issue amounts, employees must apply within the 30-day initial eligibility period)	Employee Online System (enrollment is done via The Standard's website). <b>Enrollment is optional &amp; allowed at any time; applications outside the initial eligibility period require a Medical History Statement</b>
<input type="checkbox"/> Deferred Compensation 401(a) Plan	Refer to ICMA booklet, or visit the benefits website & click on the <b>Deferred Compensation</b> link. <i>This plan is only available to Executive employees.</i>	Optional enrollment; form found in the ICMA booklet or Benefits website*.
ENROLL AT ANY TIME		
<input type="checkbox"/> Deferred Compensation 457 Plan	Refer to plan booklets from Great-West and ICMA-RC. Or visit the benefits website & click on the <b>Deferred Compensation</b> link.	Optional enrollment; form is found in respective booklet or Benefits website*.
<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. Please be sure to review and retain the Long Term Disability Summary of Benefits.</i>	Employee Online System ( <i>IBEW Field employees are automatically enrolled</i> ). <b>Enrollment is optional for other eligible groups.</b>

\* Note: If a benefit requires that you complete a paper form, forms can also be found on the Benefits website 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.