



Benefits for New Hires Procedure (BEN-P004)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process used by the Risk Management Office to enroll new hires for benefits at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

- 3.1 Benefits Coordinator

Signature

Date

4.0 DEFINITIONS:

- 4.1 NEO – New Employee Orientation
- 4.2 HH – Hometown Health, Third Party Administrator
- 4.3 CDS – CDS Group Health, Third Party Administrator
- 4.4 FMLA – Family Medical Leave Act

5.0 PROCEDURE:

- 5.1 Risk Management shows the new hire the “Group Insurance Orientation” video during NEO.
- 5.2 Risk Management hands out Group Insurance Information Packets.
- 5.3 Risk Management collects the white copy of the “Employee Insurance Eligibility Form” (HR-F538).
 - 5.3.1 Forms are filed in hold binders (classified and certified) until employee submits insurance enrollment paperwork, or 90 days.
 - 5.3.2 The employee is sent a letter of notification of coverage and requested to complete and return the Group Life Insurance Enrollment/Beneficiary Designation Form (BEN-F005) and the Vision Enrollment Form (BEN-F006).
 - 5.3.3 If the employee opts to waive insurance, they must sign the waiver portion of the Group Benefit Enrollment Form (BEN-F004).
- 5.4 When the employee submits the three (3) required insurance enrollment forms, Group Benefit Enrollment Form (BEN-F004), Group Life Insurance Enrollment/Beneficiary Designation Form (BEN-F005), and the Vision Enrollment Form (BEN-F006) the employee is given plan booklets matching the desired plan, along with a copy of their enrollment forms.
- 5.5 The enrollment forms are date stamped when received.

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- 5.6 Risk Management Technician enters the data into the Benefit Assignment Screen of the financial software system.
- 5.7 Risk Management Technician enters the data into the CDS data system.
- 5.8 Risk Management Technician verifies the Payroll Screen(s) – contribution and deduction screen.
- 5.9 Risk Management Technician records the employee fund account number from the financial software Pay Assignment Screen on the pink copy of the enrollment form.
- 5.10 Risk Management Technician forwards enrollment form as follows:
 - White copy to – File
 - Yellow copy to – HH
 - Pink copy to – Risk Management File
 - Gold copy to – Employee
- 5.11 Risk Management Technician sets up employee folder and forwards to the technician handling the New Hire/Waiver of Premium Log/FMLA.
 - 5.11.1 Risk Management Technician logs the data (funding account numbers, employee names, social security number and premiums) into the log (excel spreadsheet) and forwards to the Business Office monthly.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee Insurance Eligibility Form – HR-F538
- 6.2 Group Life Insurance Enrollment Beneficiary Designation Form – BEN-F005
- 6.3 Group Benefit Enrollment Form – BEN-F004
- 6.4 Vision Enrollment Form – BEN-F006
- 6.5 Special Enrollment Work Instruction – BEN-W001

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Group Insurance Information Packet Forms	Risk Management Files	6 years after coverage ends	Discard as Desired	Standard file cabinet in secured office
New Hire/Waiver of Premium Log/FMLA	Risk Management Files	6 years	Discard as Desired	Standard file cabinet in secured office

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
8/1/06	B	Changed 4.2 to read "HH"; added reference number for form in sentences 5.3 and 6.1.
5/15/07	C	Added 4.4; identified form number in 5.3; identified form numbers in 5.3.2.1; added "Group" to title of form in 5.4; added "Management" to titles in 5.5 thru 5.11.1; identified form number in 6.1; updated Record Retention Table.
05/05/09	D	3.1 replaced "Risk Management Senior Technician" with "Benefits Coordinator"; deleted Section 5.3.2 and renumbered 5.3.2.1 as 5.3.2; 5.6 replaced "Information" with "Assignment" and "Bi-Tech" with "the financial software system"; 5.9 changed "Bi-Tech School Pay Screen" to "financial software Pay Assignment Screen."

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