



Welcome!

New Hire Orientation is conducted online for you to receive information regarding the university, resources, and benefits available to you in a timely manner. This format allows you to review and complete at your leisure. The necessary enrollment forms are also included and should be completed prior to scheduling appointments with the Human Resources staff. We will communicate various benefit plans to you during this session, provide a period of time for you to pose questions and receive answers to your questions, and apprise you of various deadlines for completing and submitting forms for certain benefits.

Benefit Plans, Enrollment Period & Payroll Deadlines:

- Medical/Hospitalization/Group Life
- Optional Dental
- Optional Vision
- Optional Term & Universal Life
- Optional Special Accident
- Long-Term Disability
- *Optional Retirement Program (ORP)

You have a thirty-one (31) day eligibility period from the first day of employment to enroll in benefit plans. Due to payroll processing deadlines and premium due dates, Human Resources is requesting your cooperation with the following examples:

- Example: A).** If you are hired in February, your coverage becomes effective March 1st - if the enrollment forms are submitted by February 20th, deduction of the first premium will be deducted on the February month-end paycheck *for* March’s coverage.
- B).** If you are hired in February, your coverage becomes effective March 1st - if the enrollment forms are submitted after February 20th, the retroactive premium(s) will be deducted on a two (2) month-term-basis that consists of two (2) equal payments (exception: Dental, Basic Life and Optional Special Accident premiums will be deducted in whole). The retroactive premiums will be in addition to the regular monthly deduction of premiums.

* Employees eligible to participate in the ORP must complete and submit the appropriate forms within thirty (30) days of employment. If the forms are not received within ninety (90) days - Human Resources is required to place your membership with the State of TN (Tennessee Consolidated Retirement System which requires a five-year vesting period).

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I have read and fully understand the requests, as stated by Human Resources, that are necessary for the fringe benefits I have selected to be timely implemented and payroll deducted. I further understand that if enrollment forms are submitted later than 31-days after the initial eligibility period, I can only apply for certain benefits through a Special Qualifying Event or through an Annual Enrollment Transfer Period (if sponsored by the State).

Employee Signature: _____

Date: _____

HR Staff Initials: _____