



Acknowledgement of Employee Benefits and Responsibilities

- Employment in a benefits-eligible position allows an employee to elect enrollment in benefits. An enrollment application must be submitted for the plan(s) to become effective. Premiums will be payroll deducted based on the plan effective date.
- Required documentation for dependents must be submitted within 10 business days of enrollment submission.
- The initial mandatory forms must be completed and submitted to the Benefits Office: Basic Life Insurance and Post Mortem Salary Payment.
- Carefully review all materials for those benefits plans that you are interested in enrolling in. Plan information can be found at: <http://www.gsu.edu/hr/benefits.html>. If there are questions, contact the Benefits Staff at 404-413-3330. Enrollment applications for the following plans must be submitted within 31 days from date of hire:
 - Medical
 - Dental
 - Vision
 - Health Savings Account
 - Flexible Spending Account- Medical
 - Flexible Spending Account- Dependent

Elections made for the above plans are governed by IRS and State Regulations. Changes are not allowed unless there is a qualifying event. When this occurs, you must notify the Benefits Office within 31 days of the event. Documentation must be submitted in order to make the appropriate change.

- Short/Long Term Disability
- Long Term Care Insurance
- BOR Supplemental Life Insurance
- BOR Dependent Life Insurance
- CIGNA Voluntary Term Life Insurance
- CIGNA Personal Accident Insurance

Evidence of insurability is required for these plans if an enrollment application is not submitted within first 31 days of employment.

- Retirement - Employees under age 60 must participate in the retirement plan through the Teachers Retirement System of Georgia.
- Faculty and some administrators may choose to participate in an alternate "optional retirement plan" (ORP) through - American Century, Fidelity, TIAA-CREF, or VALIC. Your mandatory contribution is 5% of your pre-tax gross salary. The election must be made within 60 days of my employment date.

Print Name

Signature

Date

Enrollment in any of the plans is not automatic. Coverage is not in effect until you submit an enrollment application. Applicable premiums will be payroll deducted based on the plan effective date. Documentation requested for dependents must be submitted within 10 business days of enrollment submission. Complete applications should be submitted to Human Resources-Benefits, 1 Park Place South, Suite 330 or Interoffice Mail –Benefits P.O. Box 3982. Please keep a copy of all forms for your file.