

BENEFIT TO DO LIST

GROUP INSURANCE

REQUIRED

- Health: State of Tennessee Group Insurance Enrollment Change Application – **RESPONSE REQUIRED**
Dependent documents may be required and should be submitted with the Enrollment Change Application.
- Basic Term Life Beneficiary Designation Form-- **MUST COMPLETE**: List your beneficiary
- Employee Insurance Checklist-- **MUST COMPLETE**
- Designation of Beneficiary Form – **MUST COMPLETE**: List your beneficiary.

OPTIONAL

- Voluntary Accidental Death and Dismemberment Enrollment Form
- Voluntary Group Term Life Insurance: **ENROLL ONLINE** @ www.lifebenefits.com/stateoftn
- Voluntary Group Term Life Insurance waiver form
- Long Term Disability– **Complete and turn in the enrollment form only if you are going to accept coverage.**
- Flex Spending/ Health Spending Account- New employees must complete a paper enrollment form. Once processed the employee can go to <https://www.optumbank.com/tennessee.html> to manage his/her account.
- Health Savings Account Deduction Form (if eligible)
- Biweekly Employee Holdback Form (if eligible)

RETIREMENT (Required)

- Non-Exempt: Tennessee Consolidated Retirement System (TCRS) Hybrid**
Complete: 1) TCRS beneficiary form and 2) 401k beneficiary form
- Exempt/Faculty: TCRS Hybrid or ORP Hybrid (optional retirement plan)**
Complete: 1) Hybrid Retirement Plan Premium Distribution Specification Form
2) TCRS Notice of Election form
3) 401k beneficiary form

EMAIL ALL FORMS TO hr@utsi.edu or set up an in-office appointment with Pam Ledford by emailing pledford@utsi.edu or calling 931-393-7504 – TYPE ENCRYPT IN THE SUBJECT LINE TO SECURE THE EMAIL
