



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Welcome to the University of Tennessee Space Institute!! As a new, benefit eligible, employee, there are several pieces of paperwork needed to enroll you in the State Insurance Plan and Retirement. We want to make every effort to assist you in processing your forms in a timely manner. Please make note of these required steps to provide complete paperwork for your enrollment.

PLEASE REMEMBER THAT THE STATE ALLOWS YOU 30 DAYS FROM YOUR HIRE DATE TO SUBMIT ENROLLMENT FORMS TO OUR OFFICE. THIS INCLUDES THE TIME FOR OUR TEAM TO KEY YOUR ENROLLMENT.

1. Doublecheck to make sure you have filled in the form completely. Do not mark anything that you do not want to participate in.
2. **MAKE SURE TO SIGN THE ENROLLMENT FORM AT THE BOTTOM (Part 8)** and provide the contact information requested.
3. If you are covering dependents on your insurance, include the copies of the required documents with your enrollment submission. The list of documents is on the back of the Enrollment Change Application.
4. **BE SURE TO COMPLETE AND SIGN THE BASIC LIFE INSURANCE** Beneficiary Designation Application. This is coverage received through the State of Tennessee. You will sign multiple beneficiary forms by the end of your onboarding.
5. Please refer to page 5 in the Eligibility and Enrollment Guide to determine your insurance effective date.
6. Turn in your forms to the UTSI HR office. Set up an in-office appointment by contacting Pam Ledford at pledford@utsi.edu or call ext 37504.

MANDATORY FORMS	OPTIONAL FORMS
Insurance Enrollment Change Application	Voluntary Accidental Death Enrollment form
Dependent Eligibility Verification Documents (if applicable)	Voluntary Group Term Life Insurance (Enroll online)
Basic Life Insurance Beneficiary	Voluntary Group Term Life Waiver (if applicable)
Employee Checklist	Long Term Disability Enrollment form
Designation of Beneficiary form	Health Savings Deduction form (if eligible/applicable)
Retirement enrollment paperwork	Flexible Spending Enrollment form (if eligible/applicable)
	Biweekly Employee Holdback form (if eligible/applicable)

If questions, please contact Pam Ledford at pledford@utsi.edu or call 931-393-7504.

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