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