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/AD&D Insurance Enrollment/Change Application-- 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