

# 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](http://www.lifebenefits.com/stateoftn)
- Voluntary Group Term Life Insurance waiver form
- Flexible Spending/ Health Savings 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.
- Biweekly Employee Holdback Form (if eligible)

### **Enrollment options listed on State of TN Enrollment Change Application**

- Long Term Disability– **Employer paid option** -- 63%/90 day elimination period– guaranteed issue.
- Short Term Disability– 2 options – employee paid

## RETIREMENT (Required)

- Non-Exempt (hourly paid): Tennessee Consolidated Retirement System (TCRS) Hybrid**
  1. **TCRS Hybrid** - Enrollment is automatic to non-exempt employees. Employee will receive a letter within 45 days of hire date providing instructions on how to register on the mytcrcs.com website and update/select beneficiaries.
  2. **Deferred Compensation 401(k) automatic enrollment for 2%** - may opt-out within first 90 days – watch mail for letter from Empower Retirement with instructions for choosing beneficiary & selecting investment options and opting out.
- Exempt/Faculty: TCRS Hybrid or ORP Hybrid (optional retirement plan)**
  1. **Tennessee Consolidated Retirement System (TCRS) Hybrid – enrollment automatic within 4 weeks.**
    - Notice of Election to Participate in the ORP or TCRS form TR-0266** - Employee will receive a letter within 45 days of hire date providing instructions on how to register on the mytcrcs.com website and update/select beneficiaries.
  2. **Optional Retirement Program Hybrid (Available to Exempt and Faculty only)**
    - Notice of Election to Participate in the ORP or TCRS form TR-0266**
    - UT Premium Distribution Form** – Please include your confirmation number or enrollment date on form for TIAA and/or VOYA.
  3. **Deferred Compensation 401(k) automatic enrollment for 2%** - may opt-out within first 90 days – watch mail for letter from Empower Retirement with instructions for choosing beneficiary & selecting investment options and opting out.

**SUBMIT ALL ENROLLMENT FORMS TO THE UTSI HR OFFICE. IF QUESTIONS, CALL 931-393-7504 OR EMAIL HR@UTSI.EDU.**