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

☐ 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 mytcrs.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)


   ☐ 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 mytcrs.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.