

# NEW HIRE BENEFITS CHECKLIST



- Review this New Hire Benefits Guide and explore the benefits section of the Drexel Human Resources website at <https://drexel.edu/hr/benefits/overview> to learn about your benefit options.
- Visit the My Drexel Benefits enrollment site to select your health benefits, including medical, dental vision, disability, life insurance, and more (see page 5 for instructions on how to enroll). You can also expect to receive an email from the Drexel University Benefits Center letting you know that your enrollment window is open.
- Be sure to enroll or waive medical coverage. If no action is taken during your enrollment window, full-time employees will be automatically placed in the Point-of-Service plan (or PPO Basic, if out of area) at the employee only coverage level and premiums will be deducted from your paycheck. Part-time employee's coverage will be considered waived for the election year.
- Complete your benefit enrollment within 31 days of your date of hire. After your new hire enrollment window closes, most benefits may only be changed during the University's annual open enrollment period or if you experience a qualifying life event. Visit <https://drexel.edu/hr/benefits/health-coverage/life-event> for more information.
- Have your spouse, domestic partner or child's social security number if adding them to your coverage.
- Submit the required dependent verification documents if you are covering a spouse, domestic partner or child (see page 5). The documentation (e.g. birth certificate, adoption agreement, marriage certificate, Drexel's domestic partner affidavit with supporting documentation) must be provided within your 31-day enrollment window for your dependents to be covered on your benefits.
- Designate a beneficiary for your life insurance on the final page of the enrollment process.
- Review your benefits confirmation statement which appears on the screen after you complete your enrollment and a copy sent to your Drexel email account. Review the statement to confirm that your benefits are showing as expected.
- If you selected life insurance coverage that requires evidence of insurability (EOI), complete the online EOI form within 31 days from your date of hire.
- Visit the retirement enrollment platform and select how much to contribute to your retirement savings account (see page 27). If you do not actively enroll or waive participation within 31 days from your hire date, you will be automatically enrolled with TIAA at a 2 percent per pay contribution rate.
- Make changes anytime during your enrollment window.
- Review your paystub and confirm that your benefit deductions are accurate.
- If you enroll in a Drexel medical plan you can expect to receive a general notice about COBRA continuation coverage. Health plans are required by law to provide you with this informational notice after you enroll. Review this document but rest assured that your coverage has not been disrupted.
- As a reminder, short-term disability is offered on a voluntary basis. The university provides long-term disability coverage at no cost to you.

## NEED HELP?

- For assistance with the My Drexel Benefits enrollment site, contact the Drexel University Benefits Center at **1.844.690.3992**
- The healthcare experts at Health Advocate can help you understand your coverage, explain your share of the costs (i.e. deductibles, copays, and coinsurance), locate in-network providers, and more. Call for a free consultation at **1.866.695.8622**.
- If you need additional assistance, contact the Drexel HR Service Center at [hr@drexel.edu](mailto:hr@drexel.edu) or **215-895-2850**.