

Welcome

The Department of Finance and Administration is pleased to welcome you as a new employee of the State of Tennessee.

Please review the health benefits available to you and make note of questions to ask. Taking these steps now should allow you to enroll in benefits during your first week at work and eliminate two months of premium payments from being withdrawn from your first paycheck.

- **New Hire Presentations:**
Health Insurance – https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/new_employee_presentation_slides_notes_2019.pdf
- **Compare Health Options** – <https://www.tn.gov/partnersforhealth/health-options/health.html>
- **Compare Dental Options** – <https://www.tn.gov/partnersforhealth/other-benefits/dental.html>
- **Compare Vision Options** – <https://www.tn.gov/partnersforhealth/other-benefits/vision.html>

You can also find all of this information and more at <https://www.tn.gov/partnersforhealth>. Go to the For New Employees block under Quick Services. The “for new employees” page provides information about other voluntary benefits, including life insurance and disability insurance.

Be sure to have any applicable healthcare-related documents available, including:

- **Dependent Verification Documents** – if you are adding dependents (spouse and/or children), please note that you will need to provide documents to prove their relationship to you. A list of acceptable documents can be found here:
https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/deva_eligible_docs.pdf

We hope this information is helpful and allows you to make timely benefits decisions.

Sincerely,

Benefits Administration & the F&A Human Resource Office

Last Update: February 13, 2019