

ORIENTATION EMPLOYEE ACTION ITEMS

Please complete the action items below to finish your orientation at Finance and Administration.

✓ **Insurance Enrollment –**

You only have 31 days from your hire date to elect benefits.

- Visit the ParTners for Health website (<https://www.tn.gov/partnersforhealth/videos.html>) to view videos describing all the State's benefits options.
- Login and attend the **New Employee Benefits Orientation for State Employees** for the most up-to-date benefits information. This is conducted via WebEx every Monday from 1:00pm-3:00pm Central Time. Additional information regarding the WebEx can be found at <https://www.tn.gov/partnersforhealth/for-new-employees>. The WebEx link to attend and the worksheet are located at (<https://tngov.webex.com/tngov/j.php?MTID=ma29b3d8aefe1c1f4bbb6e7cadd0e243a>).

NOTE: An employee's State of TN insurance does not become effective until the first day of the month after the employee has been employed for one full calendar month. **Example:** If hired on January 01, the employee works a full calendar month (January 1-31). Therefore the insurance premium is deducted from the January 31st paycheck, and the insurance becomes effective on February 01. If hired on January 02, the employee does not work the full calendar month. This employee will not work a full calendar month until February. Therefore, the insurance premium will be deducted from the February 28th paycheck and the insurance will become effective on March 01.

- ✓ **Upload Benefit Documentation to Edison –** If adding dependents, please refer to the **Dependent Eligibility Definitions and Required Documents** form (https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/1043_2018.pdf) to determine which documentation you will need to upload into Edison to complete your benefits enrollment. Failure to upload the proper documents will result in cancellation of benefits.
- ✓ **Adjust 401k Deduction –** Log in and adjust or cancel your 401k deduction.
NOTE: You cannot adjust the Retirement deduction.
- ✓ **MTA Swipe N Ride –** The State offers employees a free bus pass which can be used daily for a free commute to and from work. If interested, complete the application on the F&A Intranet site (www.teamtn.gov/finance) under the "Human Resource Office" > "Employee Services" section. Once completed, email or bring the application to Kimberly.Levenhagen@TN.gov.
- ✓ **Emergency Contact Information –** Login to Edison and define your emergency contact. Directions to complete this task are located in your orientation packet. It is the employee's responsibility to keep this information updated.

Last Update: February 13, 2019