



EMPLOYEE BENEFIT SERVICES

NEW HIRE CHECKLIST

1. Select **Add Employee Quick Link** on the Employee Navigator home page to add the new employee's information
2. Add employee's salary to the Annual Base Salary field
Note: Do not enter any information in the Annual Benefit Salary field

Salary fields ⓘ

Pay Basis: Salary

Hourly Rate: [Empty]

Hours Per Week: 40.00

Annual Base Salary: [Empty]

Annual Benefit Salary: [Empty]

3. If the employee has a working day waiting period, enter their benefits effective date as the hire date
Note: If the employee is a rehire, go to the employee's profile on Employee Navigator and select **Rehire** under Termination Actions
4. If the district is employee facing, send the employee a registration email
Note: If your district is not employee facing, select **No, not now**

Send Employee Demo a registration email?

Email: employeeedemo@setseg.org

Send

No, not now

5. Go to the employee's profile and add their address, dependents, and other contact information
 - It is our recommendation to add the social security numbers for both the spouse and the dependents to facilitate proper enrollment in their medical, dental, and vision carriers
 - All required fields will be noted with a red asterisk



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- Please complete the Disabled selection to ensure a disabled dependent will not automatically age off the policy incorrectly
6. Make the employee's benefit elections (if the district is not employee facing) by going to the Employee's home page and clicking **New Hire Enrollment** located in the Employee Management tab

Sally Snickers [Add a note](#)

Employee Management Profile Update Benefits Benefits Summary Doc

Sally Snickers ⓘ Status

Instructors ✓ HRIS required fields comp
Account Manager ✗ Benefits required fields cor
JMcMillan@setseg.org ✓ EE-entered fields for enrol

Manage Enrollments

New Hire Enrollment Employee is not eligible for any new hire benefits.
Newly Eligible Enrollment Employee is not eligible for any newly eligible benefit

Notes

7. Make sure to select the applicable dependents **and** the correct plan
Note: If the employee chooses to waive a benefit, scroll down to the bottom of the page, and select **“Don't want this benefit?”**

2023 Reliance Voluntary Life

Select

Save & Continue

Don't want this benefit?

8. **Review** the employee's elections and click to sign that they are complete and accurate
- If a correction is needed, click **View Steps** on the side progress bar and make the desired changes, then sign to complete benefit elections
9. If the district allows employees to make their own elections, navigate back to the home page and click **Approve pending benefit enrollments** under Things to do to review and approve their elections