



Benefits Enrollment Tips: Health and Other Benefit Plans For New Hires and Newly Eligible Faculty and Staff

Hire Date and Benefits Effective Date _____ Return Forms within 30 Days

- **New Employee Benefits Enrollment Checklist** – Reference this checklist as a guide for forms to complete. Your employee ID number is also located here.
 - For more benefits coverage information, visit: wmich.edu/hr/employees; select your **employee group**; select **Benefit details**; then select **Applicable benefits**.
- **Health Plan**, if applicable
 - Complete *Health Insurance Enrollment and Change Form*; sign waiver if not enrolling.
 - When enrolling dependents, provide copy of marriage license, birth certificate, DEI, etc.
 - Sign *Notice of Special Enrollment Form*.
- **Life Insurance**, if applicable
 - Complete *Life Insurance Enrollment and Change Form*.
 - If you are eligible and elect coverage for your spouse and/or dependents, complete *Dependent Life Insurance Enrollment and Change Form*.
 - Sign waiver section if not enrolling.
- **Long Term Disability Insurance**, if applicable
 - Complete *Long Term Disability Insurance Enrollment and Change Form*.
 - Sign waiver section if not enrolling.
- **Flexible Spending Accounts**
 - Complete *BASIC Flex Form* and elect Medical Reimbursement and/or Dependent Care Account.
 - Sign waiver section if not enrolling.
- **Submit Health and other benefit plan forms to Human Resources staff:**
 - Meet with HR staff member and ask questions:
 - 1300 Seibert Administration Building located at 1903 West Michigan Avenue.
 - Walk-in Monday through Friday, 8:00 am – 5:00 pm.; no appointment necessary.
 - HR Representative will review completed and signed enrollment forms.
- **Western Wellness**
 - Qualify for a reduction in your health care premiums by enrolling in the Western Wellness program and meeting program participation requirements.
 - Visit the website for wellness program options: wmich.edu/wellness