

✓ Benefits Checklist

✓ Within 31 days of your hire

Enroll yourself and your eligible dependents in optional coverage. You cannot enroll your dependents if you don't enroll in any of these optional benefits.

Dental plans

- HumanaDental DHMO
- State of Texas Dental Choice preferred provider organization or
- State of Texas Dental Discount Plan

Vision insurance

- State of Texas Vision

Optional Term Life Insurance

- Coverage at 1 or 2 times your annual salary
- Coverage of 3 or 4 times your annual salary, through evidence of insurability (EOI)

Voluntary Accidental Death & Dismemberment (AD&D) Insurance

- Just yourself or yourself and family

Dependent Term Life Insurance

- Coverage for eligible dependents

Texas Income Protection Plan (TIPP) disability insurance

- Short-term disability insurance
- Long-term disability insurance

TexFlex flexible spending accounts

- Health care flexible spending account (not available to Consumer Directed HealthSelect participants)
- Dependent "day" care flexible spending account
- Limited flexible spending account (available only to Consumer Directed HealthSelect participants)
- Commuter spending account

✓ Within 60 days of your hire

Health insurance

Change your health insurance from HealthSelect of Texas, and enroll your eligible dependents (full-time employees are automatically enrolled in HealthSelect of Texas). If you are a part-time employee, enroll yourself and/or your eligible dependents.

- HealthSelect of Texas (dependents and part-time employees are not automatically enrolled) or
 - Consumer Directed HealthSelect or
 - an HMO, if you live or work in an eligible county or
 - Opt out of or waive health coverage (full-time employees).
- AND
- Enroll eligible dependents and complete dependent child certification.
 - Certify tobacco-use status for yourself and any covered dependents age 18 and older.

At any time

Texa\$aver voluntary retirement savings account

- Enroll in a 457 plan
- Increase your 401(k) or 457 plan savings contribution
- Opt out of a 401(k) account

If you have a qualifying life event (QLE) – for example, you get married or divorced or you have a child – you can make certain benefit changes within 31 days of that QLE. You don't have to wait for Summer Enrollment. If you need to drop a dependent from GBP coverage – for example, if your child gets other coverage – you will have the 31-day window to do so. If your child loses Medicaid or CHIP eligibility, you will have 60 days to sign them up for GBP health coverage.

Please Note: No Questions Asked for 31 days

If you want additional life insurance coverage and disability insurance, now is the best time to sign up. If you sign up within your first month of employment, you will not need to provide evidence of insurability (EOI). EOI is an application process during which you must provide information about your or your dependents' health. If you wait, you run the risk of not qualifying for these benefits based on those EOI results. Don't miss your 31-day window of opportunity!