

NEW EMPLOYEE ENROLLMENT CHECKLIST

CORE BENEFITS – Enrollment processed with the HR Benefits Office

Medical Programs -

How to Enroll: Log in to [MyCSUSM](https://www.csusm.edu/hr/benefits/medical/index.html), go to My HR Resources, and select the Employee Self-Service Center on the left-hand side, if not showing, then the New Hire/Newly Eligible Enrollment Tile

Resource Website: <https://www.csusm.edu/hr/benefits/medical/index.html>

Enrollment Deadline: Within 60-days of hire/newly eligible date

- ☐ CalPERS Health Plans (HMO or PPO)
- ☐ Delta Dental Plans (HMO or PPO)
- ☐ VSP Basic Vision
- ☐ FlexCash (*in lieu of CSU Health/Dental*)

Flexible Spending Account (FSA) Programs -

How to Enroll: Log in to [MyCSUSM](https://www.csusm.edu/hr/benefits/voluntary/dcra.html), go to My HR Resources, and select the Employee Self-Service Center on the left-hand side, if not showing, then the New Hire/Newly Eligible Enrollment Tile

Resource Website:

DCRA - <https://www.csusm.edu/hr/benefits/voluntary/dcra.html>

HCRA - <https://www.csusm.edu/hr/benefits/voluntary/hcra.html>

Enrollment Deadline: Within 60-days of hire/newly eligible date

(These plans do not renew automatically and requires re-enrollment annually during the Open Enrollment period)

- ☐ Dependent Care Reimbursement Account (DCRA)
- ☐ Health Care Reimbursement Account (HCRA)

Enhanced Vision Program -

How to Enroll: [VSP Vision Care Premier Enrollment Form](https://www.csusm.edu/hr/benefits/vision/index.html), return to HR Benefits Office

Resource Website: <https://www.csusm.edu/hr/benefits/vision/index.html>

Enrollment Deadline: Within 60-days of hire/newly eligible date

- ☐ VSP Premier Vision (*in lieu of VSP Basic Coverage for an additional monthly premium based on number of dependents*)

VOLUNTARY/SUPPLEMENTAL BENEFIT PROGRAMS – Enroll directly with Plan Carrier

- ☐ CSU 403(b) Supplemental Retirement Plan

Carrier: Fidelity

How to Enroll/Resource Website: https://www.csusm.edu/hr/benefits/retirement/tsa_program.html

Enrollment Deadline: May enroll in this plan at any time throughout the year.

- ☐ 401(k)/457 Supplemental Retirement Plan

Carrier Name: Savings Plus Now

How to Enroll/Resource Website: https://www.csusm.edu/hr/benefits/retirement/savings_plus.html

Enrollment Deadline: May enroll in this plan at any time throughout the year.

- ☐ Auto, Rental and Home Insurance

Carrier Name: California Casualty

How to Enroll/Resource Website: https://www.csusm.edu/hr/benefits/voluntary/auto_home_insurance.html

Enrollment Deadline: Eligible employees may enroll in this plan at any time throughout the year.

- ☐ Legal Insurance

Carrier Name: ARAG

How to Enroll/Resource Website: <https://www.csusm.edu/hr/benefits/voluntary/arag.html>

Enrollment Deadline: Within 60-days of hire/newly eligible date

☐ Pet Insurance

Carrier Name: Nationwide

How to Enroll/Resource Website: https://www.csusm.edu/hr/benefits/voluntary/pet_insurance.html

Enrollment Deadline: May enroll in this plan at any time throughout the year.

☐ Voluntary Accident*

☐ Voluntary AD&D**

☐ Voluntary Critical Illness*

☐ Voluntary Life Insurance

☐ Voluntary Long Term Disability (*if not eligible for CSU-Paid LTD Insurance*)

Carrier Name: The Standard Insurance Company

How to Enroll/Resource Website: <https://www.standard.com/my-benefits/csu>

Enrollment Deadline: May enroll in this plan with Guaranteed Issue (no health questions asked), within 60-days of employment. Coverage elected outside this period will be subject to evidence of insurability.

* Enrollment deadline within 60-days of hire/newly eligible date.

** May enroll at any time – no health questions asked.

BENEFICIARY FORMS – *submit directly to the plan carrier*

☐ Life and AD&D Insurance Beneficiary Designation:

Form: [Standard Insurance Company Beneficiary Designation/Change form](#)

Resource Website: <https://www.standard.com/my-benefits/csu>

Enrollment Deadline: N/A

☐ Accident Insurance Beneficiary Designation

Form: [Standard Insurance Company Beneficiary Designation/Change form](#) (*Accident Insurance*)

Resource Website: <https://www.standard.com/my-benefits/csu>

Enrollment Deadline: N/A

☐ CalPERS Pre-Retirement Lump Sum Beneficiary Designation

Form: <https://www.calpers.ca.gov/documents/pre-retirement-lump-sum-beneficiary-designation/download>

Resource Website: <https://www.calpers.ca.gov/>

Enrollment Deadline: N/A