



PROCEDURE

Benefits Enrollment For a New Employee

BEN-P002

Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version. <http://www.salemkeizer-qam.us/>

1.0 SCOPE:

1.1 This procedure describes the process for a new employee to enroll in benefits.

2.0 DEFINITIONS:

2.1 OEBC: Oregon Educators Benefit Board.

2.2 LTD: Long Term Disability.

2.3 LTC: Long Term Care Insurance.

2.4 HSA: Health Savings Account

2.5 STD: Short Term Disability

2.6 HR: Human Resources.

2.7 Benefits: The division of Human Resources that manages enrollments for employees.

2.8 HRIS: The computer program used by Salem-Keizer Public Schools for employee data, payroll, and financial processes.

2.9 Assigned Staff: Person in the benefits office assigned to process enrollment information.

3.0 PROCEDURE:

3.1 Benefits receives notification of a new hire through the HRIS system workflow or from reports provided by the staffing divisions of HR.

3.2 Employee receives a benefit packet.

3.2.1 If a new licensed employee, packet is sent via US mail by licensed staffing personnel.

3.2.2 If a new classified employee, packet is provided at a group orientation by benefits staff.

3.2.3 If a new administrator or confidential employee, packet is provided at an individual orientation with benefits staff.

3.3 Employee completes forms to enroll in medical, vision, dental, LTC, STD, LTD, Life Insurance, HSA and sick leave bank. The Employee has 31 days from date of hire to complete these enrollments or they must wait until the next annual open enrollment period to enroll.

3.4 Assigned Staff reviews all enrollment forms, enters data into OEBC enrollment system.

3.5 Assigned Staff enters and imports HSA information in US Bank database (Demographic and Enrollment reports) and gives copy to Payroll for final import of Contribution amount.

3.6 Assigned Staff enters Two-on-Contract information (if applicable) into spreadsheet and forwards copy to Payroll for processing.

3.7 Health plan enrollment records are maintained on-line through OEBC.

4.0 RESPONSIBILITY:

