New Hire Benefits Enrollment Checklist

As you get prepared to enroll, here is a step-by-step list of actions you'll need to take during your benefits enrollment window to select the plans that are right for you and your family.

☐ Step 1

Visit **https://oneusgconnect.usg.edu/** and click the "OneUSGConnect" button. Next, select the icon for your institution.

This is your employee self service hub with access to update your personal information, direct deposit information, enter time off, and to check your pay stubs. By using the benefits drop down menu, it's also your gateway to manage your healthcare and retirement enrollment.

☐ Step 2

Learn about your benefits coverage options at **benefits.usg.edu** and review the Comparison Guide to understand your benefits.
Get started on your learning journey today!

☐ Step 3

Attend your benefits orientation sessions:

- Your campus new hire benefits orientation.
- The USG Virtual or On-Demand Benefits Orientation. **Register for Virtual Benefits Orientation**.

☐ Step 4

Collect all the necessary documentation for eligible dependents you wish to enroll into coverage. You will need the legal name, date of birth and social security number for each eligible dependent. See the **New to USG page** on the **benefits.usg.edu** website for a list of documents you will need to submit. You must enroll and submit supporting documentation within 30 days of your date of hire.

☐ Step 5

Make note of any potential medical, dental or vision services you have planned for the year. Based on the summary of your estimated expenses, you can estimate how much you can contribute to a pre-tax flexible spending or health savings account. **If you made contributions at your prior employer, you will need to reduce the amount of your FSA/HSA contributions, so you don't go over the IRS limits.**

☐ Step 6

Enroll in your Health and Voluntary Benefits. Visit **https://oneusgconnect.usg.edu/** and click "Manage my Benefits". You must enroll within **30 calendar days** of your hire date or date you became eligible to make your healthcare and voluntary benefit elections.

For Retirement elections, visit **https://oneusgconnect.usg.edu/** and click the "OneUSGConnect" button. Next, select "Benefits" from the drop-down menu and click 'Retirement at Work". See the **USG Retirement website** for complete information and enrollment instructions. You must enroll within **60 calendar days** of your hire date or date you became eligible.

☐ Step 7

Add a beneficiary. Even if you're not enrolling in healthcare, you will need to add a beneficiary for your Basic Life Insurance Plan. You will need a name, contact and social security information.

- **Life Insurance:** During your enrollment, you will be prompted to add a beneficiary.
- **Health Savings Account:** You will need to add a beneficiary through the HSA Bank portal at **https://myaccounts.hsabank.com/Login.aspx**.
- **Retirement Plans:** Once enrolled in a retirement plan, you will need to add beneficiaries.

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