

New Hire Benefit Enrollment

Plan Year

Benefits are based on a fiscal year, rather than a calendar year. The plan year starts July 1st and ends June 30th. The benefits you select at initial enrollment will remain in effect through June 30th, unless you experience a qualifying life event that allows you to make changes to your coverage.

Medical Plan Enrollment

Employees are eligible for benefits on:

- The first day of full-time employment or the date of the contract, if that date is the first day of the month; or
- The first day of the month immediately following the first day of full-time employment or contract date if the first day of employment/contract date is on or after the second day of the month.

Completing Enrollment

As a new benefits-eligible employee you must enroll or decline coverage online through your [E-PEBP Portal](#) and upload any required supporting documents (if adding dependents) no later than the last day of the month your coverage is scheduled to become effective.

Default Enrollment

Failure to enroll or decline coverage within the specified timeframe will result in coverage being defaulted to the Consumer Driven Health Plan (CDHP) with a Health

Reimbursement Arrangement (HRA) and self-only coverage. Employees enrolled in the CDHP will pay a monthly premium for that coverage.

Qualifying Life Events

Qualifying life events include the birth of a child, marriage, divorce, loss of coverage, etc. You must complete an online event through the [E-PEBP Portal](#) as well as upload any supporting documents within **60 days** of the qualifying life event in order for changes to your coverage to take place.

To view step by step instructions on how to register your E-PEPB Portal account, click [here](#).