
New Hires Benefits Procedure (BEN-P001)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Benefits Department processes new hire paperwork.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Benefits Coordinator

Approval Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 PAN – Personnel Action Notice.
- 4.2 COBRA – Continuation Of Group Health Benefit After Termination
- 4.3 HIPAA – Protected Health Information.
- 4.4 LTD – Long Term Disability

5.0 PROCEDURE:

Medical

- 5.1 Benefits department is in receipt of notification of a new hire (PAN).
- 5.2 Send the appropriate benefits packet of information that pertains to the employee's contract along with HIPAA privacy notice and COBRA initial notice of rights.
- 5.3 Benefits department is in receipt of the completed medical enrollment forms.
- 5.4 Proof completed forms and add the effective dates and appropriate group numbers.
- 5.5 Forward completed forms to the appropriate insurance carriers.
- 5.6 Key information into the benefits system. (Microsoft Works)
- 5.7 Notify payroll of employee deductions.

Life Insurance

- 5.8 Appropriate forms and information are included in the benefits package.
- 5.9 Benefits department is in receipt of the completed life insurance forms.
- 5.10 Forms are checked for required information and then filed.
- 5.11 Life amount is keyed into the system and a copy is printed. (Microsoft Works)
- 5.12 Copy is put in the appropriate month file for billing based on the effective date.

New Hires Benefits Procedure (BEN-P001)
Milford Public School District

6.0 ASSOCIATED DOCUMENTS:

- 6.1 PAN (PER-F004)
- 6.2 Payroll Deduction Form (BEN-F002)
- 6.3 Medical/Dental Enrollment Forms - External Document
- 6.4 Life enrollment Forms – (BEN-F009)
- 6.5 Tax Election – (BEN-F011)
- 6.6 Waiver (BEN-F003)
- 6.7 COBRA Initial Notice –Related Document
- 6.8 Reminders Notice - Related Document
- 6.9 Thrift Plan for Paraprofessionals Form – External Document
 - 6.9.1 Enrollment
 - 6.9.2 Beneficiary
- 6.10 HIPAA – Group Health Privacy Notice
- 6.11 HIPPA Authorization Form (BEN-F012)
- 6.12 LTD Information for Secretaries and Non-Bargaining Group – External Document
- 6.13 LTD Enrollment Card – External Document

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documents 6.1 through 6.13	Benefits Office	99 years	Shred	Locked Cabinets Locked Office
Benefits DataBase (Microsoft Works)	Electronic	99 years	Active Benefits System	Electronic Backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release
10/22/03	B	7.0 – Identification – Change to read: Documents 6.1 through 6.9
04/27/2004	C	5.2 ,5.3 & 5.9+, additional wording; 6.0, add/delete wording, and 7.0, correct Identification, Retention & Disposition words

* * * E n d o f p r o c e d u r e * * *