

Important Health Benefits Information

- Under the new benefits rules effective January 1, 2018, health benefits coverage is effective the first of the month following the date of hire.
- If your hire date falls on 1st of the month, benefits will begin the date of hire. If your hire date falls on the 2nd through the end of the month your start date will begin the 1st of the following month. (Example: Start date 10/1/2021, benefits effective 10/1/2021; start date 10/2/2021 benefits effective 11/1/2021).
- Employees have 60 days to enroll in benefits, however, the effective date **will not** change due to an employee waiting until day 59 to submit the enrollment form. A mandatory retro **must** be completed to collect any premium owed by the employee for the time between the effective date and the date the enrollment form is processed.
- Effective January 1, 2019, health benefits enrollment is completed on-line through the State Personnel System (SPS Workday). You will have access to the system 2 weeks after your start date, instructions will be provided to you at that time.

Important! To avoid issues or delays with health benefits, the best practice is to enroll as soon as you receive your W#. If an employee waits to enroll until the 59th or 60th day and makes an error in the system, there is no grace period.