

Checklist of New Hire Forms

Part time to Full Time

- _____ 1. New Employee Orientation Checklist
- _____ 2. Non-exempt, Exempt Acknowledgement (whichever applicable)
- _____ 3. BCBS Blue Options H S A
- _____ 4. BCBS Blue Options PPO
- _____ 5. BCBS Enrollment and Change form with Deduction Authorization Form
- _____ 6. BCBS Declination Form with Opt Out Form
- _____ 7. Assurant Dental Form with Deduction Authorization Form
- _____ 8. Superior Vision Form with Deduction Authorization Form
- _____ 9. Standard Life Form with Deduction Authorization Form
- _____ 10. Retirement Beneficiary Designation – Return of Contribution
- _____ 11. Retirement Beneficiary Designation – Death Benefit
- _____ 12. Admin USA Enrollment and Change Form
- _____ 13. 401(K)
- _____ 14. New Employee Orientation – Full Time