

# NEW EMPLOYEE ONBOARDING HBR CHECKLIST



The State Health Plan website includes [New Employee Resources](#) to help your new employees understand their Plan options and how to enroll in Plan benefits. Below is a checklist to make sure you have successfully oriented new employees regarding their State Health Plan benefits.

## MAKE SURE YOU COMPLETE THE FOLLOWING ITEMS:

- ☐ Play the [New Employee Presentation Video](#) during Orientation.
- ☐ Provide the [New Employee Kit](#) to the new employee.
- ☐ Create a shell/profile for your new employee in [eBenefits](#).
- ☐ Provide the [Step-by-Step Enrollment Instructions](#) to new the employee.
- ☐ Ensure your new employee has enrolled in benefits within **30 DAYS** of their hire date.
  - ☐ Confirm that your employee has uploaded dependent verification documentation for each added dependent *(if applicable)*.
  - ☐ All dependents over 6 months of age require a valid unique SSN.
  - ☐ Review and approve uploaded documentation within **45 DAYS** of effective date.
- ☐ Coordinate the premium deduction from payroll **AFTER** approval of the employee's elected benefits.
- ☐ Notify your new employee about signing up for the Plan's monthly electronic newsletter, [Member Focus](#), so they can keep updated on information regarding their benefits.