

New Hire Benefits Enrollment Checklist

Employee Information

Name	_____
Department	_____
Start Date	_____

Checklist

- ☐ Review Benefits Guide
- ☐ Attend Benefits Orientation Session
- ☐ Complete Enrollment Forms
- ☐ Enroll in Medical Insurance
- ☐ Enroll in Dental Insurance
- ☐ Enroll in Vision Insurance
- ☐ Select/Update Beneficiaries
- ☐ Enroll in Retirement/Savings Plan
- ☐ Enroll in Flexible Spending Account (FSA) / Health Savings Account (HSA)
- ☐ Submit Dependent Verification Documents
- ☐ Complete Life Insurance Enrollment
- ☐ Enroll in Additional Voluntary Benefits (if applicable)
- ☐ Confirm Enrollment via HR Portal

Important Deadlines

- All enrollment forms must be completed within **30 days** of your hire date.
- Dependent documentation must be provided before benefits become effective.

Contacts

HR Benefits Contact	benefits@company.com
HR Phone	(555) 123-4567