

New Hire Benefits Enrollment Checklist

Employee Information

Name	<hr/>
Department	<hr/>
Start Date	<hr/>

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