

## New Employee Benefits Orientation Checklist

This checklist is intended for use AFTER you have completed your Benefits Orientation. Use this checklist to ensure you have completed all mandatory and desired optional steps. Links to forms, instructions and other resources can be found within the checklist below. Additional information about the benefits and deadlines for enrollment are addressed in the On-Demand Benefits Orientation and can be found in the Benefits Orientation Handbook.

### Mandatory

- Watch the [On-Demand Benefits Orientation Presentation](#).
- Compare your benefit options with [Alex, your online benefits counselor](#).
- Review the [Benefits Orientation Handbook](#).
- Complete the [Benefits Acknowledgement Form](#).
- Enroll or Opt-Out of Benefits in [Oracle Self-Service](#) within 30 days of the start of your full-time position. Find instructions in the [Benefits Online Manual](#).

### Optional

**Directions:** Complete these forms online and click submit.

- [403\(b\) Elective Deferral \(Retirement\) Plan Information Request](#)
- [457 Deferred Compensation \(Retirement\) Plan Information Request](#)

**Directions:** You will need to designate beneficiaries for your VRS pension plan and life insurance. You can do this through your VRS online accounts approximately 30 days from your date of hire or change to full-time status. If you do not designate specific beneficiaries, any benefits would be paid in the order of precedence established by law.

- Designate Beneficiaries for VRS Defined Benefit (DB) Pension Plan, Basic Life Insurance and Optional Life Insurance (*VRS Plan 1, VRS Plan 2, and VRS Hybrid members*). Register on [myVRS](#) to designate beneficiaries for these plans. Allow 30 days for your account to be established before registering.
- VRS Hybrid members [only] ALSO need to set up a beneficiary for your VRS Defined Contribution (DC) Plan. Set up your account on the [VRS Defined Contribution Plans site](#) to designate beneficiaries. Allow 30 days for your account to be established.
- VRS Purchase of Prior Service - Contact Employee Benefits at 571-252-1810

**Directions:** Enroll directly with the vendor.

- [Optional Life Insurance](#) – The application can be completed 7-10 days following your hire date on the [Securian Financial website](#).
- [Long Term Care Insurance](#)
  - [Genworth Long Term Care Application](#) (employer code 30158) or call 1-866-859-6060
  - [Virginia Retired Teachers Association Plan](#) or call 1-800-467-5425
- [Virginia 529 College Savings Plan](#)
- [Credit Unions](#)

If you have any questions after reviewing these materials, please feel free to contact us at [LCPSHealthWellness@lcps.org](mailto:LCPSHealthWellness@lcps.org).