Enrollment Checklist

New employees can use this checklist to assist in their benefit enrollment(s), access plan information, and submit enrollment information.

Core Benefits

Program: Health, Dental, and Basic Vision
How to Enroll: Complete a New Hire Worksheet
Enrollment Deadline: New employees may enroll within 60 days of employment/eligibility, or during open enrollment.
Resource Websites: **Health**, **Dental**, and **Vision**

Program: FlexCash
How to Enroll: Complete a New Hire Worksheet
Enrollment Deadline: New employees may enroll within 60 days of employment/eligibility, or during open enrollment.
Resource Website: **FlexCash**

Program: Dependent Care/Health Care Reimbursement Account
How to Enroll: Complete a New HCRA/DCRA Enrollment Form
Enrollment Deadline: New employees may enroll within 60 days of employment/eligibility, or during open enrollment.
Resource Website: **DCRA**, **HCRA**

Program: Premier Vision
How to Enroll: **VSP Vision Care Premier Enrollment Form**
Enrollment Deadline: New employees may enroll within 60 days of employment/eligibility, or during open enrollment.
Resource Website: **Vision**

Voluntary/Supplemental Benefits

Program: CSU 403(b) Supplemental Retirement Plan
How to Enroll/Resource Website: Online: **netbenefits.com/calstate** or Telephone: 1.800.343.0860
Enrollment Deadline: Eligible employees may enroll in this plan at any time throughout the year.

Program: Savings Plus Program 401(k)/457
How to Enroll/Resource Website: Online: **https://www.savingsplusnow.com/** or Telephone: 1.855.616.4776
Enrollment Deadline: Eligible employees may enroll in this plan at any time throughout the year.

Program: California Casualty Auto and Home Insurance
How to Enroll/Resource Website: Online: **http://www.calcas.com/csu** or Telephone: 1.866.680.5143
Enrollment Deadline: Eligible employees may enroll in this plan at any time throughout the year.

Program: ARAG Legal Insurance
How to Enroll/Resource Website: Online: **https://www.araglegal.com/plans** or Telephone: 1.800.247.4184
Enrollment Deadline: Employees may enroll in the plan within 60 days of employment/ eligibility, or during open enrollment.

Program: Voluntary Life Insurance, Voluntary Long Term Disability, Voluntary Critical Illness, Voluntary Accident
How to Enroll/Resource Website: The Standard Enrollment Kit or Online: **www.standard.com/mybenefits/csu** or Telephone: 1.800.378.5745
Enrollment Deadline: New employees are eligible to enroll in this plan with Guaranteed Issue (no health questions asked), within 60 days of employment. Coverage elected outside this time period will be subject to evidence of insurability.

Program: Accidental Death & Dismemberment
How to Enroll/Resource Website: The Standard Enrollment Kit or Online: **www.standard.com/mybenefits/csu** or Telephone: 1.800.378.5745
Enrollment Deadline: As a CSU employee, you can enroll in this plan at any time–no health questions asked.

Beneficiary Designations

Last Pay Warrant
Contact Payroll at 1.559.278.2032 to update your last warrant designee

Employer Paid Life Insurance Beneficiary Designation
Standard Insurance Company Beneficiary Designation/Change form

CalPERS Beneficiary Designation
Log in to myCalPERS to name, review, or change your beneficiary.
Resource Website: Beneficiary Designation

CalPERS Special Power of Attorney
A CalPERS special power of attorney allows you to designate a representative or agent, known as your attorney-in-fact, to conduct your retirement affairs. Should you become unable to act on your own behalf, your designated attorney-in-fact will be able to perform important duties concerning your CalPERS business.
Resource Website: Special Power of Attorney