

## **HBR Checklist for New Employee Onboarding**

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 new employees
- Create a shell/profile for your new employee in eBenefits
- Provide the [How to Enroll in Benefits Video](#) AND the [Step-by-Step Enrollment Instructions](#) to new employees
- Ensure that your new employee has enrolled in benefits within **30 days** of their hire date
  - Confirm that the employee answered the Tobacco Attestation
  - 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 the uploaded documentation within **45 days of the effective date**
- Coordinate premium deduction from payroll **after** approval of the employee's elected benefits
- Don't forget to notify your new employees about signing up for the Plan's monthly electronic newsletter, [Member Focus](#), so they can keep updated on information regarding their benefits