## Benefits Action Summary

### Action Needed

Time frames are based upon first day of employment.

<table>
<thead>
<tr>
<th>Time Frames</th>
<th>Action Details</th>
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| Within 30 days¹ |  - Health insurance (complete form even if waiving coverage)  
  - Flexible spending accounts²  
  - Additional life insurance |
| Within 60 days |  - Voluntary Group Long Term Care Insurance (Genworth)  
  - Faculty Only: Elect retirement plan (ORP or VRS Hybrid Plan)³  
  - ORP Faculty Only: Long term disability (UNUM) |
| Within 90 days |  - ORP Faculty and VRS rehires/transfers (Plan 1 and 2) only: Opt-out or auto-enroll in 403b supplemental retirement account and cash match |
| Within 1 year |  - VRS Purchase of Prior Service⁴ |
| After 1 year |  - VRS faculty and classified staff become eligible for short-term disability after a one-year waiting period. The date of any eligible event must occur after one year of employment to invoke short-term disability for that event. |

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¹ Next time to enroll will be during Open Enrollment in May of each year with an effective date of July 1. Eligible employees may also enroll, stop, or modify within 60 days of a qualifying mid-year event (e.g. marriage, divorce, or birth of a child). Any mid-year changes will be effective on the first day of the month following receipt of the completed election form except for adding newborns, adopted children, or children placed for adoption. In these cases, health coverage is retroactive to the first day of the month in which the birth, adoption or placement for adoption occurred.

² You must enroll every plan year in a Flexible Spending Account to have an account, so if you want to continue using your FSA or enroll in one for the first time, be sure to take action during Open Enrollment.

³ Irrevocable retirement plan election between the Optional Retirement Plan (ORP) and the Virginia Retirement System (VRS) Hybrid Plan. If the form is not received within 60 days of the date you are first employed, you will be covered by the VRS Hybrid Retirement Plan.

⁴ You have one year from your date of hire to arrange to purchase prior service at approximate normal cost. After that one-year period, the rate for most categories of service will change to actuarial cost.