



Yosemite Community College District
Human Resources Operations
Benefits Office

NEW HIRE BENEFITS CHECKLIST

Sign and Return the Following to the YCCD Benefits Office:

SISC Medical Enrollment Form.

- If you are enrolling a spouse/domestic partner you must include:
 - a copy of marriage certificate/court document **PLUS**
 - the first page of last year's taxes showing same address for both persons.
- If enrolling children, include a copy of each child's birth certificate as well as a copy of their social security number.
- If enrolling a legally dependent adult child, contact Benefits for proper documentation to be included.

Health, Dental, and Vision Plan Election Form. For selection of health and dental plan.

Health Plan Premium Payment Authorization Form ("POP Form"). Required for all employees to have on file.

Basic Life Insurance Enrollment Form. \$50,000 Basic Life insurance policy is provided to you at no cost.

Voluntary Term Life Enrollment Form. (Optional) Complete if electing additional life insurance.

Navia FLEX Enrollment form. (Optional)

I have received, understand and completed all of the above documents. I understand that all documents are due in the HR/Benefits Office no later than the first day of start of work. Failure to complete fully and sign all required documents may result in delay of being enrolled in benefits and receipt of medical ID cards.

Employee Signature: _____ Date: _____