

**BENEFIT ORIENTATION CHECKLIST FOR NEWHIRES**

Printed Name of Employee

UMBI Center

Name of HR Rep. who Gave Orientation

Date of Orientation

	Interested	Not Interested	Still Thinking
Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life - UNUM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life - MetLife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lont-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Spending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accidental Death & Dismemberment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Retirement - Mandatory for Non Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORP - Excludes Non-Exempt Employees & GRA's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I was given the employee benefits orientation and realize it is my responsibility to complete and submit enrollment forms for benefits as soon as possible, no later than 45-days from date of hire (gives HR time to file with state - must be filed within 60-days).

Signature of Employee

Today's Date