




Checklist for New Hires

NEW BENEFITS-ELIGIBLE EMPLOYEES

 As a new benefits-eligible staff member, you have 31 days from your hire date or employment status change date to complete your benefits enrollment. Use this checklist to guide you through the different decisions you'll need to make when you enroll.

CHOOSE A MEDICAL PLAN OPTION

- Mayo Premier
- Mayo Select
- Mayo Custom

- Add eligible dependents under your medical plan
- Provide Social Security numbers for eligible dependents

Mayo Clinic is required by law to submit plan participant Social Security numbers to the Internal Revenue Service to comply with the Affordable Care Act.

VOLUNTARY BENEFITS

- Critical Illness Insurance
- Accident Insurance
- Hospital Indemnity Insurance

- Add eligible dependents under your voluntary benefit plans

CHOOSE DENTAL AND/OR VISION PLANS

- Mayo Reimbursement Account (MRA)
- Delta Dental - Standard
- Delta Dental - Deluxe
- Vision Care Plan

- Add eligible dependents under your dental and/or vision plans

ELECT A PRE-TAX SAVINGS ACCOUNT

- Health Savings Account
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account

RETIREMENT

- Designate a beneficiary for the Mayo 403(b)/401(k) Plan
- Re-hires contact Fidelity Investments to begin payroll contributions

ELECT VOLUNTARY LIFE INSURANCE

- Basic Life and Disability Plan
- Family Life Insurance
- Additional Life Insurance
- Voluntary Accidental Death and Dismemberment

- Designate a beneficiary for each coverage selected

LEGAL INSURANCE

- Legal Insurance