

New Hire Benefits Checklist

- Review LANL Benefit Plans Summary Sheet.
- Explore the Benefits new hire website for additional details on the plans offered.
- Attend the new hire benefits presentation on your date of hire.
- Submit your completed enrollment form and required supporting documentation, if applicable, to the Benefits Office within 31 days of your date of hire.
- Submit a completed Universal Beneficiary Designation/Change Form (Form 1938) to designate beneficiaries for your AD&D and Life insurance(s).
- Set-up 401(k) contributions and designate beneficiaries for your 401(k) through Fidelity Net Benefits at <https://netbenefits.fidelity.com/>. Note: you must wait at least 10 working days from your hire date to access your 401(k) plan.
- Contact the Benefits Office for assistance with coordination of coverage if you are currently covered in a LANL sponsored plan, including the retiree plans.

Note: LANL rules do not allow duplicate coverage. This means you may not be covered in any LANL sponsored benefit plan as an employee and as an eligible family member of another LANL employee or retiree at the same time. Family members of LANL employees may not be covered by more than one employee. For example, if a husband and wife both work for LANL, their children may not be covered by both spouses.

Important Information

For the 2014 plan year, LANL is offering a one-time HSA contribution of \$250 for single coverage and \$750 for all other coverage options when you enroll in the BCBS HDHP medical plan and the optional Health Savings Account (HSA).

The carrier allows new hires to enroll in Supplemental Disability at any waiting period and Supplemental Life (up to three times annual salary) without a Personal Health Application (PHA). Requests to enroll, decrease the waiting period, or increase your coverage level after the new hire period of initial eligibility require a PHA review for evidence of insurability, which may be denied by the carrier.

Contact Information

Website: www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/

Email: benefits@lanl.gov

Phone: (505) 667-1806

Eligible Dependents	Eligibility requirement	Medical	Dental	Vision	Legal	Dependent Life	AD&D
Legal Spouse (as defined under applicable state law) <ul style="list-style-type: none"> · Must provide a copy of your marriage certificate; or · Copy of Federal tax return, if filing a joint return 		*	*	*	*	*	*
Same-sex domestic partner <ul style="list-style-type: none"> · Must meet the requirements of the LANS Declaration of Domestic Partnership (LANL Form 1925A) · Qualified tax dependents require Declaration that Enrolled Dependent Meets IRS Requirement for Tax-Favored Health Premium Contributions (LANL Form 3027) 		*	*	*	*	*	*
Child – natural, step, placed for adoption, adopted, or same-sex domestic partner’s child* <ul style="list-style-type: none"> · Must provide a copy of the Birth Certificate, proof of birth, or adoption papers that list you as adoptive parent * Qualified tax dependents require Declaration that Enrolled Dependent Meets IRS Requirement for Tax-Favored Health Premium Contributions (LANL Form 3027) 	To Age 26	*	*			*	
	To Age 25 (unmarried)			*			
	To Age 23 (unmarried)				*		*
Legal ward <ul style="list-style-type: none"> · Must provide a copy of the legal document granting custody; and · Copy of your latest federal tax return · Must meet the requirements of the Declaration of Legal Ward as Eligible Dependent (LANL form 3028) 	To Age 18 (unmarried)	*	*	*	*	*	*
Overage disabled child <ul style="list-style-type: none"> · Must provide a copy of the Birth Certificate, proof of birth, or adoption papers that list you as adoptive parent · Must be approved before the child reaches age of exclusion specified by each coverage or by the carrier during the Period of Initial Eligibility (PIE) for newly eligible employees · Once eligible, continuous coverage under a LANL group benefit program must be maintained for the overage dependent; if coverage I dropped, coverage is no longer available 	(unmarried)	*	*	*	*	*	*