

New Employee Benefits Checklist

Benefit	Options	Additional Information Online	Enrollment Deadlines	Group #	Contact Information
Health Insurance	<input type="checkbox"/> Pioneer Educators Health Trust (PPO Option)	http://www.willamette.edu/dept/hr/benefits/insurance/information/index.html	1st of the month following the date of hire or April 1st of each calendar year.	#842995020	Regence BC/BS 866.219.7222
	<input type="checkbox"/> Kaiser Permanente (HMO)			#02014	Kaiser Permanente 503.813.2000
Dental Insurance	<input type="checkbox"/> Pioneer Educators Health Trust Fee for Service Plan	http://www.willamette.edu/dept/hr/benefits/insurance/information/index.html	1st of the month following the date of hire or April 1st of each calendar year.	#842995020	Regence BC/BS 866.219.7222
	<input type="checkbox"/> Kaiser Permanente (HMO)			#02014	Kaiser Permanente 503.813.2000
Life Insurance	<input type="checkbox"/> Basic Group Term Life and AD&D (WU Provided)	http://www.willamette.edu/dept/hr/benefits/other/lifeinsurance/index.html	Basic: 1st of the month following the date of hire. Optional insurance: Anytime. But within 1st 30-days of hire, no health questionnaire required.	#29399-001	Sun Life Insurance Bill Russell, CHC,HIA Broker 503.588.2988 ext. 312
	<input type="checkbox"/> Optional Group Term Life and AD&D (Buy-up)			#29399-001	
Long Term Disability	<input type="checkbox"/> Basic Group Long-Term Disability (WU Provided)	http://www.willamette.edu/dept/hr/pdf/Policy%20booklet%201.8.2009%20st1.pdf	1st of the month following the date of hire.	#29399-002	Sun Life Insurance Bill Russell, CHC,HIA Broker 503.588.2988 ext. 312
Long-Term Care	<input type="checkbox"/> Group Long Term Care Ins.	http://www.willamette.edu/dept/hr/benefits/other/long_term_care/index.html	Guarantee Issue is 31 days from the date of employment. After that, anytime, but subject to underwriting approval.	Policy # 30548-LTC	John Hancock 1.800.711.9407
Flexible Spending Accounts	<input type="checkbox"/> Unreimbursed Health Care Costs <input type="checkbox"/> Dependent Care	http://www.willamette.edu/dept/hr/benefits/flex/index.html	1st of the month following the date of hire or April 1st of each calendar year.	#501	Manley Services 800.422.7038
Retirement Plans	<input type="checkbox"/> 403(b) defined contribution account	http://www.willamette.edu/dept/hr/benefits/retirement/index.html	1st of the month following the date of hire or April 1st of each calendar year.		TIAA-CREF: 877.209.3142 ext. 2650
	<input type="checkbox"/> Supplemental Retirement Accounts (pre and post-tax)	http://www.willamette.edu/dept/hr/benefits/retirement/supplemental/index.html	Anytime		AIG/VALIC, American Funds 800.892.5558 ext. 87017
AFLAC	<input type="checkbox"/> Accident <input type="checkbox"/> Cancer <input type="checkbox"/> Hospital <input type="checkbox"/> Short-Term Disability <input type="checkbox"/> Whole Life Insurance	http://www.willamette.edu/dept/hr/benefits/aflac/index.html	31 days following the date of hire or April 1st of each calendar year for pre-tax benefits. After that, premiums are post-tax.		Joe Tyrrell, AFLAC 503.365.3932 Bill Russell, Broker 503.588.2988 ext. 312

Still Have Questions? Contact Your Benefit Administrators:

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