

BENEFITS ENROLLMENT CHECKLIST

WV Division of Administrative Services
 1124 Smith Street, Suite 2100
 Charleston, WV 25301
 phone: (304) 558-2350
 fax: (304) 558-4878

BENEFITS	
Please check New Hire, Temp to Perm or Transfer	
New Hire	
Temp to Perm	
Transfer-In	
Department Transferring In from	

Name		Oasis ID #	
Facility (Work Location)		Date of New Hire, Temp to Perm or Transfer-In	
If Employee's Pay Location is Different than their Work Location , list Pay Location Here: (this is located in Oasis on EPM screen beside Home Unit and Pay Location):			

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) WV RETIREMENT PLUS (457)		For DAS Use
Public Employees Retirement Enrollment and Beneficiary Forms		Received Completed form
WV Retirement Plus (457) Enrollment and Beneficiary Forms		
PUBLIC EMPLOYEES INSURANCE AGENCY (PEIA)		
Employees must receive the following:		Employee's Initials confirming receipt
PEIA Shopper's Guide (not needed for Transfers)		
PEIA Summary Plan Description (not needed for Transfers)		
Instructions for PEIA Online Enrollment		
PEIA Enrollments should be completed Online (see instructions) If Opting out of Insurance(s), Form must be completed to Waive		For DAS Use
		Approved Benefits Online or Received completed form
Basic Life Insurance Enrollment (not needed for Transfers)	Employee's Initials if Opting Out	
Health Benefits Enrollment (not needed for Transfers)	Employee's Initials if Opting Out	
Optional and Dependent Life Enrollment (not needed for Transfers)	Employee's Initials if Opting Out	
I acknowledge that I must complete my Beneficiary Information for any Basic and Optional Life Insurance that I enroll in through MetLife. After policy approval, I can complete my beneficiary information online at mybenefits.metlife.com by choosing "WV Public Employees Insurance Agency" as my organization, or, I could complete and mail in the paper form to the address provided at the bottom of the form. I can call MetLife at 1-888-466-8640 for any assistance.		Employee's Initials
MOUNTAINEER FLEXIBLE BENEFITS (FBMC)		For DAS Use
FBMC Plan Book and Enrollment Form (not needed for Transfers)		Received Completed form
	Employee's Initials if Opting Out	

Section below to be Signed by Employee

I have been given the Shopper's Guide and Summary Plan Description books for PEIA's Basic Life Insurance, Health Insurance and Optional/Dependent Life Insurance, as well as the Plan Book and form for Mountaineer Flex Benefits. I understand that if I choose not to enroll in Basic Life, Optional/Dependent Life and/or Health Insurance through PEIA, that I must complete the enrollment forms to decline (waive) this insurance.

Employee Signature

Date