

## Peralta Community College District Benefits Enrollment Checklist

*(Shaded portion of the form does not apply to Adjunct Employees)*

Rev. January 1, 2009

Information Received	Website Links	Employee Initial upon Receipt
1. Benefit Newsletter	<a href="http://www.pswbenefits.net/Portals/2/Open-Enrollment/Adjunct-Spring-2009/Adjunct-Benefits-OE-Announcement-rev-12-19-08-All.pdf">http://www.pswbenefits.net/Portals/2/Open-Enrollment/Adjunct-Spring-2009/Adjunct-Benefits-OE-Announcement-rev-12-19-08-All.pdf</a>	
2. Initial / General COBRA	<a href="http://www.peralta.pswbenefits.net/COBRAInitialNotification/tabid/105/Default.aspx">http://www.peralta.pswbenefits.net/COBRAInitialNotification/tabid/105/Default.aspx</a>	
3. Kaiser Packet	<a href="http://www.pswbenefits.net/peralta/MedicalInsurance/KaiserHMO/tabid/364/Default.aspx">http://www.pswbenefits.net/peralta/MedicalInsurance/KaiserHMO/tabid/364/Default.aspx</a>	
4. Kaiser Disclosure & Plan Highlights		
5. CoreSource Summary Plan Description	<a href="http://www.pswbenefits.net/peralta/MedicalInsurance/CoreSourcePPO/tabid/365/Default.aspx">http://www.pswbenefits.net/peralta/MedicalInsurance/CoreSourcePPO/tabid/365/Default.aspx</a>	
6. CoreSource Pre-Existing Application & Notice	<a href="http://www.pswbenefits.net/peralta/MedicalInsurance/CoreSourcePPO/tabid/365/ctl/Details/mid/635/ItemID/54/Default.aspx">http://www.pswbenefits.net/peralta/MedicalInsurance/CoreSourcePPO/tabid/365/ctl/Details/mid/635/ItemID/54/Default.aspx</a>	
7. CoreSource Caremark—List of Pharmacies	<a href="http://www.pswbenefits.net/peralta/MedicalInsurance/CoreSourcePPO/tabid/365/Default.aspx">http://www.pswbenefits.net/peralta/MedicalInsurance/CoreSourcePPO/tabid/365/Default.aspx</a>	
8. CoreSource Caremark—Mail Order Prescriptions		
9. Spectera Vision Care Benefits	<a href="http://www.pswbenefits.net/peralta/VisionInsurance/tabid/99/Default.aspx">http://www.pswbenefits.net/peralta/VisionInsurance/tabid/99/Default.aspx</a>	
10. Delta Dental Overview	<a href="http://www.pswbenefits.net/peralta/DentalInsurance/tabid/98/Default.aspx">http://www.pswbenefits.net/peralta/DentalInsurance/tabid/98/Default.aspx</a>	
11. Delta Dental Evidence of Coverage		
12. United Health Care Dental Lists / Costs		
13. Life Insurance Overview	<a href="http://www.pswbenefits.net/peralta/LifeADDandDisabilityInsurance/tabid/100/Default.aspx">http://www.pswbenefits.net/peralta/LifeADDandDisabilityInsurance/tabid/100/Default.aspx</a>	
14. Life Insurance Certificate of Coverage		
15. Long Term Disability Overview	<a href="http://www.pswbenefits.net/peralta/LifeADDandDisabilityInsurance/tabid/100/Default.aspx">http://www.pswbenefits.net/peralta/LifeADDandDisabilityInsurance/tabid/100/Default.aspx</a>	
16. Long Term Disability Certificate of Coverage		
17. Voluntary Term Life CIGNA Overview	<a href="http://www.pswbenefits.net/peralta/VoluntaryLifeInsurance/tabid/101/Default.aspx">http://www.pswbenefits.net/peralta/VoluntaryLifeInsurance/tabid/101/Default.aspx</a>	
18. Flexible Benefits Plan Medical & Dependent Care Program	<a href="http://www.pswbenefits.net/peralta/FlexibleSpendingAccounts/tabid/103/Default.aspx">http://www.pswbenefits.net/peralta/FlexibleSpendingAccounts/tabid/103/Default.aspx</a>	
19. Section 132 Pre-Tax Parking & Commuter	<a href="http://www.pswbenefits.net/peralta/CommuterExpenseAccounts/tabid/208/Default.aspx">http://www.pswbenefits.net/peralta/CommuterExpenseAccounts/tabid/208/Default.aspx</a>	
20. Employee Assistance Program Overview	<a href="http://www.pswbenefits.net/peralta/EmployeeAssistanceProgram/tabid/102/Default.aspx">http://www.pswbenefits.net/peralta/EmployeeAssistanceProgram/tabid/102/Default.aspx</a>	
21. Voluntary Legal Plan Overview & Service List	<a href="http://www.get-aroundtoit.com">http://www.get-aroundtoit.com</a>	
22. Tax-Deferred 403(b) & 457(b) Highlights & Comparison	Under Construction	
23. Citibank-at-Work Program Flyer	<a href="http://www.pswbenefits.net/peralta/CitibankatWorkProgram/tabid/1002/Default.aspx">http://www.pswbenefits.net/peralta/CitibankatWorkProgram/tabid/1002/Default.aspx</a>	
<b>The following forms MUST be returned within 31 days from date of hire or state date (whichever occurs later )</b>		<i>Received by Benefits Office or N/A</i>
24. Universal Enrollment Form	<a href="http://www.pswbenefits.net/peralta/ImportantForms/tabid/984/Default.aspx">http://www.pswbenefits.net/peralta/ImportantForms/tabid/984/Default.aspx</a>	
25. Pre-Existing Exclusion Application		
26. Cash in Lieu of Benefits Form	<a href="http://www.pswbenefits.net/peralta/ImportantForms/tabid/984/Default.aspx">http://www.pswbenefits.net/peralta/ImportantForms/tabid/984/Default.aspx</a>	
27. CIGNA Voluntary Life Insurance Application	<a href="http://www.peralta.pswbenefits.net/VoluntaryLifeInsurance/tabid/101/Default.aspx">http://www.peralta.pswbenefits.net/VoluntaryLifeInsurance/tabid/101/Default.aspx</a>	
28. Flexible Benefits Plan Enrollment	<a href="http://www.pswbenefits.net/peralta/FlexibleSpendingAccounts/tabid/103/Default.aspx">http://www.pswbenefits.net/peralta/FlexibleSpendingAccounts/tabid/103/Default.aspx</a>	
<b>The following forms may be returned at any time:</b>		
29. Pre-Tax Commuting Enrollment	<a href="http://www.pswbenefits.net/peralta/CommuterExpenseAccounts/tabid/208/Default.aspx">http://www.pswbenefits.net/peralta/CommuterExpenseAccounts/tabid/208/Default.aspx</a>	
30. Pre-Paid Legal Enrollment Form	<a href="http://www.get-aroundtoit.com/index.html">http://www.get-aroundtoit.com/index.html</a>	
31. Salary Reduction Agreement Form 403(b) & 457(b)	Under Construction	

**WAIVER AND ACKNOWLEDGEMENT:** I have read & understand my options. If I enroll in a group insurance plan, I agree to notify the District within 30 days of a qualifying event. If I do not enroll now, I understand that I may enroll at a later date subject to open enrollment provisions. If payroll deductions are required for medical or dental, I agree that they will be pre-tax and I will advise PCCD if I prefer after tax deductions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_