

## **Important Benefits Information for New Employees**

Welcome to Washington State University!

Human Resource Services (HRS) has been informed that you have recently been offered employment with WSU. As a new employee, you will have benefit options which need to be addressed, primarily within the first 30 calendar days from your hire date.

### **New Employee Benefit Information**

In an effort to provide you with this information as soon as possible, we would like to direct you to the HRS Benefits website at [www.hrs.wsu.edu/New+Employee+Information](http://www.hrs.wsu.edu/New+Employee+Information).

This webpage provides valuable information for you to review in order to begin making your benefit decisions. In the event you would like to complete and submit benefit forms early, the forms are also linked on this webpage. Additionally, the [New Hire Onboarding Resources](#) link on the left hand menu will provide you with a schedule of the new employee orientations, which provides helpful information and resources for new employees.

### **New Employee Benefits Packet**

In addition to this web link, HRS Benefits will mail you a new employee packet which will include hard copies of the information found at the above link. This packet will also include information about your retirement plan. Information about the retirement plans is available online, but many factors are used to determine which plan an employee is eligible for. If you wish to address your retirement benefits prior to receiving the packet, please contact HRS at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

If you have not received a benefits packet within two weeks of your hire date, please contact HRS immediately. Packets are also available at the HRS office, located in 139 French Administration in Pullman. For regional and off campus employees, please contact us at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

### **Dual Enrollment**

In the event you are already enrolled on a spouse's, registered domestic partner's, or parent's PEBB coverage, dual enrollment in WSU medical/dental coverage is **not** allowed. Both you and the individual on whom you already have coverage will need to complete benefit paperwork. Additional details will be available in the benefit packet. Contact HRS with questions about dual enrollment, and the paperwork that needs to be completed.

Again, Welcome to WSU! If you have questions please contact Human Resource Services at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).