

## Important Benefits Information for New Employees

### Welcome to Washington State University!

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

### New Employee Benefit Information

In an effort to allow you to review your benefit options prior to your hire date, visit the HRS Benefits New Employee Information website at [hrs.wsu.edu/employees/benefits/new-employee-information](https://hrs.wsu.edu/employees/benefits/new-employee-information).

This webpage provides valuable information for you to review to begin making your benefit decisions. Additionally, the New Employee Resources website, [hrs.wsu.edu/new-employees](https://hrs.wsu.edu/new-employees), will provide you with additional information and resources, including links to the on-demand new employee, benefit and retirement orientations.

### New Employee Benefit Elections

Benefit elections are made through Workday. Your elections are in your Workday inbox for you to complete when you are ready; if you have trouble accessing your benefits event please contact HRS Benefits.

There will be two separate elections you may be asked to respond to, with varying deadlines:

- Public Employee Benefits Board (PEBB elections: Medical, dental, life and disability. *Due within 31 days of hire/eligibility. (Late offers may only have a 10 day election window.)*
- Retirement plan election. *Due within 30 days for Administrative Professional/Faculty; 90 days for Civil Service/Classified Staff/Hourly and Nonpermanent employees.*

**Should you not respond by the identified deadlines in Workday, you will automatically be enrolled in medical/dental coverage and a retirement plan, with associated premiums, surcharges and contributions being collected back to your benefit effective date.** Certain benefits will have default options you may not be able to change in the future, so please carefully review all options to choose elections that work well for you.

If you have not received a Workday notification to address your insurance and retirement elections within two weeks of your hire date, please contact HRS Benefits at (509) 335-4521 or [hrs.benefits@wsu.edu](mailto:hrs.benefits@wsu.edu).

Again, Welcome to WSU! If you have questions about benefits or retirement, please contact HRS-Benefits at (509) 335-4521 or [hrs.benefits@wsu.edu](mailto:hrs.benefits@wsu.edu).