



2015 Employee Benefits - New Employee Summary Sheet

Employees access their County benefits information and make enrollment elections through the County of Orange Benefits Center Web Site or the Benefits Resource Line. This summary is designed to explain the process by which you will receive your County benefits information and make your benefit elections.

Upon your initial employment or subsequent employment status change, your Human Resource Services representative will input the personnel action (such as new hire) and the applicable information (such as your hire date, date of birth, home address, etc.) into the County payroll system.

On a bi-weekly basis this information is sent from the County payroll system to the County Benefits Center. The Benefits Center will generate a personalized Benefits Enrollment Summary outlining all your County benefit options, associated costs, dependent enrollment and verification requirements, enrollment periods and the automatic benefit coverages that will take effect if you do not make any changes during your enrollment period. Your Benefits Enrollment Summary will also contain your PIN number, which you will need to access the Benefits Center Web Site and/or the Benefits Resource Line.

Your enrollment packet will be mailed to your home address within 2–4 weeks of your hire or employment status change being entered into the payroll system. Your health insurance will become effective on the first day of the month following 30 days from your date of hire. You will have 30 days from the date on your Benefits Enrollment Summary to make your elections. You will need to make your benefit elections on the Benefits Center Web Site or by calling the Benefits Resource Line and speaking with a Benefits Specialist. Following your elections or after your 30-day enrollment period you will receive a Benefits Confirmation Statement of your coverage. All benefits have a waiting period before they become effective and many benefits have limited enrollment opportunities so please watch for and read your benefits information carefully before making your elections.

Important things to remember:

- Keep your home address current with your agency HRS/payroll representative. Notify them of address changes as soon as possible.
- Report all life events (e.g., birth, marriage) to the Benefits Center within 30 days of the life event.
- When adding a new dependent to your health coverage you must submit the completed Dependent Verification form and the required documentation to the Benefits Center within 60 days of the event or your dependent will be removed from your coverage.
- Keep your PIN Number available and do not share it with others. It is your key to accessing the Benefits Center Web Site or the Benefits Resource Line.

County of Orange Benefits Center Web Site: www.benefitsweb.com/countyoforange.html

County of Orange Benefits Resource Line: 1-866-325-2345; Benefits Specialists are available Monday-Friday from 7:30-5:30 PT.