

New Employee Benefits Check List

- **You will need to visit the website <http://www.columbus.k12.nc.us/new/>**

If you will be a full-time employee who receives benefits, you will need to visit the websites below and review the videos and other information prior to your employment meeting. This information is provided to you so you can make informed decisions regarding the employee benefit program.

- [NC State Health Plan](#)
- [Pierce Group Benefits](#)

- **Enroll in the State Health Plan insurance at www.shpnc.org**

Click **[Enroll Now](#)**, to log in will need to create a user name and password.

If you need assistance with log in or enrollment, please call **[1-855-859-0966](tel:1-855-859-0966)**.

(New employees – Must enroll themselves and their dependents within 30 days from their date of hire.)

If you are enrolling dependents, you must provide proof of dependent status, (marriage license, birth certificate, etc.) and social security numbers. You will not be eligible for coverage again until annual enrollment if you do not complete enrollment.

- **Enrollment for Voluntary Term Life, Dental or Vision insurance, Contact Pierce Group Benefits Service Center at: 1-888-662-7500, ext. 100**

(You must enroll within 30 days of your date of hire to be eligible.)

- **Complete all enrollment documents and return to Jan Bartley no later than 3 workdays after you have attended your benefits workshop.**
- **After you receive your first paycheck, you must login to ORBIT, register and click on the link to “Change Beneficiary(ies). Visit www.myncretirement.com**

I have been given the opportunity and information to elect the insurance above. I understand it is my responsibility to enroll and contact the appropriate insurance carriers within 30 days from my date of hire to enroll in these programs. If I do not elect coverage within 30 days, I realize I will not be eligible for coverage until the next annual enrollment period.

Print Employee Name

Employee Signature

Date: _____