

# Acknowledgment of the Employee Benefits Enrollment Process

Employees who work 20 hours or more per week permanently are eligible for Employee Benefits. This does not include substitutes, contract employees, or employees on a service agreement. If you work less than 20 hours per week, skip to the end of this page. Check "not eligible for employee benefits" to complete this task.

For benefits-eligible employees, review the Benefits Website: <https://houze-benefits.org/bibb/new-hires/>

After reviewing the website, check the "I acknowledge" statement at the bottom of the page to complete this task. You will receive two emails: a "welcome" email and an "employee benefits enrollment" email from the Benefits Office, which will be sent to the personal email address you provided during your hiring process and will explain the benefits enrollment process. In addition, you will be notified of your Human Resources New Hire Meeting, which will include information about Employee Benefits. However, you may enroll in benefits before attending the meeting.

Your deadline to complete your online benefit enrollments is 31 days from your permanent employment start date. However, an earlier deadline will be provided to you for payroll purposes. Everyone, whether electing or declining coverage, should complete the online processes by the deadline provided.

Check one of the following options:

- I acknowledge that I have reviewed the Benefits Website, and I will receive two emails from the Benefits Office. The emails will be sent to the personal email address I provided during my hiring process. I also acknowledge that failure to follow the instructions outlined in the enrollment email will forfeit my opportunity to enroll in benefits as a newly hired employee. Further, I will be required to wait until the next enrollment period to elect benefits.
- I am a substitute or contracted employee, or I work less than 20 hours per week; therefore, I am not eligible for employee benefits.

If you have any benefits questions, please contact the Benefits Administrator, Carolyn Robinson at [Carolyn.Robinson@bcsdk12.net](mailto:Carolyn.Robinson@bcsdk12.net).

## Message from Payroll Department

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If you have not done so, please complete the required Payroll Forms by accessing the District website: <https://www.bcsdk12.net/> Employees > Payroll Calendars and Documents  
Download the **Direct Deposit, W-4, and G-4** forms.

Submit the forms directly to [payroll@bcsdk12.net](mailto:payroll@bcsdk12.net) ; or, you may send them through the District pony mail to the Payroll Department at the Central Office.

If you have questions regarding the payroll forms, please contact the Payroll Department at (478) 765-8646.