

EGI New Benefited Employee Enrollment Check List

Today's Date: _____

Date of Hire: _____

Employee Name: _____

SSN: _____

Agency Name & Number: _____

Benefit Specialist: _____

ELIGIBILITY FOR BENEFITS

ALL EMPLOYEES MUST REGULARLY WORK 80+ HOURS PER **CALENDAR** MONTH TO BE ELIGIBLE FOR BENEFITS.

DOCUMENTATION REQUIRED

You will be required to provide documentation for any dependent you add to your coverage, i.e., birth certificate; marriage certificate. This applies regardless of if you are adding them during open enrollment, new hire, or due to a qualifying event. The deadline for documentation is 30 days from the application deadline. Social Security numbers are also required for your dependents for reporting purposes (1095 tax form).

HOW TO APPLY

You must apply for or decline coverage via the online benefit portal (egiportal.wyo.gov) or with paper applications by the new hire deadline specified below, based on your position type. This orientation checklist is NOT an election form.

QUALIFYING EVENTS

- Deadline for Qualifying Event changes is within 60 days of the event. You must apply for changes.
- Supporting documentation is required within 30 days of the application deadline (i.e birth, marriage, divorce, loss of coverage, etc.)

POSITION TYPE – only select one

Full Time, Probationary Employee

- ☐
- Effective date is the first of the month following your date of hire.
 - Deadline - benefit applications are due 31 days from the date your coverage would begin.
 - Deadline - supporting documentation is due 30 days after the application deadline.
 - Contribution - you will receive the full portion of contribution based on your coverage level elected (i.e. Single, Family, etc.)

Part Time, less than 30 hours/week Employee (NH beginning 8/1/2020)

- ☐
- Effective date is the first of the month following your date of hire.
 - Deadline - benefit applications are due 31 days from the date your coverage would begin.
 - Deadline - supporting documentation is due 30 days from the application deadline.
 - Contribution - your employer will pay the "half" portion of contribution towards your insurance.

PREMIUMS

- Employer Contribution – applies to Health, Dental and Employee basic Life only
- Use the online Calculator to determine your monthly employee portion of premium (egi.wyo.gov)
- If your premium is not deducted from your paycheck *for any reason*, it will be deducted from future paychecks. (i.e. applications received after payroll runs, new hire adjustments etc.)
- Premium is pulled in advance of the benefit month. (i.e. June payroll is for July premium)
- ***New Hires may have a double or multiple premium deduction from their first paycheck(s)***

SPOUSE EMPLOYMENT INFORMATION

Does your spouse work for one of the listed employers? ☐ YES ☐ NO ☐ N/A

Spouse Name: _____ Spouse SSN: _____

State of Wyoming	University of Wyoming	Laramie County Comm. College
Central Wyoming College	Eastern Wyoming College	Western WY Comm. College
Northwest Comm. College	NWCCD (Sheridan College)	GCCD (Gillette College)
Casper College	WCDA	Natrona County School District
Wyoming Energy Authority	City of Casper	Goshen County
Town of Hudson	City of Laramie	Albany County
Goshen County School District		

- If yes, and children will be covered, *Split* coverage is required for health & dental
- If yes, but no children being covered, *employee only* coverage is required for both (cannot decline). If this is indicated, we will drop you from your spouse's health/dental coverage. Failure to apply for your own coverage will result in no coverage.

WEBSITE: egi.wyo.gov

- Plan booklets: Cigna, Delta Dental, Flexible Spending, Disability, etc., under Active Employees.
- The HIPAA Privacy Notice is available at (egi.wyo.gov) on the Publications & Newsletters page.
- Training/informational Videos on all benefits available, under Active Employees.
- Summary of Benefit Comparisons (describes each health plan option), under Active Employees.
- Benefit Press Newsletters are available under Publication & Newsletters page.

BASIC BENEFITS

Health, Dental & Basic Life

- Preventive dental is required if you carry health insurance
- Optional Dental – if waived/declined there is a 1 year waiting period to enroll. Optional dental must be carried for 1 year if elected
- Health IDs are digital at mycigna.com
- Caremark CVS Pharmacy IDs are digital at caremark.com
- Dental cards will be sent by the vendor

VOLUNTARY BENEFITS

Vision, Disability, Life & Ambulance

- Vision Enrollment Options (1 year commitment if enrolling & 1 year waiting period if waived/declined)
- Employee Short Term and Long-Term Disability – guarantee issue at new hire, see training video
- Voluntary Life is available for Employee, Spouse, Child(ren) See application/portal for more info.
- Ambulance – covers ground/air transport. (1 year commitment if enrolling & 1 year waiting period if waived/declined) See member service agreement on website.

FLEXIBLE BENEFITS

Flexible Spending Benefits – be sure to read through the Flex Booklet for all details

- Premium Tax Election
 - Pre Tax -Locks you into all benefit elections, changes only permitted with a Qualifying Event
 - Post Tax - Not locked into benefit elections except for specific benefit commitments
- Medical Reimbursement Accounts must be re-elected each year if you wish to participate
 - This account is a use it or lose it account so plan accordingly
- Day Care Reimbursement Accounts must be re-elected each year if you wish to participate
 - This account is a use it or lose it account so plan accordingly.
 - Money must be in the account in order to be reimbursed.

OPEN ENROLLMENT

- Open Enrollment is held from October 1st through November 30th each year.
- Flexible Spending Reimbursement Accounts must be elected again for the next year to participate.
- If you meet the required waiting period for a benefit, you can apply for the benefit for a January 1st effective date.
- You can drop coverage if a commitment period is met.
- You can drop dependents during Open Enrollment (if you are pretax, you cannot drop them during the year without a qualifying event).

HR USE ONLY

- ☐ Provide the Health, Dental, Life and Flex Benefit Plan Books to the employee
 - ☐ Federal Requirement: Provide employees with the Health Insurance Marketplace Notice
 - ☐ Provide the employee with a copy of this signed checklist for their records
1. Add the new employee to the Portal (egiportal.wyo.gov)
 2. Upload all pages of signed checklist when adding employee to portal (or send checklist to EGI)
 3. Give the employee the registration & enrollment instructions

Employee Signature

By signing this form, you acknowledge you understand the information contained on this document.

Date

Benefit Specialist Signature

By signing this form, you acknowledge you have reviewed this information with the employee.

Date

This completed form is required for all newly eligible employees. Enrollment will not be processed without.

Employees' Group Insurance - Phone: 307-777-6835 - Fax: 307-777-7685 – Email: egi@wyo.gov

(Revised 10/2026)