



## **BENEFITS ENROLLMENT PROCEDURE (BEN-P001)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure describes the process for benefits enrollment for new employees.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1. Benefits Associate

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources Director

### **4.0 DEFINITIONS:**

- 4.1 VSP: Vision Service Plan
- 4.2 BCBS: Blue Cross/Blue Shield
- 4.3 IED: Individual Employee Data
- 4.4 TCRS: Tennessee Consolidated Retirement System
- 4.6 Life Insurance
- 4.7 Sick Leave Bank

### **5.0 PROCEDURE:**

- 5.1 Human Resources (HR) Benefits Office is notified in writing by HR In-processing staff of new hires and their appointment times for in-processing (Ref. [HUM-P003](#)).
- 5.2 HR Benefits Office staff meets with new hire employee group following their appointment with the HR In-processing staff to explain benefit options.
- 5.3 Employee elects or declines benefit options. If employee elects benefit options, applications are completed.
  - 5.3.1 Certified teachers are required by the state to contribute 5% of their pre-taxed salary toward TCRS.
  - 5.3.2 Sick Leave Bank enrollment form and information are given at this time along with open enrollment dates.
- 5.4 HR Benefits Office staff makes copies of BCBS enrollment applications and sends original to BCBS of TN.
  - 5.4.1 VSP enrollments are keyed in to the VSP web site.
- 5.5 TCRS and Lincoln National enrollment forms are scanned to Employee's master file in MUNIS



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5.5.1 TCRS forms are forwarded to the Payroll Office.

5.5.2 Lincoln National enrollment forms are faxed to Lincoln National, originals are shredded.

5.5.3 Enrollment forms are held in a pending status by the HR Benefits Office until appropriate HR staff enters employee information data into MUNIS. Normally information is keyed within 48 hours of employee in-processing.

5.5.3.1 Pending status is the time between in-processing and the information being keyed into MUNIS. This is usually a one to two day turn around.

5.6 Benefits office staff receives electronic notice notifying them a personnel action has been entered into MUNIS.

5.7 Benefits office staff keys required benefit deductions and action is released to the Business Office.

5.8 HR Benefits Office staff files documents in appropriate files.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Insurance Applications

6.2 Creation of Employee Record Procedure ([HUM-P001](#))

6.3 In-Processing (New Hire) Procedure ([HUM-P003](#))

6.4 Tennessee Consolidated Retirement System Enrollment Form

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Insurance Applications	Benefits Office	Indefinitely	Permanent	Secured Office
TCRS	HR Department	Indefinitely	Permanent	Secured Office

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/07/03		Initial Release
5/28/03	A	Add TCRS to 4.0, 5.4, 5.5, 6.0, 7.0 and to flowchart
3/23/05	B	Add LTD to 4.0, 5.4 & 5.5
4/26/05	C	Add "or declines" to 5.3, add 5.3.1 & 5.3.2, add 5.5.1.1 and 5.7, revise flowchart



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3/05/07	D	Update procedure and flowchart re MUNIS
11/22/11	E	Changed Jefferson Pilot to Lincoln National. See additional changes on attachment. Updated logo.

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\* \* \* E n d o f p r o c e d u r e \* \* \***

# Benefits Enrollment Flowchart

