

Newly Eligible Employee Checklist

SEBB Organizations

SEBB organizations are required by SEBB Program Administrative [Policy 11-1](#) to send written notification to all employees.

- Upon hire,
- When there is a change to eligibility for the employer contribution due to a change in work pattern.

Notices must include the following for all employees:

- A determination of eligibility for SEBB benefits
- A description of any hours used in calculating the anticipation
- A reference to SEBB rules WAC [182-31-040](#) (eligibility for the employer contribution toward benefits)
- A statement describing the employee's right to appeal an eligibility determination and a reference to WAC [182-32](#)

Notices must include the following for all employees determined to be eligible:

- Information about what plans the employee will be defaulted into if they fail to make a timely election
- The employee's premium costs for the default plans AND
- The employee will be charged the tobacco use surcharge AND
- Dependents will not be enrolled

The [eligibility worksheets](#) on the [SEBB Benefits-Admins](#) website meet all of the above requirements.

Eligible employees should be directed to:

- Enroll online via [SEBB My Account](#)
- Review the Employee Enrollment Guide and/or visit the [SEBB Website](#) to learn about their benefits with the SEBB Program
- Employee Enrollment/Change form (if the employee is not able to enroll online)
- [MetLife Enrollment/Change form](#) (if the employee is not able to enroll online)
- [Long-Term Disability Enrollment/Change form](#) (if the employee is not able to enroll online)
- [Flexible Spending Arrangement \(FSA\) and Dependent Care Assistance Program \(DCAP\)](#)

[enrollment form](#) (if the employee is not able to enroll online)

- Understand that if they waive enrollment in medical insurance they are still required to be enrolled in dental, vision, basic life, basic accidental death and dismemberment, and basic long-term disability insurance.
- When changes to enrollment can be made:
 - During Annual Open Enrollment, or
 - When a Special Open Enrollment (SOE) event occurs