

New Hire Benefits Checklist



Benefits:

- Employees Retirement System ([ERS](#))
 - Create your [ERS OnLine account](#). Please make sure to verify your personal and contact information.
 - Make your new hire benefit elections. Instructions are attached.
- Medical:
 - If you elected BCBS Health Select of Texas plan, you **must** [select your Primary Care Physician \(PCP\)](#) on or after the effective date of coverage before you can receive any benefits.
 - If you elected the Consumer Directed HealthSelect plan, you must open your Health Savings Account (HSA) with [Optum bank](#).
 - If you added dependents to your coverage(s), you will be **required** to provide proof of their eligibility. You must provide the required documentation as shown in the [Dependent Eligibility Chart](#). You will receive information via mail/email from [Alight Solutions](#) to initiate the process. If any dependent is found to be ineligible, ERS will remove them from all GBP coverage.
 - HealthSelect Prescription Drug Program administered by [OptumRx](#). You will receive a separate card for your pharmacy benefits.
- Dental:
 - If you elected the DeltaCare USA plan, you **must** [select your Primary Care Dentist \(PCD\)](#) on or after the effective date of coverage before you can receive any benefits.
 - Delta Dental does not provide ID cards. You can obtain one by registering [here](#).
- Life Insurance
 - Follow [these instructions](#) to designate your life insurance beneficiaries. You may also contact ERS by phone at 877-275-4377.
 - If you elected Optional Life 3X or 4X, you must complete the [Evidence of Insurability \(EOI\)](#) process. You will receive information via mail/email from Securian to initiate the process.

Retirement:

- Teacher Retirement System of Texas (TRS)
 - Create your [MyTRS account](#). This could take up to 90 days.
 - Once you have created your MyTRS account, designate your retirement beneficiaries by following the *Update Beneficiary* menu option.
 - UHCL offers additional voluntary retirement accounts, the 403(b) and/or 457 plans. Contact your benefits coordinator for more information.

Other:

- If you have prior state service from another [Texas State Agency](#), please inform your benefits coordinator if you did not list it on your application.
- Log in to PASS to verify your personal/contact information and emergency contact(s).