

KYRENE NEW HIRE BENEFITS CHECKLIST •

NEW HIRE ONLINE ENROLLMENT DEADLINE: 30 DAYS FROM 1st DAY OF PAID WORK

- Review** benefit plan summaries, required notices and cost information online.
[www.kyrene.org/Employees/Employee Benefits](http://www.kyrene.org/Employees/Employee%20Benefits)
- Log in** to www.kyrene.org/Employees, click on the link for iVisions self-service portal, then click on Benefits, and choose Benefit Enrollment in the drop down menu.
- Set up 403b/457b Retirement Savings Plan**—This is an optional additional retirement savings plan (separate from the Arizona State Retirement System pension program). Set up is outside of the iVisions benefit enrollment portal. To enroll, please contact Tim Wise with AIG.
Timothy.Wise@aig.com
 - For employees hired after July 2019, establishing a 403b account with the existing 403b provider will be required before the time of retirement to be eligible for sick time cash out from Kyrene School District.
- Submit Documents:** Please submit the following documents, if enrolling your dependents(s) on your health insurance plans before the enrollment deadline to the Benefits Office in Talent Management.*
 - Marriage Certificate
 - Birth Certificate-children
 - Domestic Partner Certification and supporting documents
 - Social Security number-for all dependents (must be entered online during enrollment)

Important Notes:

Waiting Period: Benefits chosen during new hire/newly eligible enrollments go into effect the 1st of the month following 60 days of employment in the benefits eligible position.

Benefit elections made are for the full fiscal year. Deductions are prorated to the actual months covered.

Benefits chosen at new hire are in effect until June 30, if employment contract completed.

Changes to benefit elections are permitted only as defined by the IRS and include:

1. As a newly hired or newly benefits eligible employee.
2. After experiencing an IRS qualifying life event change. The change request must be completed with the benefits office within 30 days of the qualifying event.
3. During the annual benefits open enrollment (OE) each spring. Changes made during OE go into effect July 1 for continuing employees.

Questions? Contact the benefits team!

Email: benefits@kyrene.org

Phone: (480) 541-1302 **Fax:** (480) 541-1813

Website: [www.kyrene.org/Talent Management/Employee Benefits](http://www.kyrene.org/Talent%20Management/Employee%20Benefits)

Address: 8700 S. Kyrene Road Tempe, AZ 85284

*Documents may be faxed, mailed, emailed or dropped off to Employee Benefits in the district office.