

New Hire Benefits Checklist

- Review LANL Benefit Plans Summary Sheet.
- Explore the new hire benefit website for comprehensive information on the LANL plans at <http://www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/index.php>.
- Attend the new hire benefit presentation on your date of hire.
- Submit your completed enrollment form **and** required supporting documentation listed on the chart on the back of this page, if applicable, to the Benefits Office within **31 calendar days of your hire date**. Forms submitted without supporting documentation will not be accepted.
- Submit a completed Universal Beneficiary Designation/Change Form (Form 1938) to designate beneficiaries for your AD&D and Life insurance(s).
- Update your emergency contact(s) in Oracle LANL Worker Self Service. Note: you must wait until after your benefit enrollments or beneficiary designations have been processed to view your contact options in Oracle LANL Worker Self Service. If a contact is not listed in Oracle, email the contact information to rr-desk@lanl.gov.
- Consider enrolling in the Wellness Program. The Virgin Pulse Wellness program is available to employees and their eligible spouses/domestic partners. Participants can earn incentives by completing program activities. For additional program information, visit the wellness website at <http://www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/wellness-program.php>.
- Review your 401(k) account information and designate beneficiaries through Fidelity Net Benefits at <https://netbenefits.fidelity.com/>. Note: you must wait at least 10 business days from your hire date to access your 401(k) plan.
- Contact the Benefits Office for assistance with coordination of coverage if you are currently covered in a LANL sponsored plan, including the retiree plans.

Note: LANL plan rules do not allow duplicate coverage. This means you may not be covered in any LANL sponsored benefit plan as an employee and as an eligible family member of another LANL employee or retiree at the same time. Family members of LANL employees may not be covered by more than one employee. For example, if a husband and wife both work for LANL, their children may not be covered by both spouses.

Important Information

The carrier allows new hires to enroll in Supplemental Disability and Supplemental Life (up to three times annual salary) without a Personal Health Application (PHA). Requests to enroll or increase your coverage level after the new hire period of initial eligibility require a PHA review for evidence of insurability, which may be denied by the carrier.

Contact Information

Website: www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/

Email: benefits@lanl.gov

Phone: (505) 667-1806

Acceptable Dependent Supporting Documentation



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Eligible Dependents	Eligibility Requirement	Acceptable Supporting Documents
Legal Spouse	Certified Legal Marriage	<ul style="list-style-type: none"> •Marriage certificate; or •Signed federal tax return, if filed jointly
Domestic Partner	Must meet requirements of Declaration of Domestic Partnership (LANL Form 1925A)	<ul style="list-style-type: none"> •Signed Form 1925A •Acceptable supporting documentation as outlined on form 1925A.
Child – Natural, step, placed for adoption, adopted, or Domestic Partner’s child	To Age 26 (To age 23 for AD&D coverage)	<ul style="list-style-type: none"> •Birth Certificate, proof of birth (if newborn), or adoption papers that list you as the adoptive parent.
Legal Ward	To age 18 and unmarried	<ul style="list-style-type: none"> •Legal document granting custody; and •Latest federal tax returns. •Meet the requirements of the Declaration of Legal Ward as Eligible Dependent (LANL form 3028)
Overage disabled child	(unmarried)	<ul style="list-style-type: none"> •Birth Certificate or adoption papers that list you as the adoptive parent. •Must be approved before the child reached the age of exclusion or by the provider during the Period of Initial Eligibility (PIE) for newly eligible employees. •Once eligible, continuous coverage under a LANL group benefit must be maintained for the overage dependent; if coverage is dropped, coverage will no longer be available.