Payroll & Benefits Checklist for New Employees

Completed via Oracle Self Service

Update/add Direct Deposit information ❐

Update/add tax information ❐

Benefits Enrollment **35 days from Hire Date** ❐
(If enrolling in Medical, Prescription, Vision, Dental, Long
Term Disability, Supplemental Life insurance, or FSA)

Add Beneficiary information for Group Life Insurance ❐
(Note: Life Insurance value is 2x salary)

Enroll in Extended Pay Option Plan (10 and 11 month employees) ❐
Automatic enrollment for all PGCEA Unit members

Submitted In Person

Submit Maryland State Retirement Information **at Orientation**
       Application for Membership ❐
       Designation of Beneficiary (Notarized) ❐
       Status Verification ❐
       Copy of **valid** driver's license, U.S. passport or birth certificate. ❐

Submitted via Email/Fax/Mail

Submit copies of supporting documentation (If benefit enrollment
included dependents, i.e. birth certificates, marriage certificate) ❐

PGCPS has contracted with Bolton's Dependent Verification Center to perform ongoing dependent eligibility verification services. Employees will receive correspondence directly from Bolton's Dependent Verification Center and are encouraged to respond to such correspondence as soon as possible. Dependents who are not verified in accordance with the terms included in the correspondence received from Bolton's Dependent Verification Center will not be eligible for coverage on PGCPS' group health plans.

- **Telephone: 866-667-6612 available M-F, 8:30 a.m. – 5:00 p.m. (EST).**
- **Email: PGCPSverification@BoltonUSA.com**

Dependents who are removed from PGCPS' group health plans due to a lack of or insufficient documentation will not be eligible for COBRA coverage.

Payroll Services Web page - http://www1.pgcps.org/payroll/index.aspx?id=163918

Benefits Services Web page - http://www1.pgcps.org/benefits/index.aspx?id=5582