



## 2024 NEW HIRE ACTION ITEMS

*Action Is Required by specific deadlines To Enroll in Benefits*

YOUR HIRE DATE IS: \_\_\_\_\_

### CHECKLIST OF THINGS TO DO:

- ✓ Request a copy of your New Hire Guide from your Human Resources Liaison.
- ✓ Enroll in Medical PPO, Vision, and Flexible Spending Account (FSA) benefits at [www.cityofchicagobenefits.org](http://www.cityofchicagobenefits.org) or by calling 1-877-299-5111. **Deadline:** within 30 days of your hire date.
- ✓ Enroll family members (spouse, children under age 26) in Medical PPO and Vision coverage. **Deadline:** within 30 days of your hire date.
- ✓ For family members enrolled in coverage submit required documents (marriage certificate, birth certificate, etc.). **Deadline:** within 60 days of your hire date.
- ✓ Enroll in an FSA. **Deadline:** within 30 days of your hire date.
- ✓ View FSA account details. [www.myoptumfinancial.com/city-of-chicago](http://www.myoptumfinancial.com/city-of-chicago)
- ✓ Enroll in optional life insurance. **Deadline:** within 30 days of your hire date. [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits).
- ✓ Enroll in Deferred Compensation. [www.chicagodeferredcomp.com](http://www.chicagodeferredcomp.com)
- ✓ Enroll in Transit benefits. [www.myoptumfinancial.com/city-of-chicago](http://www.myoptumfinancial.com/city-of-chicago)
- ✓ Opt-out of long-term disability insurance if you do not want this benefit. [www.prudential.com](http://www.prudential.com)
- ✓ Questions? Call 1-877-299-5111.

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CHICAGO BENEFITS OFFICE – [WWW.CITYOFCHICAGOBENEFITS.ORG](http://WWW.CITYOFCHICAGOBENEFITS.ORG) 1-877-299-5111