

## OFFICE OF HUMAN RESOURCES

### EMPLOYMENT

1. Upon receipt of the completion of the selection process, the Human Resources Generalist (Employee) forwards the selected candidate file to the Human Resources Generalist (Benefits Coordinator) and The Human Resources Generalist (Benefits) makes the employment offer and schedules onboarding process/new hire orientation. -Res are also required to complete the orientation process.  
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- TIAA -CREFF benefit. Employee will complete the payroll deduction form with the first of the month date of eligibility.
- If the employee chooses not to enroll in the benefit, i.e, health, dental, TIAA-CREF, etc, they will indicate their selection on the enrollment document.
- Explain the procedure regarding adding benefits after 30 days of initial employment.
  - i. Must have a qualifying event
  - ii. Can make changes during the Open Enrollment Period.

7. The Human Resources Ge xnre chah-2(he)/LBody <(o)-20(y)20(e)-6(e)4( t)-2( P)-4(e)4(i)-2ce cy 9.29