

Enrollment and Termination Process

NEW HIRES

Employees are eligible for benefits the 1st of the month following **6 months** from Date of Hire (DOH).

Enter three “appointment” reminders into Outlook:

- Four months following DOH:** Email a **New Hire Kit** to the newly-hired eligible employee.
- Five months following Date of Hire:** Make sure the employee has completed an enrollment or a declination form and email it to Dianna: dianna@minerfinancial.net
 - Kaiser:** enrolled or waived
 - Guardian:** enrolled or waived
- 7-8 months following DOH:** Make sure employee is showing up on the Kaiser and Guardian bills (the timing of this will depend on when the applications were submitted).

TERMINATIONS

Immediately following separation of employment, complete the termination forms for each of the following. Email or fax completed forms to Dianna: dianna@minerfinancial.net

- Kaiser**
- Guardian**

Enter one “appointment” reminder into Outlook:

- 1 month following submission of termination paperwork:** check bills to make sure employee has been removed.