Deadlines

BENEFIT AND RETIREMENT PROGRAMS
Benefit and Retirement Enrollment

01 Onboarding Tasks

02 Insurance Benefits

03 Retirement Programs
Onboarding Tasks must be completed before you will receive benefit or retirement enrollment tasks in Workday.

Once you receive your benefit task in your Workday inbox contact the Benefits Office to schedule an appointment.
• September 1<sup>st</sup> Coverage Begin Date - Call the benefits office
• October 15<sup>th</sup> - Benefit Task - Must be completed for a November 1<sup>st</sup> benefit start date
• November 1<sup>st</sup> - Default date, includes additional premium cost
• September 1\textsuperscript{st} - Defaulted into TRS
• September 1\textsuperscript{st} ORP Enrollment Date - Paperwork and Workday Tasks Completed by August 21\textsuperscript{st}
• November 30\textsuperscript{th} - Final Deadline to Enroll in ORP
What to do Next?

- Complete all Workday Inbox Tasks.
- Be on the look out for additional information from our Benefits Office on your benefit and retirement options.
- Contact the Benefits Office to make an appointment.

Benefits Office
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