In this packet you will find important, time sensitive, information related to your benefits with the State of Washington. If you have any questions on this material please schedule a meeting with your payroll representative as soon as possible. Below is a summary of important due dates and default information if you fail to return your forms. Please pay close attention to the repercussions of missing these important deadlines.

| **Form** | **When the form is due** | **The default selection if you do not return your form or take action by the due date** | **Other Critical information** |
| --- | --- | --- | --- |
| **W-4** | **2 days**  from your hire date | Withhold at the rate of single, with zero allowances. |  |
| **Medical Forms** | **31 days**  from your hire date | Uniform Medical Plan and Uniform Dental Plan with coverage for yourself only, even if you have dependents to cover |  |
| **Long Term Disability** | **31 days**  from your hire date | Basic Coverage only | If you wish to enroll in optional coverage at a later date you will:   * Need to go through the evidence of insurability process. * Lose the right to the guaranteed issue period as a new employee |
| **Life Insurance** | **31 days**  from your hire date | Basic Life Insurance coverage only  ***NOTE: Enrollment form needs to be submitted directly to Metlife*** | If you wish in the future to have supplemental coverage you will:   * Need to go through the evidence of insurability process * Lose the right to the guaranteed issue amounts as a new employee |
| **Retirement** | **90 days**  from your hire date | PERS Plan 3, rate option A, program self-investment | Whether you choose your plan or are defaulted, it is **permanent.** |
| **Deferred Comp Program**  **(DCP)** | **30 days**  from the date you receive DCP notification letter | Automatic enrollment in DCP, 3% of your paycheck will be deferred unless you choose to opt out or change your contribution rate. | If you choose not to be automatically enrolled in DCP, opt out of the program by logging in to [www.drs.wa.gov/login](http://www.drs.wa.gov/login) or by calling 888-327-5596. If you opt out of automatic enrollment, you can still join DCP at any time. |
| **Optional Programs** | | | |
| **Flexible Spending Account** | **31 days**  from your hire date | None |  |
| **Dependent Care Program** | **31 days**  from your hire date | None |  |

**Additional Payroll and Leave Information:**

|  |  |
| --- | --- |
| **Paydays and Pay Periods** | 1st - 15th paid the 25th  16th - end of month paid on the 10th of the following month  If payday falls on a weekend or a holiday, payday will fall the day before or after. |
| **Leave** | As a DES employee, you may be eligible for accrued annual leave, sick leave, a personal holiday, state paid holidays, and other forms of leave.  **Personal Holiday:** An employee expected to work continuously for at least 4 months, is entitled to a Personal Holiday each calendar year (January 1 – December 31st). This day can be used right away and is not frozen like annual leave.  **Personal Leave Day: Represented** employees are entitled to an **additional** Personal Leave day each fiscal year (July 1st – June 30th) if the employee has been continuously employed for more than 4 months. |
| **Requesting Leave** | DES use MyPortal as the agency leave system. MyPortal provides employees the ability to request leave, view leave balances, and view/print earnings statements.  DES provides employees with single-sign-on, so you should be able to access MyPortal directly from your work computer without having to login. The link can be found under the HR & Payroll tab of the DES intranet page under the Leave Page. You can also access the MyPortal portal while away from the office at <https://wahrms.wa.gov/irj/portal>. |
| **Timesheets** | All overtime eligible employees are required to fill out and turn in a timesheet each pay period. Timesheets are due at the end of each pay period and must be approved by the supervisor. They can be scanned, emailed, mailed via campus mail or delivered directly to Payroll on the 3RD floor of the Jefferson Building.  Please fill in and select all the appropriate drop boxes on the timesheet each month. It’s very important to include your personnel #, union representation, start and end time, and to check whether or not you turned in overtime for the pay period. Failure to do so could cause an overpayment or underpayment.  Some Buildings and Grounds staff input time into a separate time card program. Your supervisor will assist you with this process if you fall under this category. |