Welcome to State Government!

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 to Payroll** | **The default selection if you do not return your form by the due date** | **Other Critical information** |
| --- | --- | --- | --- |
| **W-4** | **2 days** from your hire date | Withhold as single with no adjustments. |  |
| **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 as of July 1, 2020 PERS 2 is the default. | Whether you choose your plan or are defaulted, it is **permanent.** |
| **Optional Programs** |
| **Flexible Spending Account** | **31 days** from your hire date | None |  |
| **Dependent Care Program** | **31 days** from your hire date | None |  |

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