

New Hire Checklist



YOUR Period of Initial Eligibility (PIE) Ends on _____

- Review insurance and retirement plan information.
- Explore the new hire benefit website for comprehensive information at benefits.lanl.gov or <http://www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/index.php>.
- Attend the new hire benefit presentation.
- Submit a completed enrollment forms for New Hire **with** required supporting documentation to the Benefits Office (benefits@lanl.gov) within **31 calendar days of your hire date**.
- The Friday following your hire date review your 401(k) account information and designate beneficiaries through Fidelity Net Benefits at <https://netbenefits.fidelity.com/>.
 - Note: Employees on Regular, Term, Post-Doc, GRA, and Post-Bac assignments are eligible to participate in the 401(k) Retirement Plan. Eligible employees will be auto-enrolled with a 6% contribution 31 calendar days from the date of hire. To opt out, change your election, or contribute earlier, log in to netbenefits.fidelity.com
- Contact the Benefits Office for assistance with coordination of coverage if you are currently covered in a Laboratory-sponsored plan, including the retiree plans (505-667-1806 or benefits@lanl.gov).
- Create accounts for enrolled benefits (BCBS, Express Scripts, Hinge Health, ConsumerMedical, MDLIVE, Fidelity)

Note: The Laboratory plan rules do not allow duplicate coverage. This means you may not be covered in any Laboratory-sponsored benefit plan as an employee and as an eligible dependent of another Laboratory employee or retiree at the same time. Family members of Laboratory employees may not be covered by more than one employee. For example, if a husband and wife both work for the Laboratory, their children may not be covered by both.

Contact Information

Website: www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/

Email: benefits@lanl.gov

Phone: (505) 667-1806