

New Hire Benefits Enrollment Checklist

Please complete the following items:

 Watch the New Hire Benefits Prerecorded Presentation (Available in [Box](#))

 Check for **Two Emails** from PEBA (noreply@peba.sc.gov):

- **Insurance Enrollment:** Use link to enroll within **31 days**
- **Retirement Enrollment:** Use link to enroll within **30 days**

 Look for **Welcome Email** from University Benefits (benefits@musc.edu)

 After First Paycheck:

- Log into OurDay
- Go to “**My Payslips**” to verify accuracy of insurance deductions Report discrepancies to: benefits@musc.edu

Notes:

- Retirement will be temporarily listed as “**undecided**” on your payslip. Withholding may occur until the system updates your selected plan
- Insurance enrollment is time-sensitive. Complete the task within 2 weeks to avoid delays.
- Transfers must take action to enroll in insurance and retirement; it is not automatic.
- Please complete OurDay onboarding tasks as soon as possible. Benefits Office cannot add insurance and retirement plans until these tasks are complete.
- New hires who begin employment on the first calendar day of the month will have their insurance benefits effective that same day; if employment starts on any other day, benefits become effective on the first day of the following month.