

NEW HIRE BENEFIT CHECKLIST

As a fully benefits eligible new hire, you are automatically enrolled in the Choice CDHP medical plan option starting on your hire date. You have 30 days from your hire date to add dependents, make changes or waive health coverage. Failure to take action during this 30-day window will result in you remaining in the Choice CDHP medical plan option with employee only coverage for the rest of the plan year, unless you have a qualifying life event.

Review and elect coverage for:

- Medical
- Dental
- Vision
- Accidental Death & Dismemberment (AD&D)
- Short-Term Disability
- Long-Term Disability
- Select beneficiaries for life insurance, AD&D, and your Health Savings Account, if applicable

Be sure to answer the spousal coverage and tobacco status questions.

- Spousal Coverage
- Tobacco Status

Enroll in tax-advantaged accounts:

- Health Care Flexible Spending Account (FSA), if you enroll in the Select PPO
- Health Savings Account (HSA), if you enroll in the Choice CDHP
- Dependent Care Flexible Spending Account (FSA)

Review, then print or email yourself a copy of your confirmation for your records.

Review and make a selection for retirement.

- Review the 403(b) retirement plan rules at hr.vanderbilt.edu/benefits/retirement/
- Eligible employees are automatically enrolled in the 403(b) retirement plan with a 3% mandatory contribution and a 3% voluntary pre-tax contribution, both of which are matched dollar-for-dollar by Vanderbilt
- Visit netbenefits.com/vanderbilt within the first 35 days of your employment to adjust or waive your voluntary contribution before deductions begin
- Select your beneficiary

BENEFITS ELIGIBILITY QUICK GUIDE

Fully Benefits-eligible



Choice
CDHP



HSA



Select PPO



FSAs



Dental



Vision



Disability



Life & AD&D



403(b)



PTO



Employee
Assistance
Program



Tuition
Assistance



Home
Insurance



Pet
Insurance



Auto
Insurance



Discounts

Partially Benefits-eligible



Choice
CDHP



HSA
*Personal
contributions only*



403(b)



PTO



Employee
Assistance
Program



Campus
Events



Home
Insurance



Pet
Insurance



Auto
Insurance



Discounts

If you are fully-benefits eligible, enrolled in the CDHP on January 1 and July 1 and have agreed to the terms and conditions through My VU Benefits and Fidelity, Vanderbilt will contribute half in January (\$375 for those enrolled in individual coverage and \$750 for those enrolled in family coverage) and half in July. The maximum total annual contributions to an HSA in 2024 are \$4,150 for individual coverage and \$8,300 for family coverage. If you are age 55 or older, you can contribute an extra \$1,000 annually.