PLEASE RETURN THE FOLLOWING INFORMATION BEFORE YOU LEAVE TODAY.

MANDATORY

- Acknowledgment Form
- Acknowledgment of Employee Receipt and Review of Statement of Business Conduct Standards
- Retirement Plan Enrollment Worksheet (pink)
- Appointment Acknowledgment Letter (restricted staff only)
- Consent to Electronic Delivery

OTHER FORMS

- State Health Benefits Program Enrollment Form for Employees (within 30 days)
- Designation of Beneficiary/VRS-2
- Enrollment Application for VRS Optional Life Insurance/VRS-39 (from booklet)
- Zurich Accidental Death & Dismemberment Enrollment (no deadline to enroll)
- Salary Reduction and Cash Match Agreement
- Election to Participate/VRS-65 (faculty only within 60 days)