

New Employee Benefits Checklist

Benefit	Options	Additional Information Online	Enrollment Deadline	Group #	Contact Information
Health Insurance	<input type="checkbox"/> Regence BlueCross BlueShield of Oregon	www.or.regence.com www.lclark.edu/dept/hr/3apehtmedical.html	31 days from first date of employment or April 1 st of each calendar year	#842995010	Regence BCBS (866) 219-7222
	<input type="checkbox"/> Kaiser Permanente	www.kaiserpermanente.org www.lclark.edu/dept/hr/3bkaisermedical.html			
Dental Insurance	<input type="checkbox"/> Fee-For-Service Plan	www.lclark.edu/dept/hr/4affsdental.html	31 days from first date of employment or April 1 st of each calendar year	#842995010	Regence BCBS (866) 219-7222
	<input type="checkbox"/> Willamette Dental Plan	www.willamettedental.com www.lclark.edu/dept/hr/4bwillamettedent.html			
Life Insurance	<input type="checkbox"/> Basic Term Life	www.regencelife.com www.lclark.edu/dept/hr/6lifeinsurance.html	31 days from first date of employment for Basic & Anytime for Optional Life	#WBT000528	Regence Life & Health (503) 412-7965
	<input type="checkbox"/> Optional Life				
	<input type="checkbox"/> Optional Dependent Life				
Long Term Disability	<input type="checkbox"/> Basic Long Term Disability	www.regencelife.com www.lclark.edu/dept/hr/7disabilityinsur.html	31 days from first date of employment	#WBT000528	Regence Life & Health (503) 412-7965
	<input type="checkbox"/> Long Term Disability Buy-Up				
Flexible Spending Accounts	<input type="checkbox"/> Health Care Spending Account	www.personalchoiceaccount.com www.lclark.edu/dept/hr/5flexspendingacc.html	31 days from first date of employment or April 1 st of each calendar year	N/A	Personal Choice Account (503) 412-5688
	<input type="checkbox"/> Dependent Care Spending Account				
Retirement Plan	<input type="checkbox"/> 403 (b) defined contribution account	www.tiaa-cref.org www.lclark.edu/dept/hr/11retirementprog.html	Anytime	#PPG Y252	TIAA-CREF (800) 842-2776

Still Have Questions? Contact Your Benefits Team:

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