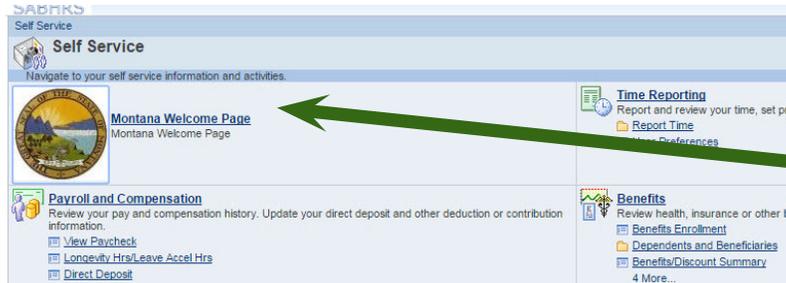


New Employee Online Orientation and Benefit Enrollment

Please read the following document and complete the Online tasks to enroll in your health care and life insurance benefits. For details on benefits, payments, enrollment, and more, please contact Health Care and Benefits Division 1-800-287-8266 or benefitsquestions@mt.gov.

*Before you can access the new employee work center, your Agency Security Officer must grant you security permissions to the State Accounting, Budgeting, and Human Resource System (SABHRS). Your access should automatically be established for you as part of your on-boarding process, usually within the first week of employment. If you have questions regarding your access, please contact your agency payroll or Human Resource office.



Access at Work

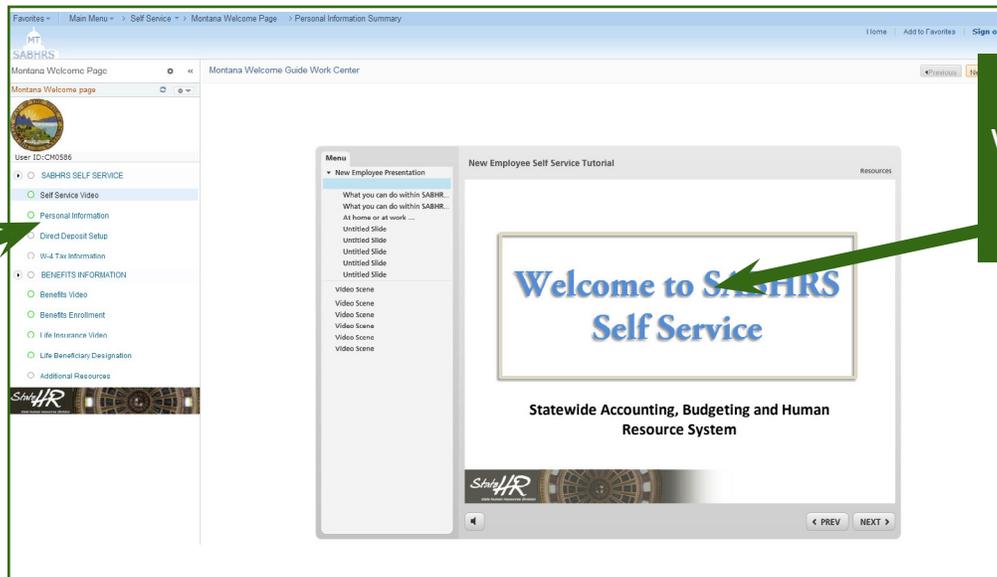
1. Log in to mine.mt.gov
2. Click on "Employee Self Service"
3. Click on "Montana Welcome Page"

Access at Home

1. Go to the State Employee Access page at www.mt.gov/Employee
2. Click MINE Employee Self Service Portal
3. Login
4. Click Employee Self Service
5. Click on "Montana Welcome Page"



Navigate sections here.



Start by watching the orientation video.



New Employee Benefit Enrollment

You have 31 days from your date of hire to enroll. Employees who enroll in the State of Montana Benefit Plan (State Plan) must take the core benefits. For details on benefits, payments, enrollment and more, please contact Health Care and Benefits Division (8010)287-8266 or benefitsquestions@mt.gov.

Core Benefits:

- The Capitol medical plan including prescription coverage and an annual eye exam;
- The Premium dental plan; and
- Basic life insurance (\$14,000).

Optional benefits:

- Medical and/or dental coverage for dependents;
- Vision hardware coverage;
- Additional life insurance for you and/or your dependents;
- Long-term disability (LTD) coverage;
- Accidental Death & Dismemberment (AD&D) coverage; and
- Flexible spending accounts for medical and/or dependent care.

Other Enrollment Information

- There are some benefits you will not be eligible for if you do not enroll within the first 31 days of State employment or eligibility.
- If you add a spouse/domestic partner and/or dependents, you must show proof of their eligibility.
- For more information on eligibility, refer to the Summary Plan Document at www.benefits.mt.gov.
- If you do not wish to accept your benefits, you may skip the benefits enrollment and life beneficiary designation steps.

Coverage effective date-Benefits become effective on your date of hire, except some life insurance which requires Evidence of Insurability (EOI) and approval. Flexible Spending Accounts will be effective the first of the month following your hire date.

Making changes after benefits are submitted

- Within 0-31 days of your date of hire:
 1. Log into MINE-Employee Self Service (See directions on front of flyer, click "Benefits, click "Benefits Summary", click the "New Hire Confirmation" button
 2. Print a copy of your statement and make the necessary changes, sign and date the statement, and return it to the Health Care and Benefits Division: Mail--PO Box 200130, Helena MT 59620-0130 Fax-406-444-0080 Email--benefitsquestions@mt.gov. The corrected statement must be received by the Health Care and Benefits Division within 31 days of your date of hire.
- After 31 days: Elections remain in effect through December 31st of the current year unless you experience a qualifying event. You will have the opportunity to make changes for next year during the fall Annual Change period.

Need to see a doctor before you get your benefit (insurance) cards?-Once you submit your benefit choices online, it may take 2-6 weeks to receive your cards. If you have submitted benefit choices and need to see a doctor, but have not yet received your cards, contact the Health Care and Benefits Division at 1-800-287-8266.

Paying for coverage

Each employee gets a contribution of \$976/month (2016) toward their benefits called State Share. If your benefit needs exceed the State Share contribution, you pay the difference. The monthly benefit payment above State Share is automatically deducted from your pay over 24 pay periods each year.

You start owing your monthly benefit payment from your date of hire (the day when your coverage starts). If you don't submit your benefit choices until after your first pay period, you'll see two pay periods worth of payments come out of your second paycheck. After that, the payments will be distributed evenly.

