

Summary



Employee Benefits Overview



MISSISSIPPI STATE
UNIVERSITY™

Department of Human Resources
Management

Reminder

- You have just **31 days from your start date** to submit new enrollment paperwork for optional products. Several forms are required, even if you decide to waive coverage.
- You must complete retirement forms within **30 days of date of hire**.



Enrollment

- Open enrollment is offered every **October**; you may change benefits at that time. Changes are effective January 1 of the following year.
- Pre-taxed insurance cannot be dropped or changed during the plan year unless you experience a qualifying event.

Qualifying events include:*

- Marriage
- Divorce
- Birth of a child
- Adoption
- Loss of coverage
- Death

*Changes must be made within 60 days of event.



Required Forms

1. Authorization for release of employee benefits information
2. Waiver of optional insurance coverage
3. State Employee Health Insurance provided by Blue Cross Blue Shield of MS
4. State Life Insurance provided by Minnesota Life Insurance.
5. Retirement options form (PERS or ORP)*

*Must be completed within 30 days of your hire date.



Contact Information

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