

CONTENT AREA

New Hire Benefits Entry Form and Effective Dates for Employees Impacted by Elimination of the 90-Day Wait

ANNOUNCEMENT

HB2002, one of the budget bills signed by the Governor on June 17, 2013, eliminates the requirement that State employees work regularly for at least 90 days before becoming eligible for ADOA administered benefits. The elimination of the 90-day waiting period will become effective on September 12, 2013. For any employee hired between June 14 and September 13, 2013, ADOA administered benefits will have a start date of the first day of the pay period following the effective date of the legislation. For agencies in the State payroll system, the benefit start date for those employees will be September 14, 2013 (University dates may differ).

In order for HRIS to accommodate the elimination of the waiting period, the New Hire section of YES in HRIS was taken down on July 3, 2013. In addition to that, the agency new hire benefits entry form in HRIS (BN31.2) will be unavailable for enrollment until at least September 4, 2013. Any new hires will need to complete a paper enrollment form which is available by clicking [here](#). Any new hire enrollment form should be sent to the ADOA Human Resources Benefits Office for entry. You may fax forms to 602.542.4744 or scan and e-mail them to benefitsissues@azdoa.gov. Universities will retain their current ability to key employee benefits.

Employees hired after September 14, 2013 will have 31 days from their date of hire to elect their benefits via YES or by submitting a completed enrollment form. Benefits for these employees will be effective the first of the pay period following receipt of their enrollment elections.

ISSUED

July 17, 2013