

## New Employee Benefits Checklist: *Instructional, Non Instructional Staff and ECP*

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Click on the links below to complete and print the required documents, which must be returned to the Benefits Office (East Building – Room 1504) within 30 days of your appointment.

### **Mandatory Benefits**

[Death Benefit Beneficiary Designation Card](#)

[Health Benefits Application](#)

[PSC-CUNY Welfare Fund Data Sheet](#)

[Retirement Election Form](#)

### **Optional Benefits**

[Flexible Spending Plan](#) (*Must enroll within 30 days of your date of hire*)

[Edenred Transit Benefits \(State\)](#)

[Edenred Transit Benefits \(City\)](#)

[Edenred Transit & Park-N-Ride Benefits \(State\)](#)

[Edenred Transit & Park-N-Ride Benefits \(City\)](#)