

NEW HIRE: EMPLOYEE BENEFITS INFORMATION

IMPORTANT DATES TO KNOW

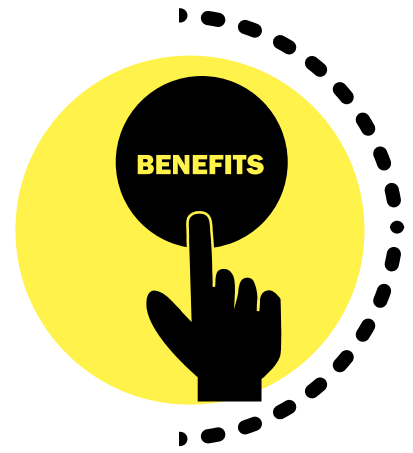
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HEALTH INSURANCE START DATE

Medical and dental coverage start date is dependent upon your date of hire:

- If hired between the 1st - 20th of the month, coverage will begin the first of the following month.
- If your hire date is between the 21st and the end of the month your health insurance will begin the first of the second month. (Example: Hire date of February 21st, health insurance is effective April 1st.)

[i 3.520 RCUH Health Plans](#)



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ETIMESHEET DEADLINES

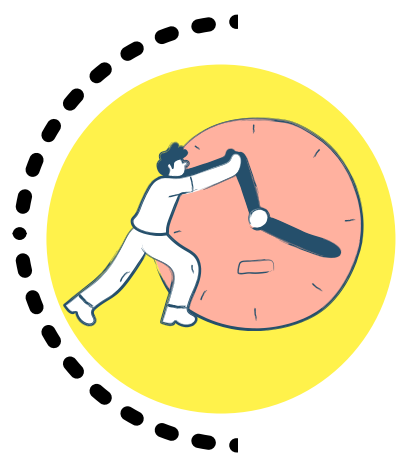
Don't forget to submit your timesheet so you can receive your pay on time!

There are two pay periods:

- 1st -15th
- 16th - end of the month

Please contact your project as they may have internal deadlines that are earlier than RCUH's deadlines.

[i eTimesheet User Guide](#)



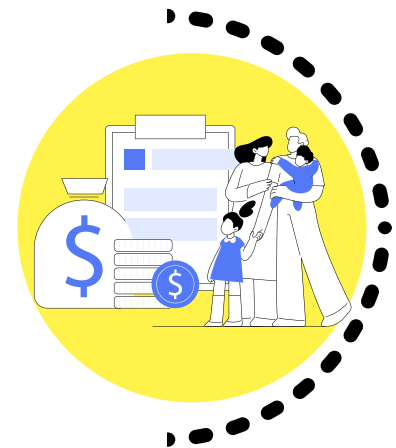
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PAY PERIOD DEDUCTIONS

Elected benefits deductions (if applicable) occur in different pay periods:

- 1st - 15th Deductions:
 - Flexible Spending Account - Medical and Dependent Expense
 - Pre-Tax Parking/Transit
 - Supplemental Long Term Care
 - Supplemental Retirement Annuity
- 16th - end of the month Deductions
 - Medical and Dental
 - Flexible Spending Account - Medical and Dependent Expense
 - Supplemental Retirement Annuity

[i Understanding Your Pay Statement](#)



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PAY DAY

Pay day will occur every 7th and 22nd of the month unless these dates fall on a Federal/State holiday or weekend, in which case pay day will occur the business day prior.

Timesheet Pay Days are:

- 1st - 15th timesheet - 22nd of the month
- 16th - 30/31st timesheet - 7th of the month

[i Payroll Schedule & Calendar](#)



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CHANGES

If you need to request a change to your initial enrollment, contact RCUH Employee Benefits no later than the 20th of the month after your start date. All requests are subject to RCUH HR's review and approval, and will be prospective. Once a deduction has been collected, you may no longer make changes until the Open Enrollment period, unless you experience a [Qualifying Life Event](#).

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We would love to hear from you! Email us at rcuh_benefits@rcuh.com.