

## 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**

- [PSC Death Benefit Beneficiary Designation Form](#)
- [Health Benefits Application](#)
- [PSC-CUNY Welfare Enrollment Form](#)
- [Retirement Election Form](#)
- [Health Benefits Buy-Out Waiver Form](#)

### **Optional Benefits**

- [Flexible Spending Account Brochure](#)
- [Flexible Spending Account Enrollment Form](#)
- [Edenred Transit Form Guide](#)
- [Edenred: Transit Benefit Plans \(State\)](#)
- [Edenred: Transit Benefit Plans \(City\)](#)
- [Edenred: Park-N-Ride Plans \(State\)](#)
- [Edenred: Park-N-Ride Plans \(City\)](#)
- [TIAA Supplemental Retirement Annuity Plan](#)
- [New York State Deferred Annuity Plan](#)
- [New York 529 Plan](#)