

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

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](#)