



Office of Human Resources
695 Park Avenue E1503
New York, NY 10065
Tel: 212-772-4512
Fax: 212-650-3889

New Employee Benefits Checklist: *Skill Trade*

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](#)

[Health Benefits Application](#)

[Health Benefits Buy-Out Waiver](#)

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 \(City\)](#)