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**

- Death Benefit Beneficiary Designation Card
- Health Benefits Application
- PSC-CUNY Welfare Fund Data Sheet
- Retirement Election Form
  - Retirement Application *(Optional for Visiting Professors and Substitute Instructional Staff Titles)*
- TIAA Enrollment Application

Or

- New York City Teacher’s Retirement System (TRS)

**Optional Benefits**

- Flexible Spending Plan *(Must enroll within 30 days of your date of hire)*
- TIAA Supplemental Retirement Annuity Plan
- New York State Deferred Annuity Plan
- New York 529 Plan
- WageWorks: Transit Benefit Plans
- WageWorks: Park-N-Ride Plan