

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](#)