 **SICK LEAVE INSURANCE PROGRAM**

**ENROLLMENT CHECKLIST**

The checklist below is provided as a guide for departmental Human Resources Associates to assure all necessary forms for participation in the Sick Leave Insurance Program (SLIP) are completed and submitted in a timely way. Please review completed forms carefully before submitting any required forms to HRE. If you have questions, please contact the appropriate person listed on page two of this form.

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| **FORMS REQUIRED TO PROCESS SICK LEAVE INSURANCE PROGRAM (SLIP) DOCUMENTS** | |
| **Required for Executive, Judicial, and Legislative branches, including DOT, Fair Board, and CBC employees** | |
| [Sick Leave Insurance Program Enrollment Form](https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/retiree-health-and-dental-forms-and-resources) | Employee completes and signs form; HRA completes HRA portion on last page.  The form is required and must be uploaded/attached to the Termination business process in Workday, along with the other applicable retirement documentation. |
| [Application for the Retired/Disabled Health and Dental Insurance Group](https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/retiree-health-and-dental-forms-and-resources) | This is the cover sheet for the employee’s health/dental applications.  Employee fills out and signs. HRA name and phone number must be included on the form.  Keep a copy, and send, with the health and dental applications, to the DAS-HRE Retiree Benefits Specialist at [stateretirees@iowa.gov](mailto:stateretirees@iowa.gov).  It may also be attached to the employee profile>personal>documents.  **If the retiree declines all coverage, this is the only form that needs to be filled out and forwarded.** |
| [Wellmark State of Iowa Group Retiree Application](https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/retiree-health-and-dental-forms-and-resources) | This is the application form for the continuation of health insurance coverage. This is required even if the retiree is staying with the same health plan.  Paperwork is sent, along with the continuation form and dental application if applicable, to the DAS-HRE Retiree Benefits Specialist at [stateretirees@iowa.gov](mailto:stateretirees@iowa.gov).  **It may also be attached to the employee profile>personal>documents in Workday.** |
| [Delta Dental Insurance Application](https://das.iowa.gov/sites/default/files/hr/benefits/forms/Delta.Dental.App.%28fillable%29.docx)  [Delta Dental's Authorization for Automatic Bank Account Withdrawal](https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/retiree-health-and-dental-forms-and-resources) | This is the application for the continuation of dental insurance coverage, and is required if continuing dental insurance.  It is sent, along with the continuation form and health application if applicable, to the DAS-HRE Retiree Benefits Specialist at [stateretirees@iowa.gov](mailto:stateretirees@iowa.gov). Automatic payments are not required.  **It may also be attached to the employee profile>personal>documents in Workday.** |
| Add Retiree Status | See the [Termination Job Aid](https://worksmart.iowa.gov/workday-schedule-hr). |
| SLIP Calculation | Per the Termination Job Aid:  All banked leave hours (existing balances and accruals) in the final pay period will be automatically calculated in Pay results, assuming the Termination Business Processes have been successfully completed.  In most cases, HR staff will not need to manually calculate and record the pay, but HRAs will want to review preliminary payroll results to confirm the calculations are correct. |
| Life Insurance | Once an HRA enters the termination of employment into Workday, life insurance benefits will be stopped as part of that business process. The Standard will be notified of the termination from a file generated in Workday. |

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| **OPTIONAL FORMS RELATED TO ALL RETIREMENTS**  It may be necessary to complete one or more of these documents depending upon the employee’s circumstances. | |
| [SLIP Calculation Worksheet](https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/retiree-health-and-dental-forms-and-resources) | Provide to the employee prior to retirement if requested to show an **estimate** of the SLIP account beginning balance. |
| [The Standard's Portability and Conversion Frequently Asked Questions and Guidelines for the State of Iowa](https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employees/group-insurance/life-insurance/continuing) | Although not covered by the SLIP program for payment of premiums, retirees may elect to port or convert their group life insurance coverage.  The Standard will mail a postcard with continuation information directly to the employee, but you are welcome to provide the FAQ if requested. |
| [Special Deduction Request](https://das.iowa.gov/RIC/SOI/documents) | Used to increase deductions for the final pay warrant if desired by the retiree. Send Special Deduction Request directly to the RIC team as noted on the form. |
| [Request a 3-Yr Catch-Up Worksheet](https://das.iowa.gov/RIC/SOI/documents) | The calculation worksheet necessary to establish eligibility to contribute beyond the normal limit deductibility requirements. Tell employees to send an email to the [RIC team](mailto:ric@iowa.gov) if they wish to apply for this catch-up. |
| [Flexible Spending Prepayment Form](https://das.iowa.gov/sites/default/files/hr/fsa/documents/FSA_prepay_form.pdf) | Provide to the employee prior to retirement if requested. They can prepay for the remainder of the year with their final paycheck. This allows employees to incur claims through the remainder of the year, but they do not have the ability to carry over funds to the following year. |
| Application for IPERS Retirement | HRA fills out the employer’s section on page 10 and returns to the employee to forward the complete packet to IPERS. |

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| **POINTS OF CONTACT BY TOPIC**  **SICK LEAVE INSURANCE PROGRAM QUESTIONS** | | |
| **Topic** | **Contact Name** | **Contact Information** |
| General SLIP questions from employees | Department Human Resources Associate, assigned Personnel Officer, or the [Retiree Benefits Specialist](mailto:stateretirees@iowa.gov) | Additional information available at  [http://benefits.iowa.gov/retiree**\_**](http://benefits.iowa.gov/retiree_slip.html)slip.html  515-281-6124 |
| IPERS | IPERS Call Center | Phone 1-800-622-3849  <http://www.ipers.org> |
| Health Insurance  Dental Insurance | Retiree Benefits Specialist  DAS, Human Resources Enterprise | Phone 515-725-0668 FAX 515-242-6450  Email stateretirees@iowa.gov |
| Life Insurance | Life Insurance Administrator  DAS, Human Resources Enterprise | Phone 515-281-8866 FAX 515-242-6450  Email [employee.benefits@iowa.gov](mailto:employee.benefits@iowa.gov) |
| RIC | HRE RIC Team  DAS, Human Resources Enterprise | Phone 515-281-8677 FAX 515-281-5102  Email [ric@iowa.gov](mailto:ric@iowa.gov) |
| Insurance Billing Process | SAE SLIP Manager  DAS, State Accounting Enterprise | Phone 515-281-3714 FAX 515-281-5255  Email [centralpayroll@iowa.gov](mailto:centralpayroll@iowa.gov) |
| **Additional information, forms, and reference links available at**<https://das.iowa.gov/human-resources/employee-and-retiree-benefits/retirees/sick-leave-insurance-program-slip>. | | |