



Welcome!

## Congratulations and Welcome!

Below are instructions to assist you in selecting your County of San Mateo benefits. Before you begin the benefits enrollment process please review the County of San Mateo [Benefits Guide](#) at <http://hr.smcgov.org/employee-benefits>.

**Your New Hire Enrollment period will begin approximately four days after your start date. You will then have two weeks to complete your enrollment.**

**Please log in to Workday and click on “Benefits Change-Hire” in your Workday inbox to begin the enrollment process.**

You will not be able to make changes to your benefits once your enrollment period has closed, unless you have a qualifying life event.

### **What happens if I do not enroll?**

If you do not enroll in your County benefits via Workday, **you will automatically be defaulted** to the following coverage:

- Kaiser HMO Medical - Employee Only coverage
- DeltaCare HMO Dental - Employee Only coverage
- VSP Vision - Employee Only coverage
- Basic Life Insurance
- Accidental Death and Dismemberment Insurance
- Employee Assistance Program
- 457 Traditional Deferred Compensation (AFSCME, SEIU, Mgmt., Attorney, Confidential, BCTC, C.N.A, SMCCE, UAPD)

***Please Note:*** If your division as a new hire is Management, Confidential or Attorney, please note that your position does not qualify you for State Disability. You have the option to enroll in the County's **Basic or Expanded Short-Term Disability Plan**.

Need more information to assist you in making your benefit enrollment choices? Attend a [New Employee Benefit Orientation \(NEBO\)](#) held every other Monday. Visit the [employee benefits](#) website and click on [Benefit Information for New Employees](#) for upcoming dates.

Have questions or run into a problem while enrolling? We're here to help. Call the County Benefits Office at (650) 363-1919 or email us at [benefits@smcgov.org](mailto:benefits@smcgov.org)

Best Regards,  
The Benefits team

**Questions?** Contact Employee Benefits: (650) 363-1919 or [benefits@smcgov.org](mailto:benefits@smcgov.org)