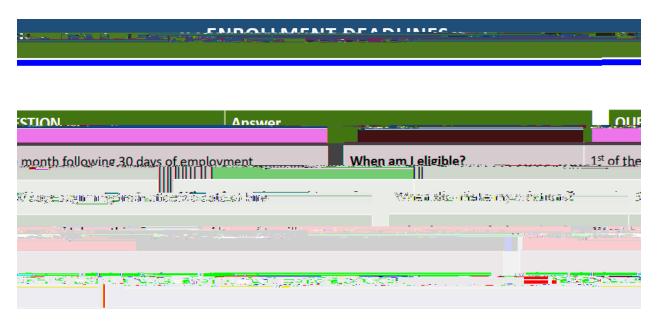


Benefit FAQ for New Hires to the Sumner County Board of Education

When am I benefit eligible? 1st of the month following 30 days of employment. For example, if you started your position July 25, you are benefit eligible September 1.

What if I am not sure of my actual start date? Please contact Human Resources at 615-451-5207.

When do I make my benefit elections? You have 30 days beginning from your effective date of hire. Please follow the steps in your Employee Benefit Guide to take you through the enrollment process. The Benefits Guide can be found at www.sumnerschools.org/benefits.



Where do I make my elections? Once you receive an email from the Sumner County Benefits Department, please click on the link (www.InfinityHR.com), also known as ARCORO to create an account and begin your enrollment/waiver process. After you have made the decision to either enroll or waive benefits, please make sure you save and confirm your elections and print the confirmation benefits summary page. If you do not save and confirm all benefits will be waived by default. Note: Your benefits portal will close 30 days following receipt of the benefits email.

Where will the email to elect benefits be sent to? The email to elect benefits will be sent to the email used or given to the Human Resources Department when you initially applied for your position. The subject line will be sent from the Sumner County Benefits Department and the email will be from donotreply@arcoro.com. Please check your spam or junk folder, as the email may be received outside of your inbox.

What if it is close to the deadline and I still have not received an email? If you have not received an email within one week from your hire date, please call the Benefits Department at 615-451-5214 or email the Benefits Department at benefits@sumnerschools.org.

What happens if I do not elect benefits in the first 30 days? All benefits will be waived, and you will not have another opportunity until Open Enrollment or if you experience a Special Qualifying Event. Details located in your Employee Benefit Guide.

What if I am rehired by the SCBOE within 30 days of termination of benefits? If the Benefits Department is notified that you were rehired by SCBOE within 30 days of termination of benefits, all previous benefit(s) elections shall automatically be reinstated with no break in coverage. Please disregard your COBRA notification. If the rehire transaction is received and/or processed after payroll is completed and benefit premiums were unable to be deducted, you will see those missing deductions in the following payroll. This means you may be impacted by double premium deductions for one pay period.

What if I want to attend a benefits orientation? Please call 615-451-5214 or email benefits@sumnerschools.org to make an appointment to meet with a Benefits Representative. You can schedule an in-person meeting or we can answer your questions by phone. We encourage you to watch the New Hire videos and review the Benefit Guide before scheduling an appointment.