

FREQUENTLY ASKED
QUESTIONS
FOR NEWLY HIRED
EMPLOYEES

HEALTH BENEFITS

Q. How long do I have to sign up for Health Insurance?

A. *You have up to sixty (60) days from date of hire to sign up for health Insurance.*

Q. What is the effective date of my health insurance coverage?

A. *The effective date of your health insurance coverage is dependent on when you enroll. It is usually the first day of the following pay period of when you enroll through HRMIS (human resources management information system) Judiciary Benefits Center (JBC) or you can call JBC at 1-877-207-3220.*

Q. How do I sign up for health insurance?

A. *Employees can sign up for health insurance online via the HRMIS (human resources management information system) Judiciary Benefits Center (JBC) or they can call JBC at 1-877-207-3220.*

Q. When will I receive my medical ID card?

A. *Approximately 4 to 6 weeks after enrollment or you may contact the Judiciary Benefits Center at 1-877-207-3220 to get a customer service phone number and/or information. You may also be able to get a temporary card off the healthcare carrier's website.*

Q. What happens if I need to see a doctor prior to me receiving my medical ID Card?

A. *If you are unsuccessful in obtaining a temporary copy of your health insurance card from your health carrier's website, you may have to pay medical expenses out of pocket and get reimbursed by your health care provider. All receipts for payment of medical services should be maintained for submission to your health care provider.*

LIFE INSURANCE

Q. How do I stop life insurance premiums from being deducted from my pay?

A. *Please contact the Judiciary Benefits Center at 1-877-207-3220.*

LIFE INSURANCE (Cont'd)

Q. If I decided to waive my life insurance coverage at the initial enrollment, may I sign up for coverage at a later time?

A. *Yes, but only with a Physician's Statement.*

DENTAL AND VISION

Q. How do I enroll in dental or vision coverage?

A. *You may do so at www.benefeds.com*

Q. What is the effective date of the dental and/or vision care coverage?

A. *The effective date of your dental and/or vision coverage is dependent on when you enroll. It is usually the first day of the following pay period of when you enroll.*

Q. I signed up for dental and/or vision coverage when I was hired. Do I have to re-enroll at the end of the calendar year if I want coverage to continue in the following calendar year?

A. *No, re-enrollment is automatic.*

PAYROLL AND TAX ISSUES

Q. I live in New York but on my pay statement, NY taxes are NOT being withheld?

A. *Please complete the NY tax form at:*

<https://www.njd.uscourts.gov/new-appointment-forms>

Q. I live in Pennsylvania, but New Jersey taxes are being withheld.

A. *Please complete the PA tax form at:*

<https://www.njd.uscourts.gov/new-appointment-forms>

Q. I live in Philadelphia but on my pay statement there are no Philadelphia taxes being withheld.

A. *Please complete the Philadelphia city tax form at:*

<https://www.njd.uscourts.gov/new-appointment-forms>

PAYROLL AND TAX ISSUES (Cont'd)

- Q. When I was hired, I lived in a different state and forgot to change my address. What can I do with the taxes that were withheld based on the out of state address on file?
- A. *Employees are reminded to keep their personnel information up to date. Address changes can be done via the employee's HRMIS account. Tax implications resulting from wrong taxes taken based on address on file will need to be resolved with your tax accountant.*
- Q. When do I get my first pay?
- A. *Judiciary employees are paid on a biweekly basis. Employees hired at the beginning of a pay period and have submitted all appointment and payroll documents timely to HR, will receive their first pay the Friday of the following pay period of their entranced on duty (EOD). (ie EOD 02/03/2020, first payday is Friday, 02/21/2020).*

FLEXIBLE SPENDING ACCOUNTS

- Q. Where do I sign up for Flexible Spending?
- A. *Employees can sign up for Flexible Spending online via the HRMIS (human resources management information system) Judiciary Benefits Center (JBC) or they can call JBC at 1-877-207-3220.*
- Q. At the time of my hire, I declined to elect the Health Care and/or Dependent Care Flexible Spending Accounts. Can I sign up anytime?
- A. *You will need to wait until the next Open Season which starts mid-November and ends mid-December of each year.*
- Q. I elected to have both the health reimbursement and dependent care reimbursement account when I was hired. Do I need to re-enroll if I wish to continue participation in the following calendar year?
- A. *Yes, Employees need to re-enroll in the Flexible Spending Account of his/her choice each calendar year, electing the amount of monies they wish to be withheld. Coverage does not carry over into the following year.*

INFOWEB

- Q. I tried to register my e-mail address with INFO Web but my name does not appear in the drop down.
- A. *You may not have been processed yet through the AO so therefore the INFO Web does not have your information yet. Wait a few days or until you receive a message "unregistered work e-mail address detected."*