

Transfer to MUSC University Employee Checklist

Item	Completed?		Notes
	Yes	No	
Insurance: Refer to welcome email from benefits@musc.edu . If applicable, complete Notice of Election form (NOE) and tobacco declaration form and email to benefits@musc.edu . Otherwise, complete enrollment online via email link from noreply@peba.sc.gov	<input type="checkbox"/>	<input type="checkbox"/>	Contact previous HR group and request that your benefits be transferred to Group H510000 or call PEBA at 888-260-9430 if unsure of your prior benefits.
Retirement: Complete enrollment online via email link from noreply@peba.sc.gov	<input type="checkbox"/>	<input type="checkbox"/>	Email benefits@musc.edu if you have not received within 3 days of your orientation date.
Leave: Contact University Leave Administrator if you have questions about transferring leave. MUSC does not accept PTO Leave.	<input type="checkbox"/>	<input type="checkbox"/>	University Leave Administrator: Monique Robinson, robinsmo@musc.edu
Short Term Disability: If enrolled with prior state group, please contact your vendor regarding your benefit options. Short Term Disability is only offered by AFLAC or American Fidelity.	<input type="checkbox"/>	<input type="checkbox"/>	AFLAC: https://www.Aflac.com /MUSC Representative: Josh Murchison 518-420-6792 joshua_murchison@us.aflac.com American Fidelity Assurance Company: https://www.americanfidelity.com/musc Customer Service: 800-662-1113 or email muscemployees@americanfidelity.com
Supplemental Retirement Plan: If enrolled with prior state group in 401k or 457b with SC Deferred Comp, refer to the Supplemental Retirement Plans section on the MUSC website (Charleston, SC) for online enrollment details.	<input type="checkbox"/>	<input type="checkbox"/>	On the online enrollment, the employer is MUSC University and the Payroll Center number is 1265 . Once your 401k or 457 account is reestablished with Empower with MUSC, you can register/log into your online account with Empower .
New Hire Virtual Orientation Training: Review New Hire Benefits presentation and materials located in box within 14 days of transferring	<input type="checkbox"/>	<input type="checkbox"/>	This will need to be completed before you make your benefits and retirement elections.

Additional insurance and retirement resources are located on our [University Benefits website](#) or by visiting www.peba.sc.gov.