



## Important Things to Know as a New Employee

As a new hire, you have 31 days to enroll for Health insurance and Flexible benefits insurance. If you choose not to enroll, our Open Enrollment for all agencies takes place in October. Another opportunity to enroll, add or remove a dependent, is if you have a Qualifying Event. Some examples are marriage, birth or spouse loses coverage, etc.

1. Your benefits start the 1<sup>st</sup> full month after your start date. For example, if your start date is May 1<sup>st</sup>, your benefits will begin June 1<sup>st</sup>. If your start date is May 16<sup>th</sup>, your benefits will begin July 1<sup>st</sup>.
2. **VERY IMPORTANT!!** Benefits are required to be paid a month in advance. If the deductions are missed, double deductions *may* occur the following pay period.

3. Enrollment for Health Care:

[www.mySHBPga.adp.com](http://www.mySHBPga.adp.com) or

Download the ADP app on your mobile device

Contact number: 1-800-610-1863

Registration Code: SHBP-GA

4. Enrollment for Flexible benefits:

[www.gabreeze.ga.gov](http://www.gabreeze.ga.gov) or

Download the Alight app on your mobile device

Contact number: 1-877-342-7339

Employer: State of Georgia

5. For information regarding Retirement or Pension plans: [www.ers.ga.gov](http://www.ers.ga.gov)

Contact number: 404-350-6300 or 1-800-805-4609

6. Use Employee Self Service (ESS) to review your paycheck, change your taxes, review leave balances, update your address.

[www.team.georgia.gov](http://www.team.georgia.gov)

7. Deductions per pay period:

1<sup>st</sup> – 15<sup>th</sup>

ERS/GDCP Contribution

401 (k) / 457 / Roth

Healthcare- Flexible Spending Account

Dependent Care- Flexible Spending Acct

Health Insurance Premiums

16<sup>th</sup> – end of month

ERS/GDCP Contribution

401 (k) / 457 / Roth

Healthcare -Flexible Spending Account

Dependent Care- Flexible Spending Acct

Flexible Benefit Premiums

SAO will no longer accept requests to unlock or reset passwords for Peoplesoft. Those are completed by Central HR

Additionally, all Staff are required to set up security questions so they may reset password on their own if needed.  
(Instructions attached, include with new hire orientation)

If you have a staff member who needs a reset or self-service account unlocked, please have them or you email the inbox below with the following information.

Email: [HRfax@djj.state.ga.us](mailto:HRfax@djj.state.ga.us)

With: Full name, employee ID.

How to prevent lockouts in PeopleSoft:

- Do not enter wrong password more than two times.
- Set up security questions/forgot password help (state requirement)

Thank you,

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