

# EMPLOYEE BENEFITS & WELLNESS

New-Hire Effective Dates – 2020/21



## *Benefits Eligibility*

As a Pima County employee, you may be eligible to enroll in benefits. Please review the following Personnel Policies regarding eligibility:

### [Personnel Policy 8-122: Group Insurance](#)

You have 31 days from your date of hire or eligibility to enroll in benefits. Benefits will be effective the first day of the month following 30 days of employment or eligibility.

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## *Benefits Effective Date based on Date of Hire*

Date of Hire	Effective Date
5/3/20 – 6/1/20	7/1/2020
6/2/20 – 7/2/20	8/1/2020
7/3/20 – 8/2/20	9/1/2020
8/3/20 – 9/1/20	10/1/2020
9/2/20 – 10/2/20	11/1/2020
10/3/20 – 11/1/20	12/1/2020
11/2/20 – 12/2/20	1/1/2020
12/3/20 – 1/2/21	2/1/2021
1/3/21 – 1/31/21	3/1/2021
2/1/21 – 3/2/21	4/1/2021
3/3/21 – 4/1/21	5/1/2021
4/2/21 – 5/2/21	6/1/2021

## *Required Documentation*

If you choose to cover dependent(s), you will need to provide [Required Documentation](#) to validate your dependent(s) eligibility.

The documents may be submitted in person to your Department Benefits Representative (DBR) via fax or by scanning them and emailing them to [hrbenefits@pima.gov](mailto:hrbenefits@pima.gov).

Documentation must be provided within 30 days of your benefits enrollment date. Lack of providing the required documentation may result in loss of dependent coverage.

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## *Login to the Employee Self Service (ESS) portal*

Once you are ready to enroll in benefits, you will need to create an ADP account.

- Visit the Employee Self Service (ESS) Portal at <https://portal.adp.com>
- Click the “Sign Up” button
- Use registration code “**pimacounty-newhire**” and click the “Go” button
- Enter in your first and last name. Enter your Employee ID with four leading zeros (0000123456). Do Not Use your social security number
- Enter your birth month, day and year, then click the “Next” button
- When the system finds your records, complete the information as prompted

Contact the Pima County ADP Employee Help Line at (520) 724-4500 option 2 for assistance.

[Enrolling in the Employee Self Service \(ESS\) Portal – ADP](#)