



## ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
187 HARRY S. TRUMAN PARKWAY  
ANNAPOLIS, MARYLAND 21401

**Judy K. Rupp**  
State Court Administrator  
410-260-1540

### **Important Information About Your Health Benefits**

**Please acknowledge by your signature that you have been informed of the following:**

1. As a State employee, you have 60 days from your date of hire to enroll in benefits online via the Statewide Personnel System (SPS Workday). Your coverage will begin on the first of the month following or coinciding with your date of hire regardless of when you enroll.
2. You have reviewed the Maryland Guide to your Health Benefits booklet available on <https://dbm.maryland.gov/benefits>.
3. You know how to contact your Agency Benefits Coordinator with any questions regarding your health benefits enrollment.
4. You will receive an email regarding your SPS benefits enrollment within the next 10 days. You will not be able to enroll until you receive this email that contains your login (W#) and a temporary password.
5. To enroll eligible dependents, you must provide proper documentation (ie. certified marriage certificates, birth certificates, etc.) This documentation must be provided within the 60-day enrollment period.
6. If your enrollment is processed after your effective date, you may receive an invoice from the Department of Budget and Management for a retroactive post-tax adjustment. You are solely responsible for paying this invoice to ensure your benefits continue without interruption.
7. You have 60 days from any qualifying life event to make changes to your health benefits. Qualifying events include marriage, divorce, death, birth/adoption of a child, and gaining or losing other coverage.
8. If you do not enroll within your first 60 days, you must wait until the next Open Enrollment period or have a qualifying life event. Open enrollment changes are effective January 1<sup>st</sup> of the next plan year.

**Signature of Employee:** \_\_\_\_\_

**Print Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_