



LTD PROCESS CHECKLIST FOR HR BENEFIT LIAISONS

<i>Date</i>	Perform Prior to Approval
_____	<input type="checkbox"/> Send employee LTD Application
_____	<input type="checkbox"/> Send employee LTD Benefits Packet
_____	<input type="checkbox"/> Send employee Life Insurance Wavier of Premium
_____	<input type="checkbox"/> Receive completed forms
_____	<input type="checkbox"/> Review for Accuracy
_____	<input type="checkbox"/> Send completed LTD Application/forms to Carriers
_____	<input type="checkbox"/> Sedgwick for ASRS <input type="checkbox"/> Standard for all others
_____	<input type="checkbox"/> Send Life Insurance Wavier of Premium to Standard
_____	<input type="checkbox"/> Pend Benefit Election form until receipt of LTD approval

<i>Date</i>	LTD Is Not Approved
_____	<input type="checkbox"/> Determine employee status based on personnel rules

<i>Date</i>	LTD Is Approved
_____	<input type="checkbox"/> Send to ADOA Benefits 1) LTD approval letter 2) Completed Benefit Retiree/LTD Election Form 3) Premium payment status* *Member must be paid up to LTD approval date

Name: _____

EIN: _____

Agency: _____

Liaison Name: _____