



### Agency

Department of Administrative Services  
(DOAS) - Human Resources  
Administration (HRA)

### New Hire Enrollment

**Website:** [www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov)

**Deadline:** Enroll within 31 days of your hire date. You must provide proof of your dependent's eligibility.

**My Login:** New users must create a username and password at [www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov). Returning user may need to reset his/her password.

You can also enroll by using GaBreeze's mobile app, Alight Mobile.

### Benefits Guide

Link:

[You Decide booklet](#)

Summary Plan Descriptions

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

### Coverage Effective Date

Your coverage will begin on the first day of the following month after you have completed a full calendar month of continuous employment and have enrolled in the Flexible Benefits Program within 31 days of your date of hire.

### Dependent Coverage Effective Date

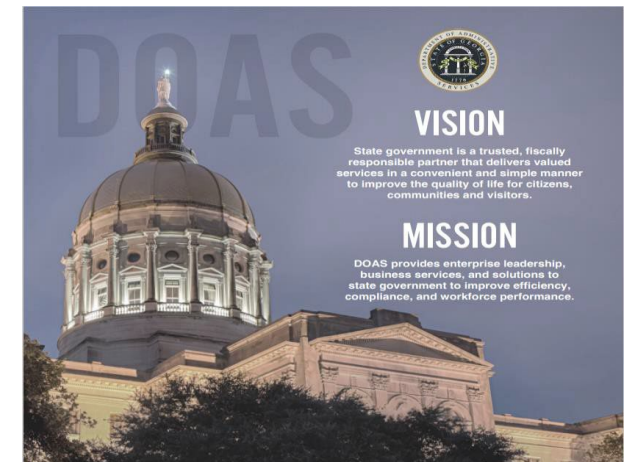
You may enroll eligible dependents at the time that you enroll as a new hire. For more information, please see the *You Decide* booklet or contact your Human Resources representatives. **Note:** You must enroll certain newly eligible dependents, i.e., over age 26 disabled dependent children, during your new hire enrollment.

### Payroll Deduction Frequency

Payroll deduction frequency may vary by the employing entities. Generally, Flexible Benefits Program premiums are deducted from your last paycheck in the month. If you enroll in a Flexible Spending Account (FSA), your contributions may be deducted twice a month. Please contact your Human Resources representatives to confirm your payroll deduction frequency.

### Mission

Department of Administrative Services (DOAS) provides enterprise leadership, business services, and solutions to state government to improve efficiency, compliance, and workforce performance.



### Contact Us

Website: [www.doas.ga.gov](http://www.doas.ga.gov)

[www.GaBreeze.ga.gov](http://www.GaBreeze.ga.gov)

Email: [hra@doas.ga.gov](mailto:hra@doas.ga.gov)

GaBreeze Benefits Center

Phone: 877-342-7339

Hours: 8:00 a.m. - 5:00 p.m. ET,  
Monday - Friday



Alight's Mobile App QR

## Fun Facts

- The Flexible Benefits Program offers fourteen (14) Flexible Benefits plan options to eligible employees.
- There are 94,5191 eligible active employees, with 83,141 participants enrolled in at least one Flexible Benefits plan option from approximately 223 government entities.

## Plan Options and Programs

### Flexible Benefits Plan Options

**Dental Insurance - Employee, Spouse, and Child(ren)** - Four plan options:

**Cigna Dental HMO** - in-network only coverage with no deductible, coinsurance, or maximum benefit limits.

**Cigna PPO options, Select Plan, Select Mid and Select Plus Plan.** There are in-network and out-of-network benefits on both PPO plan options. The Select Mid and Select Plus options include orthodontia and dental implant coverage.



**Anthem Blue Cross and Blue Shield - Vision Insurance - Employee, Spouse, and Child(ren)** - Select Plan and Select Plus plan options provide coverage for eye exams, eyeglass lenses or contacts every year, copayments apply. There are in-network and out-of-network benefits.

**MetLife Life Insurance - Employee, Spouse, and Child(ren) and Accidental Death & Dismemberment - Employee** - You may elect up to ten times your pay to a maximum benefit of \$2,000,000. Evidence of Insurability is required if you apply for an amount of insurance more than (1) times your salary that is over \$200,000. Newhires are guaranteed up to \$30,000 in spouse coverage without Evidence of Insurability.

**WageWorks Dependent Care Flexible Spending Account (DCFSA) - Employee** - DCFSA allows you to use pre-tax dollars to pay for the care of your eligible child(ren) or other eligible dependents, as defined by the IRS.

**WageWorks Health Care Flexible Spending Account (HCFS) Employee** - HCFS allows you to use pre-tax dollars to pay for eligible health-related products and services received by you and your family.

**The Standard Short-Term Disability and Long-Term Disability - Employee** - If you are enrolled and the claim is approved, Short-Term Disability benefits become payable after you have been continuously disabled for 7 days (Option A) or 30 days (Option B). Benefits are not payable during the 7-day or 30-day waiting period. If you are enrolled and qualify for benefits, Long-Term Disability benefits become payable after you have been continuously disabled for 180 calendar days.

**UNUM Long-Term Care - Employee, Spouse, Parents, and Parents-In-Law** - Provides a wide range of personal care, health, and social services for people of all ages who suffer a chronic disease or long-lasting disability. These services can be provided in a nursing facility, an adult day care center, or at home, and can involve some nursing care.

**AFLAC Critical Illness and Critical Illness Plus (Accident) - Employee and Spouse** - Lump Sum Benefits payable upon initial diagnosis of a covered critical illness. Each dependent child is covered at 50% of the primary insured amount at no additional charge. Guaranteed Issue – no medical underwriting is required for up to \$30,000 in coverage.

---

**MetLife Legal Plans - Employee and Family** - Select, Select Plus, and Select Premium options provide access to attorneys, as if on retainer, through a network of pre-qualified attorneys.

**Plan Documents**

Link:

[Team Georgia Benefits Overview](#)

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

**Programs**

Supporting employees in their efforts to prioritize work and personal needs is a high priority. We invest in your employee experience with various programs to provide work-life balance.

**Employee Assistance Program (Employee and household members)** - State entities that participate in the Employee Assistance Program have access to provider referrals, counselors, and training resources.

**Flexible Work Schedules** - Many state entities allow employees to work from home, work alternative schedules or work a combination of both.

**Georgia State Charitable Contributions Program** - During the annual charity campaign, employees can make a one-time monetary charitable contribution or make a pledge to donate through payroll deductions withheld throughout the year to an independent charity or federation.

**Employee Purchasing Program** - Employees that meet the eligibility requirements can purchase items and pay for them through payroll deductions for up to 6-month or 12-month terms. Your employing entity must administer payroll in TeamWorks.

**Employee Discount Program** – Discounts are available on attractions, auto and home insurance, pet insurance, shopping, technology, and travel.

**Faithful Service Awards** - Employees reaching certain milestones i.e., years of service, are recognized and awarded certificates and/or lapel pins.

**Workers' Compensation/Return to Work** Employees approved for workers' compensation receive medical and disability benefits for their injuries resulting in partial or total incapacity or death. The Return-to-work program is a collaborative approach between all parties that helps medically able employees return to work.

**Path2College 529 Plan** - is a state- sponsored, tax- advantaged 529 college savings plan that help families and individuals plan for the cost of education.

**Privacy and Security**

Privacy and security information can be found in the *You Decide* booklet located on the following links.

Link:

[You Decide booklet](#)

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

**Communication Methods**

New hires will receive an enrollment worksheet to prepare you to enroll in your Flexible Benefits. This enrollment worksheet will be mailed to your home address. Please always keep your home address and email address updated. Throughout the plan year, we may send benefits communication to you.

