



DEPARTMENT OF VETERANS AFFAIRS
NEW YORK HARBOR HEALTHCARE SYSTEM

STATEMENT OF UNDERSTANDING
HEALTH AND LIFE INSURANCE SELECTION

1. I have been advised that I have 60 days in which to enroll in a Health Insurance Plan (FEHB)
2. I have also been advised that I have 60 days in which to enroll in Optional Life Insurance (FEGLI) in addition to my Basic Life Insurance.
3. Additionally, I have been advised that 3% of my gross salary will automatically will be deducted and placed in my TSP account. I can stop or change my TSP contribution at anytime through My Pay. I am aware that all funds are automatically invested in Government Securities until I designate otherwise through TSP.
4. If I do not make these elections on the date of my appointment, I will have to make these elections through My Pay. I understand I will be forwarded a temporary PIN NUMBER (using my jobs email), after my first pay check. Any change that needs to be made before the first pay check must be made using manual forms provided by Human Resources.

My Pay help desk #888-332-7411

Employee's Signature

Date