



Benefits Enrollment Checklist Template (HR)

Eligibility Verification

Confirm employee eligibility for benefits enrollment based on hire date, employment status, and plan requirements.

Hire Date

Employment Status

- ☐ Full-Time
- ☐ Part-Time
- ☐ Contract
- ☐ Intern

Hours Worked Per Week (if applicable)

Waiting Period Complete?

- ☐ Yes
- ☐ No