

Employment Change – Part-time to Full-time

These qualifying mid-year event election changes are permitted when your employment status changes from part-time to full-time.

- Health Care Coverage:**
- If you are already enrolled and choose not to make a change to your election, the premium deducted from your paycheck will be automatically reduced by the amount contributed by the State for full-time employees.
 - You may enroll or change your [plan](#). HMO members are required to select a primary care physician.
 - You may add [eligible family members](#).

Medical Flexible

- Reimbursement Account:**
- No election change is permitted.

Dependent Care Flexible

- Reimbursement Account:**
- No election change is permitted.

Important Things To Know About Making An Election Change Request For This Event

- 1. What documentation is required.** None. Your agency will validate your employment status changed from part-time to full-time.
- 2. How to submit the request.** Within 31 days of the last day you are in part-time employment status, use [EmployeeDirect](#) or complete a paper [Enrollment Form](#).
- 3. When approved changes take effect.** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day.
- 4. Where to learn more.** Visit www.dhrm.virginia.gov. The Employee Benefits link includes answers to [frequently asked questions](#) and helpful information about [handling a life-changing event](#). For more details, contact your agency's Benefits Administrator.

Reminder: If you miss this opportunity to submit your change request, your next chance will be at [Open Enrollment](#) or with another consistent [Qualifying Mid-Year Event](#), whichever comes first. Contact your agency's Benefits Administrator about an exception for those already under family coverage.