

.03 Handling DBME Employee Cases – Submitting Verification – Contractors, Volunteers, or Temporary Employees

REVISION 49
(01/01/21 – 12/31/21)

A DBME contractor, volunteer, or temporary employee may submit their verification in one of the following ways during [nonwork time\(g\)](#).

- Using the Fax Cover Sheet (DES-1078A) form, fax directly to the [Employee Benefit Unit](#) (EBU)

NOTE A DBME contractor, volunteer, or temporary employee may use a State Fax machine during a break, on lunch period, or before/after work hours. A member of office management must be informed prior to using the fax machine.

- Via email directly to the EBU
- By taking their verification to their Office Manager or direct supervisor.

NOTE The Office Manager or direct supervisor must upload information on the same day of receipt. The verification is not to be put in a general location. A DBME contractor, volunteer, or temporary employee may not upload their own verification or ask someone other than the Office Manager or a direct supervisor to upload their verification.

- By uploading verification to their HEAplus account using the customer portal in the same manner as all other participants.