



New Hire Enrollment

Elect your new hire benefits online in MyADP using your mobile device (e.g. smartphone, tablet), personal computer, or work computer.

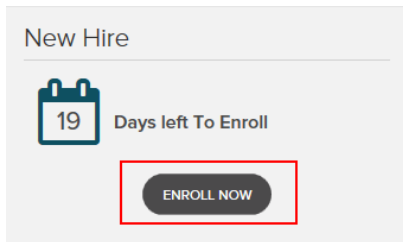
Access MyADP

From web browser on computer/mobile device

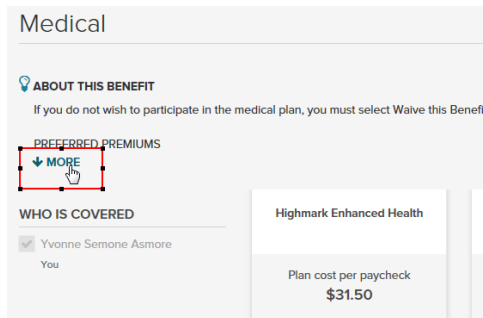
1. Visit <https://my.adp.com> from a web browser on your computer or mobile device.
2. New users must register for MyADP using instructions in the **Payroll** section of the Laitram intranet.
3. Once you have registered, login using your MyADP Username and Password.

Completing New Hire Open Enrollment

1. Login to MyADP and click on the **Benefits** tab.
2. Select the **New Hire** event at the top left of your benefits dashboard. You have 30 days from your date of hire to enroll for new hire benefits and submit any supporting documentation.

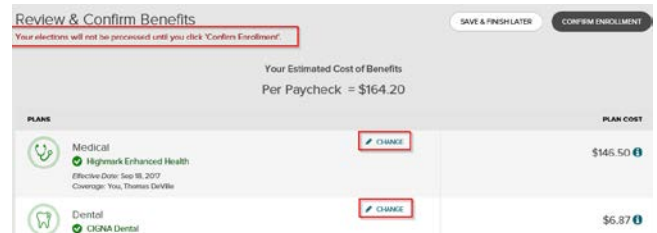


3. Add all eligible spouse and child dependents even if you do not intend to enroll them in medical or dental coverage. Laitram provides dependent life coverage on your behalf, but your dependents must be in MyADP. **Social Security Number** and **Date of Birth** are required for all dependents.
4. Review each benefit and make your elections. Detailed information about each benefit is available at the top of the benefit election area.



5. Click **“Complete Enrollment”** to review a summary of your elections. You may click “change” next to any benefit to go back and make further changes.

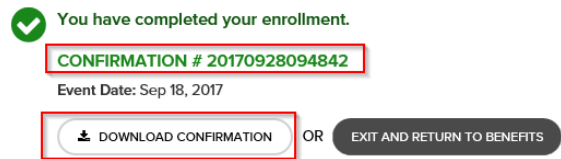
NOTE: This is your summary/review screen ONLY. You have not yet completed your enrollment!



6. You must click **Confirm Enrollment** to complete your enrollment.



7. You will receive a success message with a confirmation number. Record this confirmation number.



8. Print and/or digitally save a copy of your **Confirmation Statement** for your records.

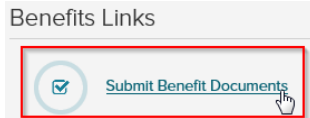
New Hire & Life Event Coordination

If you experience a New Hire or Qualifying Life Event near the Open Enrollment window, please complete all events necessary to update both your 2017 and 2018 benefits.

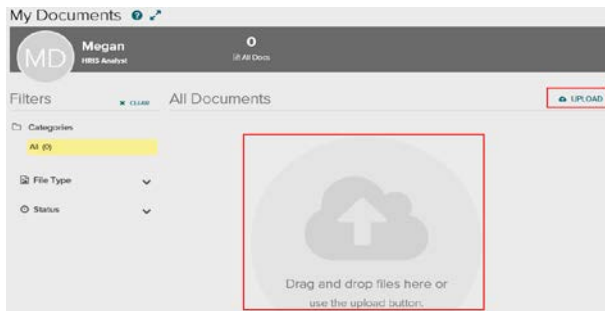
Who	Qualifying Life Event	New Hire Enrollment	Open Enrollment
New Hires Benefits Eff 2017	N/A	YES	YES
New Hires Benefits Eff 2018	N/A	YES	NO

Submitting Benefits Documents

1. Login to MyADP and click on the **Benefits** tab.
2. Select **Submit Benefits Documents** in the **Benefits Links** tile. There will be a pop-up indicating that you are going to a different site – click **Continue**.



3. The new window should indicate **My Documents** at the top, with your name and job title just below. Drag and drop files to the indicated portion of the screen or click **Upload** at the top right to upload documents.



4. When you have uploaded a document, you will be asked to update the document properties by:
 - a. Naming your document
 - b. Selecting the correct category
 - i. Dependent Verification
 - ii. Evidence of Insurability
 - c. Providing an Effective Date
 - i. This is the date of the event (e.g. date of birth, marriage, date coverage was lost)
 - d. Click **Save** when complete

Document Properties

Display Name

Category / Subcategory

Effective Date

Expiration Date

Tags

Pending Elections

Dependent Verification Required

You must provide documentation verifying eligibility of any dependent that you are adding to coverage for the first time.

! Your dependents will **NOT** be added to your benefits unless appropriate documentation is received **during the New Hire Open Enrollment period**.

Dependent Verification Document Requirements	
Spouse	<ul style="list-style-type: none"> • Marriage Certificate (State or Religious) • Current Tax Return with Spouse Name Listed
Child	<ul style="list-style-type: none"> • Birth certificate with name of employee listed • Hospital birth letter with name of employee listed • Adoption certificate • Current tax return with dependent name listed • Court order establishing legal guardianship

Evidence of Insurability/Statement of Health Required

If you are adding Optional Employee or Spouse Life coverage over a certain amount, you may be required to complete and submit a Statement of Health (AKA: Evidence of Insurability). You will receive a warning notification during your Enrollment if you are required to submit a statement of health.

Understanding Beneficiaries

- You must designate one or more primary beneficiaries for **Employer Paid Life** (and **Optional Life** if applicable).

Primary Beneficiary(ies)	Receive specified percentage of your life insurance in the event of your passing.
Secondary Beneficiary(ies)	Receive specified percentage of your life insurance in the event that both you and the primary beneficiary(ies) pass.

Example

Your spouse is your **primary** beneficiary, receiving 100% of your insurance. Your 2 children are your **secondary** beneficiaries. Each will receive 50% of your life insurance.

Scenario 1: You pass. Your spouse will receive 100% of your life insurance because (s)he is the primary beneficiary.

Scenario 2: You and your spouse pass in the same accident. Your children will receive the specified shares of your life insurance because the primary beneficiary has also passed.

Scenario 3: Your spouse passed already and you have not updated your beneficiary information to replace your spouse. You pass. Your children will receive the specified shares of your life insurance because your primary beneficiary has already passed.