

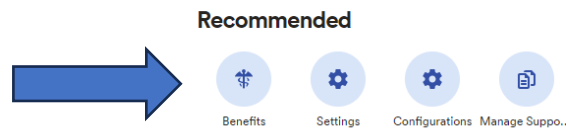


# New Hire Benefit Enrollment

Elect your benefits in MyADP using your mobile device (smartphone, tablet), personal computer, or work computer.

## Completing New Hire Enrollment

- 1.) Login to MyADP ([www.myadp.com](http://www.myadp.com)), and click on the “Benefits” icon on the right-side of the page.



- 2.) Go to the “**New Hire**” event and click on “**Enroll Now**”. You have **14 days** from your date of hire to enroll in benefits **AND** submit supporting documentation.

### Benefits

#### Your Enrollment Opportunities

A screenshot of a "New Hire" enrollment opportunity card. The card displays "Event Date: Jan 8, 2024" and a clock icon with the text "-102 Days left to make changes (01/21/2024)". A blue "Enroll now" button is at the bottom right of the card, with a large blue arrow pointing to it from the right.

- 3.) Next, “**Review Your Info**”. Click on “**Add New Dependent**” to add eligible spouse and dependent children (up to age 26). Add them even if you do not intend to enroll them in medical or dental coverage. Laitram provides free dependent life coverage, but your spouse/children must be in MyADP to be eligible for this free coverage. Social Security Number (if one has been issued) and Date of Birth are required for them. Eligibility documentation is also required. Next, click on “**Add New Beneficiary**” to add your life insurance beneficiary. This is the person you want to receive your life insurance benefit should you pass away.

A screenshot of the "Review Your Info" page. At the top, it says "Review Your Info" and "Enroll in Benefits". Below that, a box shows "Days left to make changes" and "Event Date: Mar 27, 2023". A message reads: "Review your info to check if any changes are needed before you enroll." Below the message are two buttons: "Add new dependent" and "Add new beneficiary". Two blue arrows point upwards from below towards these two buttons.

- Click on the type of Beneficiary you are listing, “**Person or Organization**”, and add required information for each tab below under “**Add New Beneficiary**”. – Beneficiary, Coverage, Address, and General Information. Save Beneficiary Information. You will need this later when you enroll in Employer Paid Life benefit.

Add New Beneficiary or Organization

Person  Organization or Trust

Cancel Next

Add New Beneficiary

Beneficiary Coverage Address General Info

- Click “**Next**” at the bottom of the page.

Finish later Next →

- 4.) To Enroll in Benefits: Review each benefit in the “**Needs Attention**” section and enroll/waive for each benefit by clicking on “**Review**” to the right of each benefit.

Needs Attention (9)

Medical Effective Date: Apr 26, 2023

Needs Review

Currently Enrolled

Waived Waive this Benefit \$0.00 Show price breakdown

Review

- Detailed information about each benefit is available at the top of the benefit election area. Click on “**Read More**” to view this information.

Medical

Medical

If you do not wish to participate in the medical plan, you must select "Waive this Benefit".

PREFERRED PREMIUMS

New Hires are enrolled at the Preferred Premium rate. Continuation of the Preferred Rate is contingent upon completion of certain wellness requirements. Visit the MyADP Document Lib

Read more ↓

5.) Click on **“Select Plan”** for the plan you want to enroll in. If enrolling dependents, click on the name of the dependents you wish to cover. Click on **“Save the Selected Plan”** at the bottom of the page. If you want to waive, click on **“Waive benefit”** and save. Do this for each benefit.

**Covered Individuals**

You  Spouse

**2 Plans Available**

**Highmark Enhanced Health**

Select plan

**Highmark Basic Health**

Select plan

• Spouse/Dependents will show as **“Pending”** until eligibility documentation has been received and approved.

**Save Your Medical Election**

**Pending**

This pending coverage requires approval before becoming effective.

**Highmark Enhanced Health** \$152.10

Effective Date: To be updated after approval [Show price breakdown](#)

**Guaranteed**

You are guaranteed the coverage below until the pending coverage is approved and becomes effective.

**Highmark Enhanced Health** \$35.18

Effective Date: Apr 26, 2023 [Show price breakdown](#)

Your dependent coverage will not change unless you provide the following documents by 07/26/2023: For your Spouse you must provide a Marriage Certificate or Religious/Church Marriage Document.

**Covered Individuals**

Coverage Level (Employee Only)

You

Summer Test

Dependent Pending

Spouse

6.) Select **“Employer Paid Life Insurance”** by clicking on **“Learn More”**. You will see your Beneficiary information you added earlier. You must give your Beneficiary a designation of **“Primary”** with a percentage. The percentage must equal 100%. If you listed a **“Secondary”** Beneficiary, you must designate a percentage as well. **This step is NOT Optional. You must give a designation/ percentage for your beneficiary/beneficiaries; however you are not required to add a Secondary Beneficiary.**

**Employer Paid Basic Life**

Effective Date: Apr 26, 2023

Currently Enrolled

2x Base Annual Earnings - Basic Life : \$ \$0.00

[Show price breakdown](#)

[Learn more](#)

**Select Your Beneficiaries**

Divide the percentages of your benefits payout to as many beneficiaries as you want, but the total must equal 0% or 100%. Designating beneficiaries is optional.

[Add new beneficiary](#)

Beneficiary	Primary	Secondary
Summer Test Spouse	<input type="text" value="100 %"/>	<input type="text" value="0 %"/>
Summer Test Spouse	<input type="text" value="0 %"/>	<input type="text" value="0 %"/>
<b>Total:</b>	<b>100%</b>	<b>0%</b>

[Select](#)

- If you enroll in any Optional Life coverage, you must add a Beneficiary and give a designation.

7.) To complete your enrollment, click on **“Confirm elections”**.



- The **“Agree and Confirm Elections”** section will display. You must click on **“I agree and confirm elections”** to finish enrollment.

#### Agree and Confirm Elections

I certify that the documentation, information or statements provided for this benefit enrollment, election or election change is accurate and complete. I acknowledge that providing false or incomplete information may result in adverse consequences under the terms of my employer's benefit plan(s), including without limitation, termination or rescission of coverage, recovery of benefits paid, and fines or penalties. I authorize my employer to deduct from my wages the amounts required to pay my share of the premiums or contributions for the benefits elected. Where elected by me or required by plan design, these deductions shall occur on a pre-tax basis. All other deductions shall be taken on a post-tax basis. I understand that my elections and any corresponding premium deductions may only be changed at my employer's open enrollment or in accordance with applicable regulations and plan design.

[I agree and confirm elections](#) [Cancel](#)

8.) You will receive a message with a **“Confirmation number”** at the top of the enrollment window. Record this confirmation number. You can also **“Download confirmation”** and print/save your Confirmation Statement for your records.

✔ You have completed your enrollment.

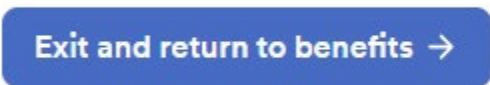
Confirmation # 20221230160058

Event Date: Aug 22, 2022

Last Confirmed Date: Dec 30, 2022

[Download confirmation](#)

9.) Click on **“Exit and return to benefits”**.



# Submitting Benefit Documents, Pending Elections- Dependent Verification Required-Statement of Health Required

## Submitting Benefit Documents

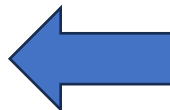
1.) Login to **MyADP**. On the right-side of the screen, you will see the below.

### Recommended

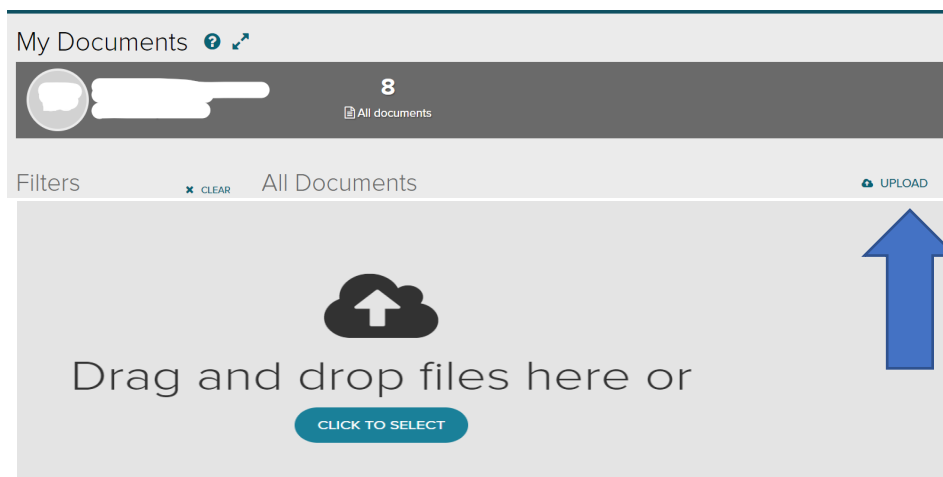


### Helpful Links

[Submit Benefit Documents](#)



2.) You will see “**My Documents**” at the top, with your name and job title just below. Click “**Upload**” at the top right to upload documents, or “**Drag and drop**” files to the indicated portion of the screen, or “**Click to Select**” documents from your computer.



## Pending Elections – Dependent Verification Required

You must provide documentation verifying eligibility of any dependent that you are adding to coverage during the New Hire Enrollment window. Dependents will show as “**pending**” until documentation is received, and dependent is approved.

Your dependents will **NOT** be enrolled in your benefits unless appropriate documentation is received **during the New Hire Enrollment window.**

Dependent Verification Document Requirements	
Spouse	<ul style="list-style-type: none"><li>• Marriage Certificate (State or Religious)</li></ul>
Dependent Child/ Children	<ul style="list-style-type: none"><li>• Birth certificate with name of employee listed as parent</li><li>• Hospital birth letter with child’s name, date of birth, and employee’s name for newborns (birth certificate hasn’t been issued yet)</li><li>• Adoption certificate</li><li>• Court order establishing legal guardianship</li></ul>

## Statement of Health Required

If you are adding Optional Employee Life or Optional Spouse Life coverage over a certain amount, you will be required to complete/submit a Statement of Health Form to MetLife for approval for the additional coverage. You will receive a warning notification during your enrollment if you are required to submit a statement of health. You will receive an e-mail from MetLife with the Statement of Health within a few days. Complete the form/spouse completes form. MetLife will send HR an approval or denial.