

DONE?	PRE-HIRE	DEADLINE	WHERE
<input type="checkbox"/>	Prepare Identity Verification Documents to present to HR. <ul style="list-style-type: none"> - Social Security Card - I-9 supporting documents - Driver's License - Work Authorization (if applicable) 	Before Day 1	Bring to HR on Day 1 (Mon-Fri)
<input type="checkbox"/>	Complete all required Onboarding Form and Training in the Onboarding Portal: <ul style="list-style-type: none"> - I-9 Employment Eligibility Verification Form - Form 8850: Work Opportunity Tax Credit - Photographic, Video, Audio, Internet Consent Form - Employee Copyright, Trademark, Patent, and Confidentiality Agreement - Workplace & Sexual Harassment Policy Acknowledgement - Statement of Receipt of Employee Handbook and Safety Guidelines - Sign up for Company Text Messaging Service via Txtsignal - Consent to Telephone Call Record and Monitoring (if applicable) - Noncompetition and Nonsolicitation Agreement (if applicable) 		Onboarding Portal

DONE?	DAY 1	DEADLINE	WHERE
<input type="checkbox"/>	Present Social Security Card, I-9 supporting documents, Driver's License (and Work Authorization if applicable) to HR.	Day 1	Bring to HR on Day 1 (Mon-Fri)
<input type="checkbox"/>	Complete MyADP Registration (Payroll & Benefits Set-up)		https://my.adp.com Or download the MyADP Mobile App
<input type="checkbox"/>	Payroll Direct Deposit		
<input type="checkbox"/>	Federal (W-4) Tax Withholding		
<input type="checkbox"/>	State Tax Withholding		

DONE?	FIRST 30 DAYS	WHEN	WHERE
<input type="checkbox"/>	Complete and Submit Online Benefits Enrollment (if eligible)	In the first 30 days from your date of hire.	https://my.adp.com
<input type="checkbox"/>	Add Dependents and Beneficiaries to MyADP Benefits <ul style="list-style-type: none"> • <i>Add all eligible spouse and child dependents even if you do not wish to enroll them in Medical or Dental coverage. Laitram provides Spouse and Dependent Life coverage on your behalf, but your dependents must be listed in MyADP.</i> 		
<input type="checkbox"/>	Add Life Insurance Beneficiaries <ul style="list-style-type: none"> • <i>You must add beneficiaries even if you do not intend to enroll in any optional benefits such as medical/dental. Laitram provides a term life policy of 2x your base pay on your behalf, so you must provide beneficiary information in case of your passing.</i> 		

DONE?	WITHIN 3 MONTHS	DEADLINE	WHERE
<input type="checkbox"/>	Actively Enroll for 401(k). <ul style="list-style-type: none"> • <i>If you do not actively enroll, you will be auto-enrolled at 4% pre-tax deferral.</i> 	After 30 days, but before 90 days from your date of hire.	www.401(k).com Or download the Fidelity NetBenefits Mobile Application
<input type="checkbox"/>	Add 401(k) beneficiaries <ul style="list-style-type: none"> • <i>You must add beneficiaries even if you do not intend to contribute to your 401k. Laitram provides an annual 401(k) contribution on your behalf, so you must provide beneficiaries in case of your passing.</i> 		
<input type="checkbox"/>	Complete the Preferred Premium Process <ul style="list-style-type: none"> • <i>You must complete all three (3) steps of the process to receive your HRA incentive & maintain the preferred premium for the following year.</i> 	Within 90 days of your benefits start date.	www.marathon-health.com

Need Help?



Visit www.laitrambenefits.com/new-hire-training-documents for comprehensive training guides



My New Hire Benefits Enrollment Checklist

Done?	FIRST 14 DAYS	WHEN	WHERE
<input type="checkbox"/>	Complete Benefits Enrollment and Submit Documentation -This includes adding Dependents to your record. <ul style="list-style-type: none"> <i>Add eligible spouse and dependent children even if you are not enrolling in Medical/Dental coverage. Laitram provides a free Spousal/Dependent Life benefit. Spouses/Dependent children must be listed in MyADP to be eligible for this free benefit.</i> 	In your first 14 days of employment	www.myadp.com
<input type="checkbox"/>	Add Life Insurance Beneficiaries <ul style="list-style-type: none"> <i>Laitram provides a free life benefit of 2x base salary. You must list each beneficiary's name, demographic information, designate Primary or Contingent, and give each beneficiary a percentage.</i> 	In your first 14 days of employment	www.myadp.com

DONE?	WITHIN 3 MONTHS	WHEN	WHERE
<input type="checkbox"/>	Actively Enroll in the 401(k) Plan <ul style="list-style-type: none"> <i>You may actively enroll in the 401(k) Plan 45 days before your effective date (first of the month following three months of service). If you do not make an active election, you will be auto-enrolled 30 days prior to your effective date with a 4% pretax deferral.</i> 	45 days prior to effective date	www.401k.com or download the Fidelity NetBenefits mobile app
<input type="checkbox"/>	Add 401(k) Beneficiaries <ul style="list-style-type: none"> <i>You must add beneficiaries in your 401(k). Laitram provides an annual 401(k) Non-Discretionary contribution into your account regardless of your participation; therefore, you must provide beneficiary direction. This is entered in the "Profile" section of your account.</i> 	As soon as your account is active	www.401k.com or download the Fidelity NetBenefits mobile app
<input type="checkbox"/>	Complete the Preferred Premium Process <ul style="list-style-type: none"> <i>Complete the three-step process to receive the HRA incentive, maintain the current year Preferred Premium, and earn the Preferred Premium for the following plan year. See "New Hire Preferred Premium Process" instructions in your New Hire packet.</i> 	Within 120 days of your medical benefit effective date of coverage	www.my.marathon-health.com/login

IMPORTANT NOTES

- Eligible dependents include your legal spouse and children under age 26 including stepchildren, adopted children, a child for which you are a legal guardian, or children awarded coverage pursuant to an order of the court. Documentation is required for spouses/dependent children.*

NEED HELP WITH BENEFITS?

Call Laitram People & Culture: (504) 570-2000 and select Benefits
 E-mail a Laitram Benefits Specialist: becky.klein@laitram.com or edie.sclafini@laitram.com
 ADP: www.myadp.com or download the mobile app
 401(k): www.401k.com or download the Fidelity NetBenefits mobile app or call (800) 835-5097
 Marathon Health: www.my.marathon-health.com/login or call (866) 269-6516