

2024 Open Enrollment Highlights

ACTION REQUIRED

Open Enrollment is November 1–17. View your current elections to ensure no changes are needed. This is the only time you can make changes for 2024 unless you experience a qualifying event. If you do nothing, your elections from 2023 (except for Flexible Spending Accounts) will rollover to 2024. If you did not have coverage in 2023, you won't have coverage in 2024 unless you elect coverage during Open Enrollment!

Open Enrollment ends November 17 at 11 p.m. CST (12 a.m. EST) No changes will be allowed after this deadline...No Exceptions!

Get Personalized Enrollment Assistance

As always, the Laitram Benefits team is available to help take the guesswork out of benefits. The Benefits team is available to meet with you one-on-one to review Laitram's benefit offerings and walk you through enrolling in the options that are right for you.

Reach out via phone, email or Teams for assistance:

- Edie Sclafini - (504) 570-1205
Edie.Sclafini@laitram.com
- Becky Klein - (985) 348-6326
Becky.Klein@laitram.com
- Human Resources Department Main Line (504) 570-2000

Please have the following information with you when you speak with your Benefits Team:

- If you are adding dependents (i.e., spouse and children), you will need their names, birth dates, and Social Security numbers.
- If you would like to change your beneficiaries (those who will receive your life insurance should you pass away), you will need their names, dates of birth, and addresses.

Verify Newly Added Dependents by 11/17

Keep in mind that Laitram verifies the eligibility of dependents enrolled in all benefit plans.

If you enroll a new dependent be sure to submit required documentation to MyADP by **November 17**. Otherwise your dependent will not be added to your coverage.

There is a lot to consider during Open Enrollment so we've created this highlights sheet so you can be informed and know what action is required on your part. Read below and complete the steps on the enclosed checklist to ensure you have the benefits you want in 2024.

THINGS TO KNOW

- **DON'T MISS OUT:** Open Enrollment is the time each year when you can make changes to coverage such as adding, waving or changing current coverage for medical, vision, and dental, along with optional benefits including Optional Life, AD&D, Long Term Care, Critical Illness, Pet and Accident.
- **MARK YOUR CALENDARS:** The Benefits team will host a one-hour virtual meeting on Wednesday, October 25 from 1-2 p.m. (Central). Be on the lookout for an invite and mark your calendar to have your questions answered. This session will also be recorded.
- **PREVENTIVE CARE INCENTIVE PROGRAM:** New in 2024 - As a participant in the Laitram Health Plan, you and your spouse (if enrolled in the health plan), are eligible to earn an additional \$200 each into your Health Reimbursement Account (HRA) by participating in the new Preventive Care Incentive Program. This incentive is in addition to and not in lieu of the annual Preferred Premium Process.
- **NEW ORTHODONTIA OPTION IN 2024!:** You can now enroll in orthodontia coverage through Cigna or keep your current plan. This benefit is available for both adults and children. To enroll in Orthodontia, click on the "Dental Plus Orthodontia" in the dental section in ADP!
- **FLEXIBLE SPENDING ACCOUNTS:** Your 2023 Flexible Spending Accounts do not carryover. If you want to participate in a FSA in 2024, you must enroll.
- **SAVE WITH THE LAITRAM PHARMACY:** The Laitram Pharmacy is an on-site, full-service pharmacy on the Harahan campus, with mail order available to Louisiana (outside of Greater New Orleans), Maryland, Michigan, Mississippi, Georgia, Texas, and Virginia. Use the Laitram Pharmacy and save on preventive medication, over-the-counter products, and more!



2024 Open Enrollment Checklist

DONE?	REQUIRED	DEADLINE	WHERE
<input type="checkbox"/>	View your current elections to make sure no changes are needed. If you do nothing, your elections from 2023 will rollover to 2024 except Flexible Spending. If you did not have coverage in 2023, you won't have coverage in 2024 unless you elect coverage!	November 17 11p.m. CST / 12 a.m. EST	my.adp.com
<input type="checkbox"/>	Review and update benefits elections for 2024	November 17 11p.m. CST / 12 a.m. EST	my.adp.com
<input type="checkbox"/>	Review and elect/waive optional benefits	November 17 11p.m. CST / 12 a.m. EST	my.adp.com
<input type="checkbox"/>	Submit documentation (as needed) to support benefit election changes <ul style="list-style-type: none"> Dependent Verification (if adding new spouse/child dependents for the first time) Statement of Health* (You will receive an email from MetLife with a link to complete the Statement of Health if enrolling or making changes to Voluntary Life elections.) <i>*If applicable</i> 	November 17 11p.m. CST / 12 a.m. EST	my.adp.com
<input type="checkbox"/>	Review and update eligible spouse and child dependents <ul style="list-style-type: none"> Please add all eligible spouse and child dependents even if you do not wish to enroll them in Medical or Dental coverage. Laitram provides FREE Spouse and Dependent Life insurance coverage for you, but your dependents must be listed in MyADP. Dependent names must be listed in MyADP as they appear on their Social Security card. 	November 17 11p.m. CST / 12 a.m. EST	my.adp.com

DONE?	HIGHLY RECOMMENDED	DEADLINE	WHERE
<input type="checkbox"/>	Contact a member of the Laitram Benefits team with any questions you may have about your benefits.	See page 1 for instructions	
<input type="checkbox"/>	Review and update your current 401(k) deferral rate.	Any time	401k.com

DONE?	IMPORTANT	DEADLINE	WHERE
<input type="checkbox"/>	Review and update life insurance BENEFICIARIES <ul style="list-style-type: none"> If your beneficiaries are missing or incorrect in MyADP, update MyADP with your current beneficiary designations. Beneficiary must have a designation (Primary or Secondary) and must have a percentage (%) for beneficiaries must equal 100%) in order to be complete. 	Any time	my.adp.com
<input type="checkbox"/>	Review and update 401(k) BENEFICIARIES <ul style="list-style-type: none"> Add or review and update your beneficiaries in Fidelity NetBenefits. 	Any time	401k.com
<input type="checkbox"/>	Review your personal information (address, phone number, emergency contacts, etc.) for accuracy and update in MyADP if any changes are needed. <ul style="list-style-type: none"> Name changes must be completed directly through HR. 	Any time	my.adp.com

DONE?	IMPORTANT NOTES	DEADLINE	WHERE
<input type="checkbox"/>	Eligible dependents include your legal spouse, children under age 26 including stepchildren, legally adopted children, a child for which you are legal guardian, or children awarded coverage pursuant to an order of the court.	Any time	my.adp.com
<input type="checkbox"/>	Federal Tax Withholding, Direct Deposit and 401(k) Deferral changes must be submitted by 5:00 pm CST Thursday one week prior to the desired pay date in order to reflect on your paycheck.	Any time	my.adp.com and/or 401k.com