

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?	IN THE FIRST 30 DAYS AFTER YOUR DATE OF HIRE	DEADLINE	WHERE
<input type="checkbox"/>	Make benefits elections for current year benefits <ul style="list-style-type: none"> You must actively waive medical and/or dental coverage if you do not wish to elect. 	In the first 30 days from your date of hire.	https://my.adp.com
<input type="checkbox"/>	Add all eligible spouse and child dependents* <ul style="list-style-type: none"> You must add all eligible spouse and child dependents <u>even if you do not wish to enroll them in Medical/Dental coverage</u>. Laitram provides Spouse and Dependent Life coverage on your behalf, but your dependents must be listed in MyADP. 		
<input type="checkbox"/>	Add beneficiaries for Life Insurance <ul style="list-style-type: none"> You must add beneficiaries <u>even if you do not intend to enroll in any optional benefits such as medical/dental</u>. 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. 		
<input type="checkbox"/>	Submit documentation (as needed) to support benefit elections <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dependent Verification <input checked="" type="checkbox"/> Statement of Health 		

DONE?	AFTER 30 DAYS, BUT BEFORE 90 DAYS FROM DATE OF HIRE	WHEN	WHERE
<input type="checkbox"/>	Review and update your 401(k) deferral percentage (if desired)	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"> You must add beneficiaries even if you do not intend to defer into your 401k. Laitram provides an annual 401(k) contribution on your behalf, so you must provide beneficiaries in case of your passing. 		

DONE?	WITHIN 90 DAYS OF YOUR BENEFITS START DATE	WHEN	WHERE
Complete All Three (3) Steps of the Preferred Premium Process		Within 90 days, of your benefits start date	www.marathon-health.com
<input type="checkbox"/>	Health History & Risk Assessment: A brief health questionnaire		
<input type="checkbox"/>	Biometric Screening: A quick blood test providing a glimpse at your overall health		
<input type="checkbox"/>	Health Review Visit: One-on-one meeting with one of our Nurse Practitioners		

IMPORTANT NOTES	WHERE
* Eligible dependents include your legal spouse, children under age 21 (24 if Full-Time student) including stepchildren, legally adopted children, a child for which you are legal guardian, or children awarded coverage pursuant to an order of the court.	https://my.adp.com

MyADP: Payroll & Benefits Self-Service	
Accessing MyADP	Services
Visit https://my.adp.com	<ul style="list-style-type: none"> Pay Checks, W-2 's, 1095-C's Direct Deposit & Tax Withholding Enroll & Check Benefit Elections
Download the MyADP mobile app	

Fidelity NetBenefits: Manage 401(k) Deferrals and Beneficiaries	
Accessing Fidelity NetBenefits	401(k) Services
Visit 401k.com (Available 2 nd month after hire)	<ul style="list-style-type: none"> Update 401(k) Deferrals Update 401(k) Beneficiaries Manage Investment Options Initiate Rollovers
Download Fidelity NetBenefits mobile app	
Call Customer Service at (800) 890-4015	

Need Some Help?	
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