

# 2022 Open Enrollment Highlights

## ACTION REQUIRED

**Open Enrollment is November 3–19. Elect or Waive Medical/Dental coverage for 2022. If you do nothing, your elections from 2021 (except for Flexible Spending Accounts) will rollover to 2022. If you did not have coverage in 2021, you won't have coverage in 2022 unless you elect coverage during Open Enrollment!**

**Open Enrollment ends November 19 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](mailto:Edie.Sclafini@laitram.com)
- Becky Klein - (985) 348-6326  
[Becky.Klein@laitram.com](mailto:Becky.Klein@laitram.com)
- Hilary Mann (Baltimore Only) - (667) 232-8397  
[Hilary.Mann@intralox.com](mailto:Hilary.Mann@intralox.com)

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 if you should pass away), you will need their names, dates of birth, and addresses.

### Verify Newly Added Dependents by 11/19

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

If you enroll a new dependent be sure to submit required documentation to MyADP by **November 19**. 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 2022.**

## THINGS TO KNOW

- **DON'T MISS OUT:** Open Enrollment is the time each year when you can make changes and add coverage for medical, vision, and dental coverage, along with voluntary benefits including Optional Life, AD&D, Long Term Care, Critical Illness, and Accident.
- **MARK YOUR CALENDARS:** The Benefits team will host a one-hour virtual meeting on Wednesday, 10/27 from 1-2 p.m. Be on the lookout for an invite and mark your calendar to have your questions answered.
- **NEWS ON EMPLOYEE CONTRIBUTIONS: No increase to Medical rates in 2022!** Dental rates are lower for 2022. Review the new rates in the Benefits Guide to ensure you are in the right medical plan, Basic or Enhanced.
- **FLEXIBLE SPENDING ACCOUNTS:** Your 2021 elections do not carryover so you must enroll for 2022.
- **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 and Michigan. Use the Laitram Pharmacy and save on preventive medication, over-the-counter products, and more!
- **NEW! BARINET BARIATRIC SURGERY BENEFIT:** Surgical weight loss options are now available for employees and eligible family members on the Laitram Health Plan. See the brochure included in this packet for details.
- **ID CARDS :** Highmark will be sending new medical cards to everyone in 2022. Please start using this new ID card as of January 1, 2022. If you are new to medical, dental, or vision, you will receive a new pharmacy card from RxBenefits/ ExpressScripts, a new dental ID card from Cigna, and a new vision ID card from Unum in your mailbox in December.  
**Please note: Dental, Vision, and Pharmacy cards are only issued in the employee's name.**





# 2022 Open Enrollment Checklist

DONE?	REQUIRED	DEADLINE	WHERE
<input type="checkbox"/>	Elect or Waive Medical/Dental coverage for 2022. If you do nothing, your elections from 2021 will rollover to 2022. If you did not have coverage in 2021, you won't have coverage in 2022 unless you elect coverage!	November 19 11p.m. CST / 12 a.m. EST	my.adp.com
<input type="checkbox"/>	Review and update benefits elections for 2022	November 19 11p.m. CST / 12 a.m. EST	my.adp.com
<input type="checkbox"/>	Review and elect/waive optional benefits	November 19 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"> <li>Dependent Verification (When adding new spouse/child dependents)</li> <li>Statement of Health (You will receive an email from MetLife with a link to complete the Statement of Health)</li> </ul>	November 19 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"> <li>Please 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 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</li> </ul>	November 19 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 <b>life insurance</b> beneficiaries <ul style="list-style-type: none"> <li>Beneficiaries previously provided to HR on paper may not be reflected in MyADP, but remain on file with Human Resources. If your beneficiaries are missing or incorrect in MyADP, update MyADP with your current beneficiary designations.</li> </ul>	Any time	my.adp.com
<input type="checkbox"/>	Review and update <b>401(k)</b> beneficiaries <ul style="list-style-type: none"> <li>Beneficiaries previously provided to HR on paper will not be reflected in Fidelity NetBenefits, but remain on file with Human Resources. Update Fidelity NetBenefits with your current beneficiary designations.</li> </ul>	Any time	401k.com
<input type="checkbox"/>	Review your personal information (Address, phone number, emergency contacts, etc.) for accuracy and <b>update in MyADP</b> if any changes are needed. <ul style="list-style-type: none"> <li>Name changes must be completed directly through HR.</li> </ul>	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