

New Hire Enrollment Guide

Upon accessing the ADP Web Portal, you will be reminded that you are within your New Hire Enrollment period for Medical (including prescription), Dental, Vision, and Flexible Spending Accounts.

When you're ready to begin your benefits enrollment, select the blue **Start enrollment** button. You will be brought through the New Hire Benefits Enrollment workflow, which walks you through the process of reviewing and selecting your benefits coverage, or opting out of coverage.



Regardless of whether or not you are enrolling in benefits at HVCU, you must complete the ADP New Hire Benefits Enrollment process. **Employees that do not enroll for benefits online, within 30 days of their date of hire, will be considered to have waived coverage. Your next opportunity to enroll will be at the next annual Open Enrollment period.**

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Getting Started

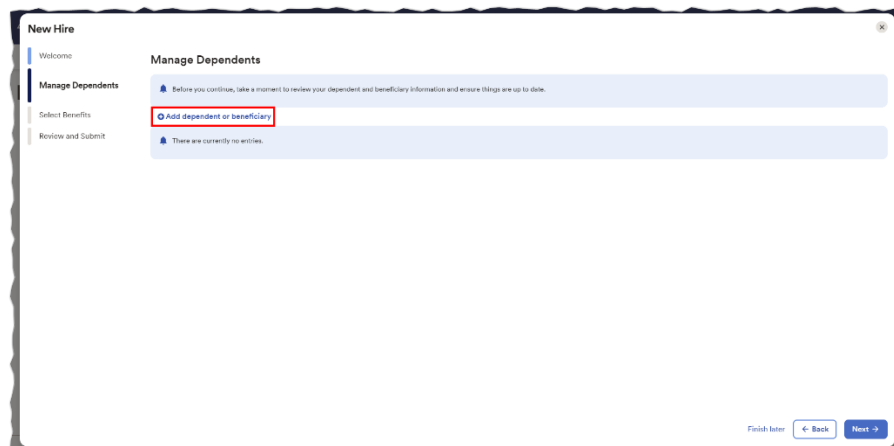
1. Log in to ADP Workforce Now to access the Employee Self-Service website:
<https://workforcenow.adp.com/>
 - o Enter your username and password to log in.
2. Upon logging in, you will be presented with a pop-up reminding you that you are within the New Hire Enrollment Period. Select **Start enrollment** to navigate to the *Enrollments* page and begin the enrollment process.
3. Once on the *Enrollments* page, click on the blue **Start enrollment** button on the *New Hire* task card.

Welcome / Workflow Overview

4. You will be presented with a *Welcome* page. Please review all information on this page, as there is important information regarding your benefits and enrollment process. Once complete, select **Next**.
 - o Please feel free to contact any member of the Human Resources Benefit Team if you have questions at benefits@hvcu.org.

Manage Dependents

5. Add your dependent (if applicable) and beneficiary information on the *Manage Dependents* page by selecting **Add dependent or beneficiary**.
 - o HVCU offers several benefits that require a Beneficiary designation: Anthem Group Term Life/Accidental Death and Dismemberment (AD&D), Cigna Business Travel, and Principal 401(k). All beneficiary for Anthem and Cigna benefits must be added here.





You can make changes to your beneficiary elections at any time. Beneficiary changes to your Anthem and/or Cigna benefits is completed within the ADP Portal. For beneficiary changes on your Principal plan, access your participant account at www.principal.com.

6. Once your dependent and beneficiary information is complete, select **Next** to continue to the *Select Benefits* page.

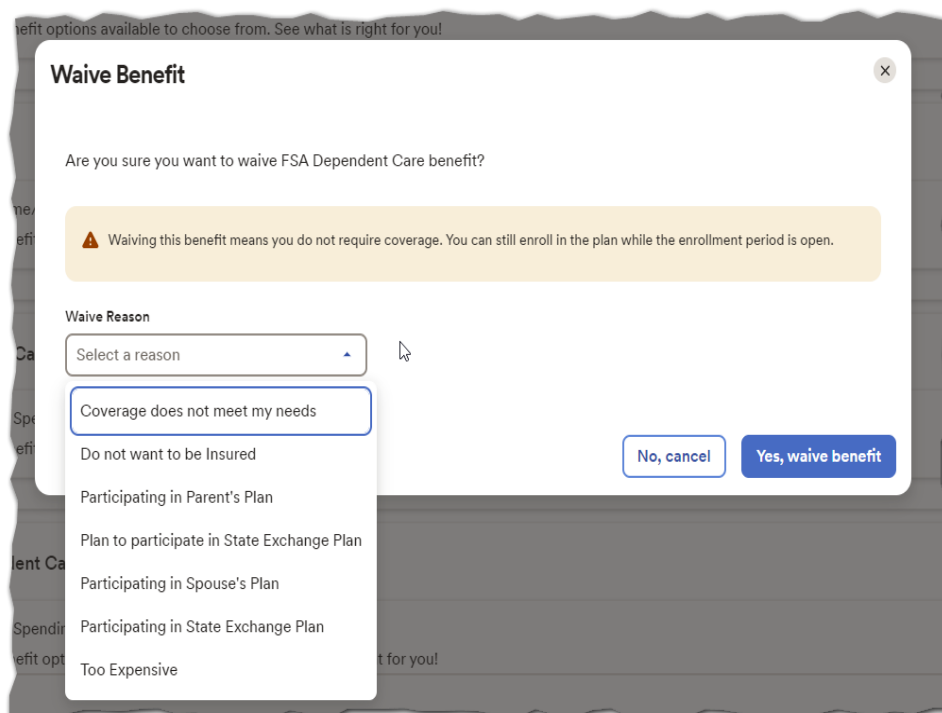
Select Benefits

The *Select Benefits* page is divided into two sections:

- **Action Required:** These are items that need to be reviewed to move forward. These plans may require a beneficiary to be designated or a waive reason must be provided.
- **Eligible Plans:** These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the Eligible Benefits section, the enrollment will be moved to the Enrolled Benefits section.



If you would like to waive coverage for a plan that requires a selection, select **Wave benefit** and select the waive reason. You should only select 'waive benefit' if you do not wish to continue enrollment in a benefit. An election is required for Medical, Dental, Vision, FSA Dependent Care, and FSA Health Care. If you choose 'waive benefit' then you will be required to select a waive reason.



benefit options available to choose from. See what is right for you!

Waive Benefit

Are you sure you want to waive FSA Dependent Care benefit?

⚠ Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

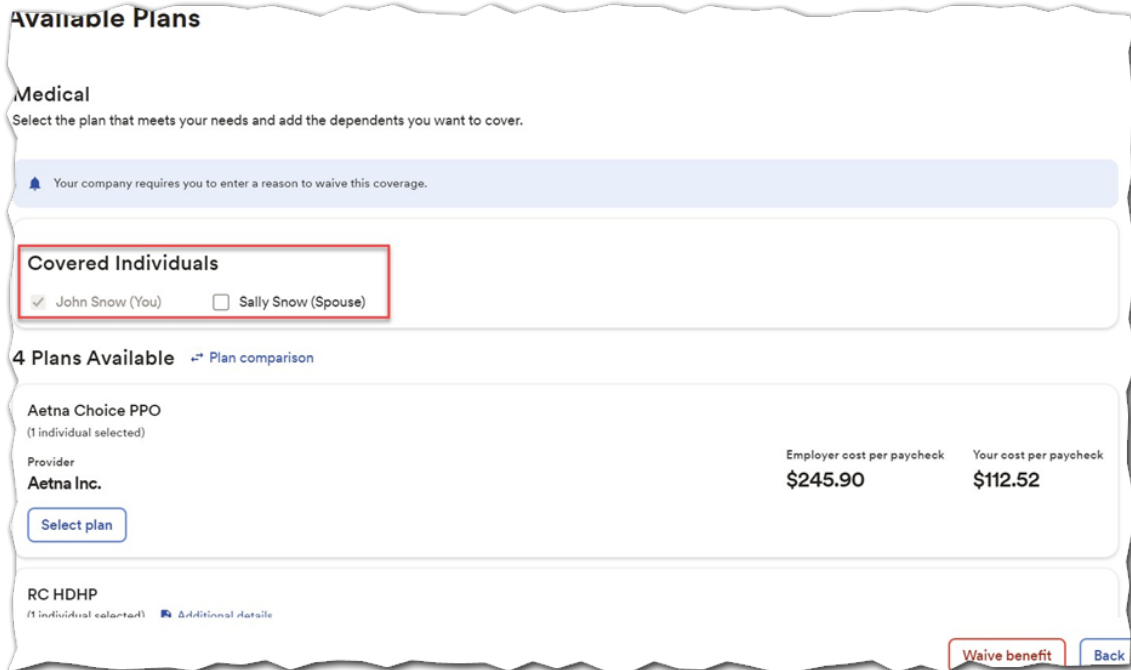
Waive Reason

Select a reason

- Coverage does not meet my needs
- Do not want to be Insured
- Participating in Parent's Plan
- Plan to participate in State Exchange Plan
- Participating in Spouse's Plan
- Participating in State Exchange Plan
- Too Expensive

No, cancel Yes, waive benefit

7. To enroll in any of the available plans, select **View all plans** next to the plan you would like to enroll in.
 - While enrolling in a plan, please be sure to indicate which dependents should be covered in the *Covered Individuals* section, if applicable. Then proceed with your enrollment.
 - The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Domestic Partner, Employee + Child(ren), Employee + Family) is driven by which dependents you enroll.



Available Plans

Medical
Select the plan that meets your needs and add the dependents you want to cover.

⚠ Your company requires you to enter a reason to waive this coverage.

Covered Individuals

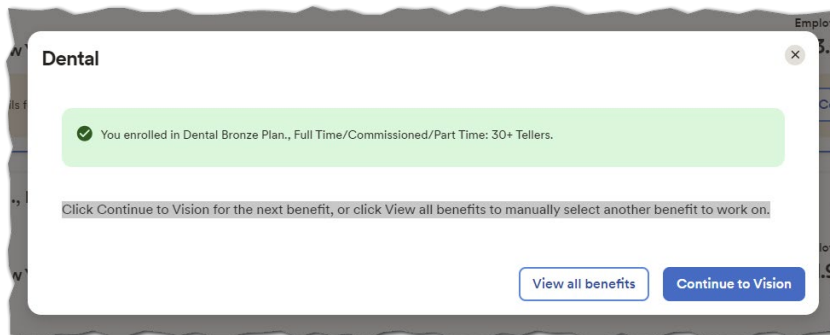
John Snow (You) Sally Snow (Spouse)

4 Plans Available → Plan comparison

| Plan Name | Provider | Employer cost per paycheck | Your cost per paycheck |
|---|------------|----------------------------|------------------------|
| Aetna Choice PPO (1 individual selected) | Aetna Inc. | \$245.90 | \$112.52 |
| RC HDHP (1 individual selected) | | | |

Buttons: Select plan, Waive benefit, Back

8. When you choose to enroll in a plan, you must click **Select plan** next to the available plan you would like to enroll in. The system will display the 'per paycheck (biweekly)' cost for the employee and employer.
9. Once you select a plan, you will see a pop-up letting you know you enrolled in the plan. Click **Continue to Vision** for the next benefit, or click **View all benefits** to manually select another benefit to work on.



Dental

✔ You enrolled in Dental Bronze Plan., Full Time/Commissioned/Part Time: 30+ Tellers.


Click Continue to Vision for the next benefit, or click View all benefits to manually select another benefit to work on.

Buttons: View all benefits, Continue to Vision

10. If the plan presented only has one available plan option, vision for example, you will not select a plan. Instead, select the **confirm details** button to confirm enrollment in that benefit plan.

11. Once you have completed all required action items, you should be brought back to the *Select Benefits* page. Now you can review additional eligible plans. You are not required to waive the following plans, therefore you should only select them if you plan to enroll in them:
 - Child Life: You may purchase coverage for your child(ren) for \$2,500 (\$1,000 from live birth to 6 months).
 - i. Start by clicking **View all plans**, select covered individuals (child, etc.), then choose the amount of coverage you want to elect from the drop-down menu. When you select a Coverage Amount, it will display the Per Paycheck (biweekly) cost.
 - ii. Next you may enter your beneficiary designation, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).
 - iii. Click **Confirm details** and review your selection and beneficiary delegations.
 - iv. Then click **Confirm** to continue with your enrollment elections.
 - Spouse Life (Option 1): You may purchase coverage for your spouse in \$5,000 increments starting at \$5,000 to a maximum of \$50,000.
 - i. Start by clicking **View all plans**, select covered individuals (Spouse/DP, etc.), then choose the amount of coverage you want to elect from the drop-down menu. When you select a Coverage Amount, it will display the Per Paycheck (biweekly) cost.
 - ii. Next you may enter your beneficiary designation, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).
 - iii. Click **Confirm details** and review your selection and beneficiary delegations.
 - iv. Then click **Confirm** to continue with your enrollment elections.
 - Spouse Life (Option 2): You may purchase coverage for your spouse in \$5,000 increments starting at \$55,000 to a maximum of \$250,000.
 - i. Start by clicking **View all plans**, select covered individuals (Spouse/DP, etc.), then choose the amount of coverage you want to elect from the drop-down menu. When you select a Coverage Amount, it will display the Per Paycheck (biweekly) cost.
 - ii. Next you may enter your beneficiary designation, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).
 - iii. Click **Confirm details** and review your selection and beneficiary delegations.
 - iv. Then click **Confirm** to continue with your enrollment elections.

- Critical Illness:
 - i. Start by clicking **View all plans**, select covered individuals (Spouse/DP/child, etc.), then choose the amount of coverage you want to elect from the drop-down menu (\$5,000; \$10,000; \$15,000; \$20,000). When you select a Coverage Amount, it will display the Per Paycheck (biweekly) cost.
 - ii. Next you may enter your beneficiary designation, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary). Beneficiary designation on this plan is optional, not required.
 - iii. Click **Confirm details** and review your selection and beneficiary delegations.
 - iv. Then click **Confirm** to continue with your enrollment elections.
- Hospital Indemnity:
 - i. Start by clicking **View all plans**, then select covered individuals. Click **Confirm details** and review your selection.
 - ii. Then click **Confirm** to continue with your enrollment elections.

 **Important note:** if you selected a High-Deductible Health Plan (HD2800 or HD5000) as your medical coverage, you do not need to enroll in the Hospital Indemnity Plan. This coverage will be automatically applied based on the medical plan enrollment.
- Accident:
 - i. Start by clicking **View all plans**, then select covered individuals.
 - ii. Select **High Plan** or **Low Plan**.
 - iii. Click **Confirm details** and review your selection.
 - iv. Then click **Confirm** to continue with your enrollment elections.
- Employee Life (Option 1): You may purchase coverage for yourself in increments of \$10,000 starting at \$10,000 to a maximum of \$50,000.
 - i. Start by clicking **View all plans**, then choose the amount of coverage you want to elect from the drop-down menu. When you select a Coverage Amount, it will display the Per Paycheck (biweekly) cost.
 - ii. Next you may enter your beneficiary designation, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).
 - iii. Click **Confirm details** and review your selection and beneficiary delegations.
 - iv. Then click **Confirm** to continue with your enrollment elections.
- Employee Life (Option 2): You may purchase coverage for yourself in increments of \$10,000 starting at \$60,000 to a maximum of \$500,000.
 - i. Start by clicking **View all plans**, then choose the amount of coverage you want to elect from the drop-down menu. When you select a Coverage Amount, it will display the Per Paycheck (biweekly) cost.
 - ii. Next you may enter your beneficiary designation, including Primary and Secondary, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).
 - iii. Click **Confirm details** and review your selection and beneficiary delegations.
 - iv. Then click **Confirm** to continue with your enrollment elections.



12. Continue through each step until all elections are complete, and all tasks under the *Action Required* section are addressed. The *Action Required* section will disappear once all steps are completed. When ready to proceed to the Summary page, click **Next** at the bottom of the page to proceed to the *Review and Submit* step.

Review and Submit

13. Review all of your selections. Once everything has been confirmed, click the **Submit enrollment** button at the bottom of the page.
 - **Your benefit elections will not be processed until you click 'Submit enrollment' and confirm your enrollment by selecting 'Yes'.** If you click Finish later instead, these enrollments will not be submitted to your HR team.
14. Once 'Submit enrollment' is selected, you will receive a pop-up confirming your submission with a note indicating the date and time of submission. You will be asked, "Do you want to continue?" Select **Yes** to submit your enrollment to the HR Team.
 - Please ensure you receive the confirmation note indicating your elections have been submitted.