

Quick Guide for Enrolling in your Hackensack Meridian Health Benefits For New Hires/Re-Hires/Newly Benefit-Eligible Team Members During Open Enrollment

Welcome to Hackensack Meridian *Health*! As part of our team, we're happy to offer you great benefits to help you stay healthy, balanced and financially secure. Ready to get started?

Here are the basics about:

- Who Is Eligible?
- Benefits Eligibility Date
- Benefits Overview
- How to Enroll as a New Hire/Re-Hire/newly Benefits-eligible TM
- How to Enroll for Open Enrollment 2021

Who is Eligible?

You're eligible for Hackensack Meridian *Health* benefits if you're a:

- Regular, full-time team member working 30 or more hours per week.
- Part-time employee working 20–29 hours per week

Benefits Eligibility Date

Your benefits begin on date of hire. If you're new to Hackensack Meridian *Health* or have changed to a benefits-eligible classification, (FT-PT, PT-FT, and Per Diem to FT/PT) you must complete enrollment within 31 days of your hire date/date you became benefits-eligible. If you do not enroll in benefits within 31 days as a new hire, you can only change your benefit elections during Annual Enrollment or when you experience an IRS qualifying life event (QLE)—for example, you get married or divorced, or you have a child. However, you must make benefit changes within 31 days of that QLE.

Benefits Overview

Benefits include health insurance, dental insurance, vision insurance, flexible spending accounts, life insurance, voluntary life insurance, long-term disability insurance, and voluntary benefits through Farmington. Do your research and review your benefits choices. Please check TeamHMH.com to review the current plans and rates and confirm which election will work best for you and your family.

How to Enroll - New Hire Benefits

Enrolling in Hackensack Meridian *Health* benefits is easy—just complete these steps within the first 31 days of your first day:

Please have handy the following:

- Network User ID and password (so you can log in to MyWay – PeopleSoft)
- Dependents' and beneficiaries' dates of birth, social security numbers and addresses

STEP 1

- Log in to MyWay-PeopleSoft using your network user ID and login (this will be provided by your leader). Note: You will only be able to access MyWay-PeopleSoft via a

Hackensack Meridian Health computer, unless you have installed Duo, in which case you will be able to access via a personal computer or mobile device.

STEP 2

- Click on the “My Benefits” tile
- On the menu on the left hand side, click on “Benefits Enrollment”
- Click the “New Hire” event button to complete your benefit elections.
- Click the “Submit” button to complete your enrollment.
- Enroll for your new hire benefits and submit.
- Your benefits confirmation will be available 24 hours after you submitted your new hire elections.
- Please review your statement and confirm your selections are accurate

STEP 3

- Confirm your selections are accurate in MyWay-PeopleSoft under the “Benefits Summary” tab. Selections will be posted the day after they are submitted.

STEP 4

- Call Farmington Company to enroll in any desired Voluntary Benefits. Note: Enrollment in Voluntary Benefits cannot be completed via MyWay-PeopleSoft at any time. You must call Farmington to complete this enrollment.

How to Enroll - Open Enrollment

Hackensack Meridian Health will be holding its Annual Open Enrollment Period October 26, 2020 through November 20, 2020. During this time you will have the opportunity to examine your benefit options and make your coverage elections effective for January 1, 2021.

If you were hired on or after Monday, October 26, 2020, you will need to complete your Open Enrollment for 2021 in addition to your New Hire enrollment!

To enroll in your Open Enrollment 2021, please follow steps 1-4, clicking on the “Open Enrollment” event button to complete your benefits.

Have questions or concerns?

- For any questions related to your benefits, you may contact the Team Member Service Center (TMSC) by opening a case via the Team Member Service Center tile in MyWay or by calling 551-996-2877 and selecting option 1.
- Attend one of HMM’s Benefit Webinars. Please visit TeamHMH.com/OpenEnrollment for information on how to attend the webinars.