



New Hire Benefit Enrollment:

This document will show you how to enroll in your benefits. You are eligible for benefits starting first of the month following your start date. You have 30 days to enroll in your benefits starting 7 days before your new hire date.

If you have any questions, concerns or trouble enrolling, please contact your Human Resource Director Elisa Courter at elisac@gganesthesia.com

After logging into ADP:

Step 1:

Go to MYSELF > BENEFITS > ENROLLMENTS

The screenshot shows the ADP employee portal interface. At the top, there is a navigation bar with 'HOME', 'RESOURCES', and 'MYSELF'. A red arrow points to the 'MYSELF' tab. Below the navigation bar, a dropdown menu is open, listing various options: 'My Information', 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. A red arrow points to the 'Benefits' option, which is highlighted with a light blue background. Below 'Benefits', there is an 'EXPAND MENU' link. To the right of the 'Benefits' option, another dropdown menu is visible, listing 'Enrollments', 'Employee Discounts - LifeMart', and 'Documents'. A red arrow points to the 'Enrollments' option.

Step 2:

Select under "Report a Life Change" select "Report a Change"





Enrollments

Your Benefits
Review your current benefits, your previous year's benefits, or any changes due to a life event.
[VIEW BENEFITS](#)

Report a Life Change
Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.
[REPORT A CHANGE](#)

Dependents & Beneficiaries
View or edit dependent and beneficiary information, or add a new dependent or beneficiary.
[MANAGE](#)

Wisely®
Get paid up to 2 days early.
Plus, manage your money on the go with the myWisely® app.
[LEARN MORE](#)

Step 3:

Select "Add Employee Coverage". Enter the **FIRST OF THE MONTH FOLLOWING YOUR START DATE** under "Date To Begin Benefit Coverage" (ex: if you started 1/3/2022, your benefit start date is 2/1/2022)

Report a Life Event

BACK

Select a life event

- Add New Child
- Adoption
- Marriage
- Child Gains Eligibility
- Add Employee Coverage**

Add Employee Coverage

Enroll in benefits.
For example, if you lost other coverage and need to enroll in benefits.

After specifying when coverage should begin, you will be able to update your enrollments (if applicable).

Date To Begin Benefit Coverage *

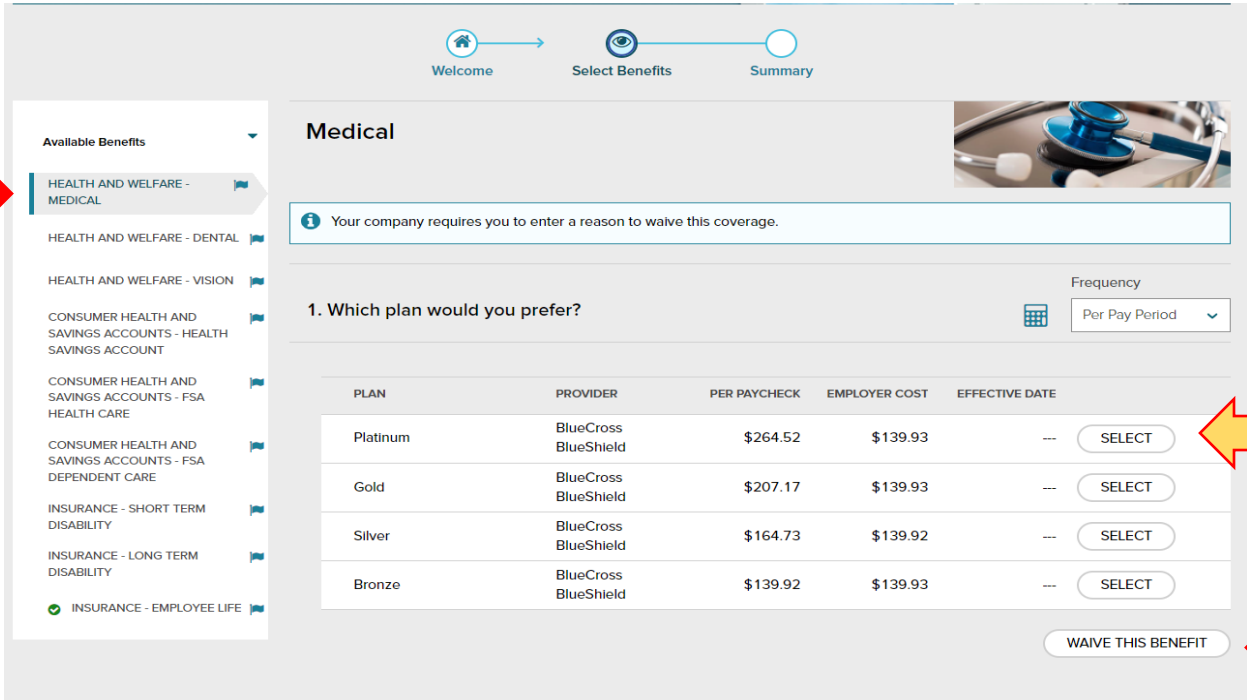
MM/DD/YYYY

I want to add new dependents



Step 4:

Select benefits. You must go through each item of list on the left hand side to either accept or waive each benefit before it will let you submit.



Available Benefits

- HEALTH AND WELFARE - MEDICAL
- HEALTH AND WELFARE - DENTAL
- HEALTH AND WELFARE - VISION
- CONSUMER HEALTH AND SAVINGS ACCOUNTS - HEALTH SAVINGS ACCOUNT
- CONSUMER HEALTH AND SAVINGS ACCOUNTS - FSA HEALTH CARE
- CONSUMER HEALTH AND SAVINGS ACCOUNTS - FSA DEPENDENT CARE
- INSURANCE - SHORT TERM DISABILITY
- INSURANCE - LONG TERM DISABILITY
- INSURANCE - EMPLOYEE LIFE

Medical

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

1. Which plan would you prefer?

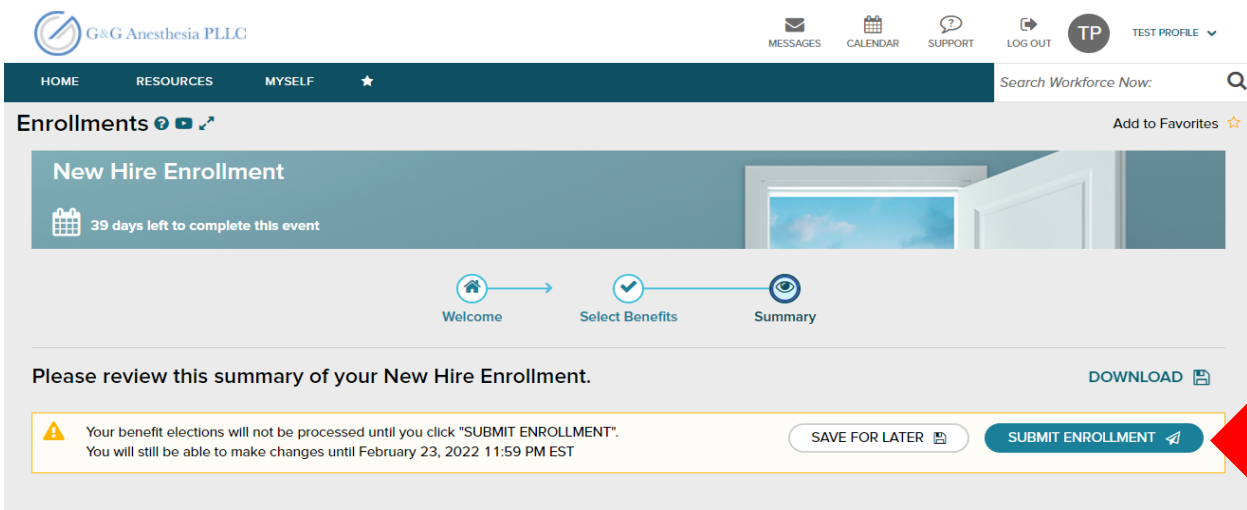
Frequency: Per Pay Period

PLAN	PROVIDER	PER PAYCHECK	EMPLOYER COST	EFFECTIVE DATE	
Platinum	BlueCross BlueShield	\$264.52	\$139.93	---	SELECT
Gold	BlueCross BlueShield	\$207.17	\$139.93	---	SELECT
Silver	BlueCross BlueShield	\$164.73	\$139.92	---	SELECT
Bronze	BlueCross BlueShield	\$139.92	\$139.93	---	SELECT

WAIVE THIS BENEFIT

Step 5:

Once you've selected or waived your plans, select "summary preview" and review all plans to ensure they are correct. These are the plans you will have for the remaining year. Once you've confirmed your elections click "Submit Enrollment".



G&G Anesthesia PLLC

MESSAGES CALENDAR SUPPORT LOG OUT TP TEST PROFILE

HOME RESOURCES MYSELF

Enrollments

New Hire Enrollment

39 days left to complete this event

Welcome Select Benefits Summary

Please review this summary of your New Hire Enrollment.

DOWNLOAD

Your benefit elections will not be processed until you click "SUBMIT ENROLLMENT". You will still be able to make changes until February 23, 2022 11:59 PM EST

SAVE FOR LATER SUBMIT ENROLLMENT



Note: You will have the opportunity to change your benefits for the following year during Open Enrollment held at the end of each year.

You are also able to change your enrollments if you have a life event. A life event is considered one of the below

- Loss of health coverage
 - Losing existing health coverage, including job-based, individual, and student plans
 - Losing eligibility for Medicare, Medicaid, or CHIP
 - Turning 26 and losing coverage through a parent's plan
- Changes in household
 - Getting married or divorced
 - Having a baby or adopting a child
 - Death of a dependent
- Changes in residence
 - Moving to a different ZIP code or county
 - A student moving to or from the place they attend school

