



Benefits FAQ

- 1) How to enroll in new hire benefits. [Click here](#)
- 2) How to register on the Vitality Platform. [Click here](#)
- 3) How to navigate and or understand the Vitality platform. Click on [Guide to Vitality](#)
- 4) New Hire Benefit Booklet: review the benefit to learn more about the benefit plans. To access the benefit booklet [Click here](#).
- 5) New Hire 31 days Benefit enrollment: Logon to Workday via OKTA, go to your inbox and complete the new hire benefit enrollment task within 31 days from your hire date.
- 6) New Hire Dependent Verification: if you add dependents to the benefit plan, you are required to submit dependent verification document, or the dependent(s) will be removed from all benefit plans. On or around the 1st of the month, you will receive a letter in the mail from Dependent Specialist Inc. with instructions on how to submit the documents for verification. You will be required to submit dependent verification documents within 30 days from the letter. For information [Click here](#).
- 7) 401K Enrollment: You are automatically enrolled in the traditional 401k plan through Fidelity on the 1st of the month following 30 days of employment at 3% deferral rate. You can make a change to your deferrals or opt out at any time by visiting the [401k.com](#). First time username login, register by, use name, Date of Birth, and last 4 digits of Social Security Number. If you already have a Fidelity account, use the same credentials to log into the Website.