

Enrollment Details

Enrolling in and Changing Benefits

Log into **Ceridan Dayforce** via the company intranet, Sub Hub, to enroll. Click on the Benefits icon to begin the enrollment process. Enroll as soon as you have reviewed your benefit options and made your decisions, but no later than your new hire effective date or end of annual Open Enrollment to ensure timely enrollment.

Who is eligible and when?

All employees who work 30+ hours per week are eligible to enroll in benefits.

Coverage starts the first day of the month following your date of hire. If you are hired on the first of the month, your effective date is first of the following month.

The benefits you choose remain in place until the end of the calendar year. Your annual opportunity to change your benefits is during Open Enrollment, prior to the next plan year beginning.

Who can you cover with your benefits?

Note: You the employee must be enrolled in the coverage you wish to enroll a dependent into.

- Legally Married Spouse
- Domestic Partner
- Biological Children
- Stepchildren
- Adopted Children
- Children in your custody for adoption
- Children under your legal guardianship
- Permanently disabled children over plan age restrictions

Changes: Mid-Year, Qualifying Life Events

You may need to make a benefit change during the plan year because of a life event. Life events include:

- Marriage/Divorce
- New Baby/Adoption Death of Dependent
- Your Dependent's Open Enrollment
- You/Dependent lose other coverage/gain other coverage
- You/Dependent lose Medicaid coverage/gain Medicaid/Medicare

You must report your event and make your benefit changes within 30 days of the event (60 days for Medicare and Medicaid)