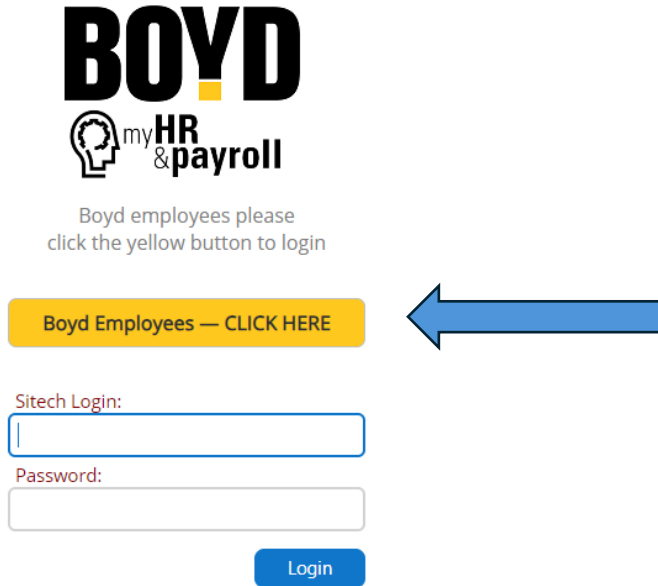


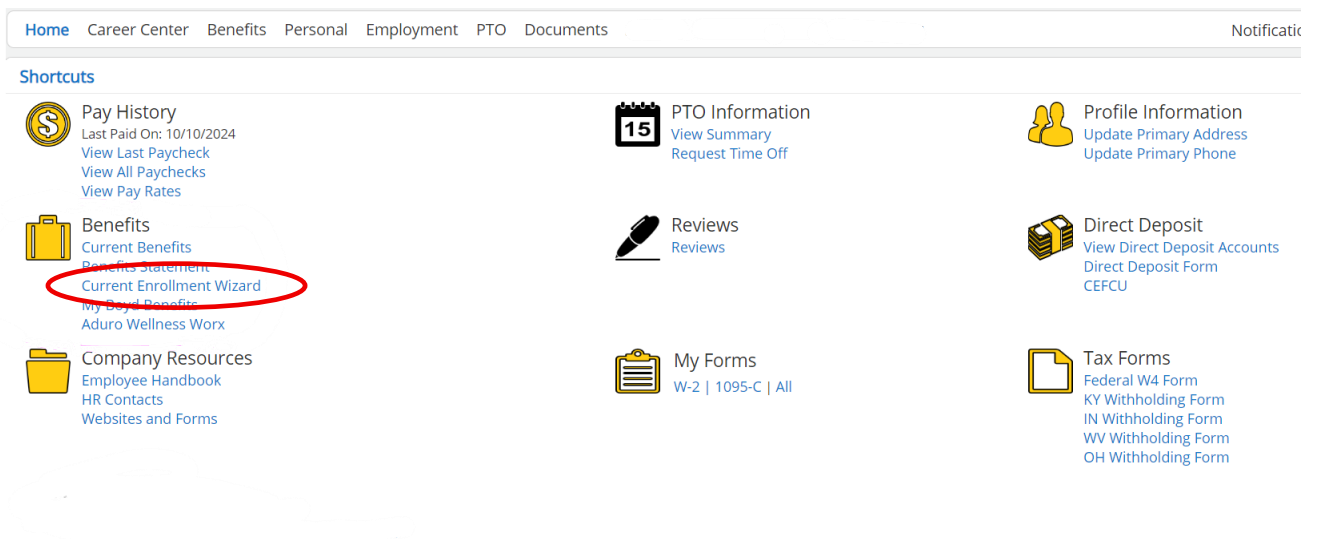
New Hire Benefits Enrollment Instructions

PLEASE COMPLETE BY WEDNESDAY AT 12:00 PM

- 1) To complete your benefit elections:
 - a. First, sign into [myHR&Payroll](#).



- b. On the myHR&Payroll homepage, click on current enrollment wizard under the benefits section (see image below).
 - c. Complete all steps in the enrollment wizard.
 - d. Once you have completed your benefit elections, your Benefits Statement will pop up and you will also receive an email with a copy of your statement. Double check that this is correct, and your dependents are enrolled in the correct plans, if applicable.



- 2) If you elected an HSA, you will need to create an account at VOYA. Be sure to create an account by Friday, and then set up your profile. Here is the link:
voyafinancial.formstack.com/forms/hsa_self_enrollment_form

- 3) If you and your spouse (if applicable) elected to participate in the Wellness Worx program, you have **90 days from your date of hire** to complete the requirements for Levels 1 and 2. You will be able to create an account at boyd.adurolife.com on **Thursday**, after you complete the enrollment wizard.

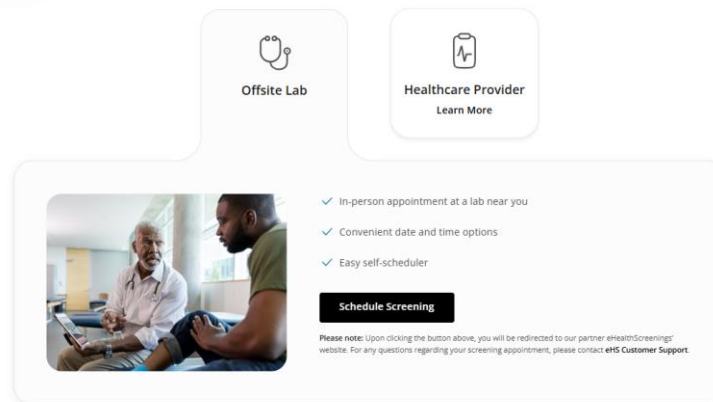
On the [Aduro](#) Wellness Worx site, the following must be completed to earn your full medical premium discount of \$120.

a. **Level 1 Requirements**

- i. Human Performance Assessment
- ii. Health Screening

To complete the health screening, click on the “Complete a Health Screening” tile, then click the “health screening options” button.

- Option 1 – Offsite Lab. Schedule an appointment at a Labcorp location. No forms to print or fill out. Just schedule your appointment through your Wellness Worx account and arrive at your designated time.



- Option 2 – Visit your primary care physician. Download a Health Provider Screening Form from the Aduro site for your physician to complete. Your completed form will then need to be uploaded to your Wellness Worx account.

****There is no charge for any health screening.**

Health Provider Screening Form	
	COMPLETION DIRECTIONS 1. Please read the instructions and complete ALL fields like this: PRINT CLEARLY ☐ 2. The provider must complete and sign the form. 3. Make sure the form is submitted via fax at 866.877.7095 or uploaded to https://boyd.adurolife.com/submit 4. Questions? Visit https://help.adurolife.com .
	

b. **Level 2 Requirements**

Complete a coaching workshop, coaching session, and/or path, based on the results of your biometric screening.

- i. Meet 5 healthy measures: no required additional activities.
- ii. Meet 4 healthy measures: complete a minimum of one coaching session OR one designated 6-week coaching path.
- iii. Meet 3 healthy measures: complete Get to Know Your Numbers mini-path and one coaching session OR designated six-week path.
- iv. Meet 2 or fewer healthy measures: complete Get to Know Your Numbers Mini-path AND one coaching session AND designated six-week path.

As a reminder, do not wait to complete your Level 1 requirements, as the results will determine what you will need to complete for Level 2, to earn the full \$120 towards your medical premium discount. Completion of the Human Performance Assessment and the biometric screening in Level 1, will earn you \$40 towards your medical premium discount. To earn the remaining \$80 towards your discount, coaching sessions and paths, as part of Level 2 requirements, must be completed within the 90-day deadline.

Check out the Welcome tile on the Aduro Website to learn more about the program. You can also find information on [My Boyd Benefits](#) on the Wellness Worx Program page.

Have additional questions? Email benefits@boydcat.com.