



New Hire Checklist

- ☐ Review the Banner Benefits Guide at flimp.live/BannerBenefits to learn more about your benefits options.
- ☐ Use the resources on [MyHR|Workday](#), flimp.live/BannerBenefits or start.myalex.com/bannerhealth to compare plan options and estimate costs to find the best fit for you and your family.
- ☐ Enroll within 31 days of your date of hire. If you miss this window, you cannot make changes to your benefits until the next Open Enrollment period unless you experience a **Qualifying Life Event**.
- ☐ Have dependent documentation and Social Security numbers ready so you can verify your newly added dependents and ensure they get coverage. **Supporting documents** are required for all newly added dependents and must be approved during the verification process prior to the enrollment process.
- ☐ Designate a beneficiary for your life insurance and any voluntary supplemental insurance you purchase. Since Banner automatically provides you with a basic level of Life and AD&D coverage, be sure to designate a life insurance beneficiary in [MyHR|Workday](#). Beneficiary information must include phone numbers in order to complete enrollment.
- ☐ Review your confirmation statement to verify your benefits selections are correct. If you find a discrepancy, you must immediately notify Banner Benefits Resource Center. Call **833-849-9825** 7 a.m. to 7 p.m. (EST), Monday – Friday.
- ☐ Stay informed! Visit [MyHR|Workday](#) or flimp.live/BannerBenefits, read Banner Buzz and follow Benefits on Viva Engage to stay current on news about your well-being and your total rewards.

ASK ALEX

ENROLL NOW