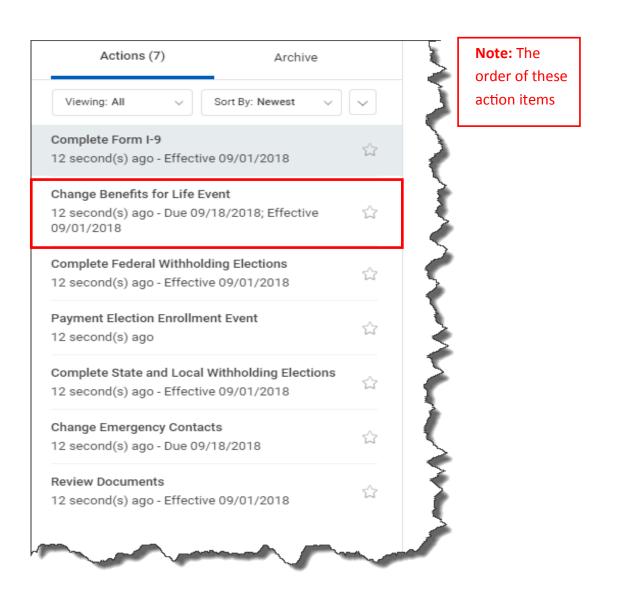


### **New Hire Benefits**

The New Hire Benefit Event will be part of your onboarding process in Workday. *This event MUST be completed within 30 days of date of hire*; if it is not completed within that window, it will be closed and you will have waived coverage in Five Star's health plan.

Access the Event through your Workday Inbox. This will open the Event for you to complete.

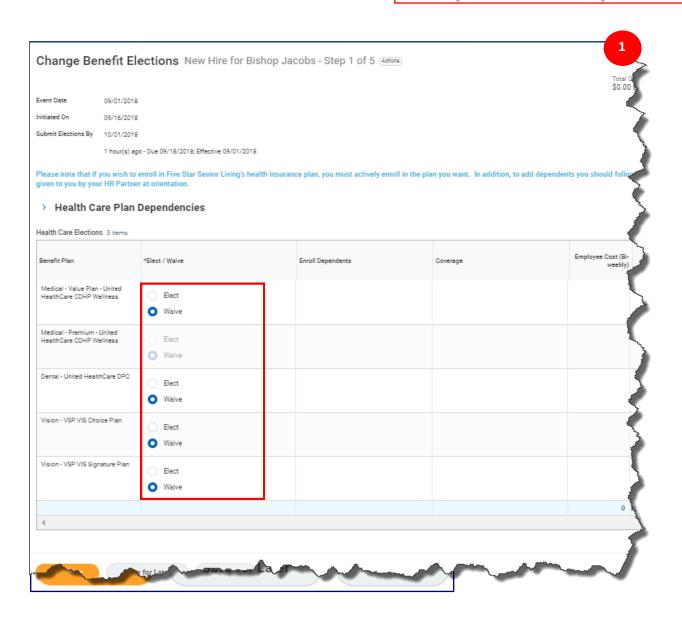




## **New Hire Benefits**

**Step 1: Change Benefit Elections.** To make your election, click the circle next to "Elect" for the coverage if you wish to enroll. Once you elect a coverage, you will be able to enroll a dependent. Please see the "Adding Dependents" job aid if you are adding dependents. After you've made your elections, click continue.

# Bishop Jacobs - Step 1 of 5



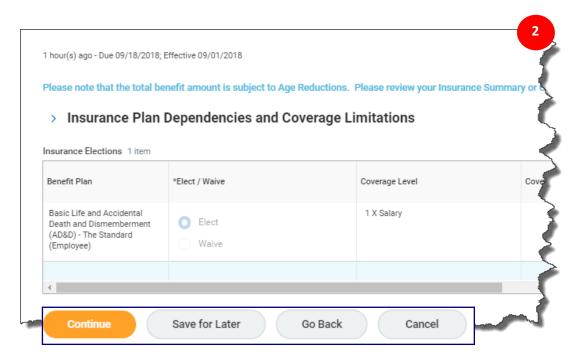






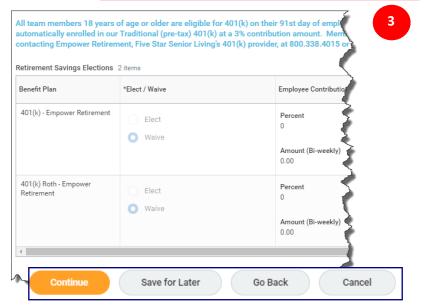
**Step 2: Insurance Elections.** Please notice company-provided insurance benefits. As this is provided to you at no cost by Five Star, this insurance election cannot be changed. Please click "Continue."

### Bishop Jacobs - Step 2 of 5



Step 3: Retirement Savings. All 401(k) changes must be completed directly with our provider, Empower Retirement. Therefore, you cannot make changes on this screen. However, please review the important notice regarding auto-enrollment and see your HR Partner if you want information about changing your elections.

# Bishop Jacobs - Step 3 of 5



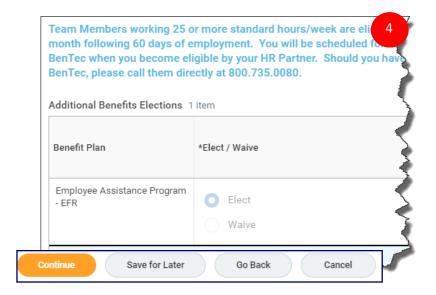




### **New Hire Benefits**

**Step 4: Additional Insurance.** This screen indicates the company-provided Employee Assistance Program, which cannot be changed. There is also important information regarding Supplemental Insurance that you may elect at your cost; please see your HR Partner for more information.

### Bishop Jacobs - Step 4 of 5 (



# Change Benefit Elections

Benefit Elections Review for New Hire - Step 5 of 5

Step 5: Review and
Submit. Carefully review
your elections and either
"Save for Later" or "Go
Back" if you need to make
changes. Please read the
Electronic Signature and
click "I Agree" and
"Submit" if your elections
are ready to be submitted.
Once submitted, no
changes can be made.

