

New Child

Congratulations on the new addition to your family!

You can make changes to your benefits coverage as a result of your change in family status. For example, you can add your new dependent to your health coverage.

MEDICAL AND DENTAL/VISION COVERAGE

To ensure your new child is covered under your health plan, you must request to add him/her within **31 days** of the birth or adoption. To add your new dependent, please submit the request in Workday. For instructions on completing the change in Workday, go to FIIRE > Site Map > Global Human Capital > Benefits > Workday Resources. If you are out of the office and do not have access to Workday, call the Benefits team at 1-650-350-5886 for help in completing your enrollment.

HEALTH SAVINGS ACCOUNT (HSA)

Only employees covered under the United Health care HSA Choice Plus and Kaiser HSA medical plans are eligible for the Health Savings Account. If your medical plan level changes from Employee Only to Employee + Child or Employee + Family, you may increase your HSA contribution level. E-mail ~Benefits Services for more information.

LIFE, ACCIDENT (AD&D), SHORT TERM DISABILITY (STD) & LONG TERM DISABILITY (LTD)

You may request to enroll in Life, Accidental Death & Dismemberment (AD&D), Short Term Disability (STD) and Long Term Disability (LTD) coverage at any time. Requests for late enrollments or increases in life insurance coverage are subject to the insurance company's approval. The coverage and corresponding payroll deduction will be effective after the insurance company has approved the request.

ADDITIONAL FORMS AND INFORMATION

- If you need to adjust your tax withholdings on your paychecks, complete the Add/Change Withholding Form (W-4) found on the Income Tax page on MyPay.
- To update your beneficiary information for your 401(k), log into your account at www.schwab.com/workplace.
- To update your beneficiary for your Life/AD&D insurance, complete the beneficiary change in Workday. For instructions on completing the change in Workday, go to FIIRE > Site Map > Global Human Capital > Benefits > Workday Resources.
- If you plan to take a leave of absence for the birth/adoption, please contact ~Benefits Services for leave of absence paperwork. You may also refer to the Leave of Absence section of the benefits website - http://www.myfibenefits.com/changes_leaves.html.
- If you are located in California, you may be eligible for California's Paid Family Leave insurance program. Contact ~Benefits Services for a brochure or the CA Employment Development Department at (877) BE-THERE.
- If you require daycare, you may be eligible to contribute pre-tax dollars to the Dependent Care FSA plan. This plan allows for reimbursement of eligible daycare expenses. Unlike an HSA, the contributions are use-it-or-lose-it. Participants must submit for reimbursement of qualified expenses within a designated time frame. Please see the [Family Support page](#) for more information.
- You may receive up to 10 days of emergency back-up childcare annually through Bright Horizons Back-Up Care. You also have additional discounts and services available to you through Bright Horizons. Please see the [Family Support page](#) for more information.

RESOURCES

Hartford Participants:

- Employee Assistance Program (EAP) is a work/life resource and referral service. Some examples include child care referrals, consumer research, educational materials and up to four counseling sessions per issue per year. Call 1-800-964-3577 or visit www.guidanceresources.com (Company/Organization: HLF902, Company Name: ABILI).
- Emergency travel assistance services available to employees and dependents when traveling more than 100 miles from home. Within the US, call 1-800-243-6108.

United Healthcare Members:

- Call myNurseLine on the back of your ID card to connect with an advice nurse

Kaiser Members:

- Call the customer service number on the back of your ID card to connect with an advice nurse.

** Eligible dependents include a legal spouse, a registered domestic partner and dependent children under age 26. Qualified domestic partners are those that are registered with a State domestic partner registry.*