

# New Hire Benefits Process and Online Enrollment

As you move through the process of starting your employment with Lehigh Valley Health Network (LVHN), you must also address your benefits. Please review the following information to ensure timely enrollment of your LVHN benefits:

## **Pre-Employment:** – *complete these steps before starting your employment.*

### ➤ **Review the online New Hire Benefits Briefing:**

Many of your questions can be answered by watching this presentation and reviewing the attached materials. You may review this presentation as often as you like.

### ➤ **Complete the LVHN Benefits Preparation Worksheet:**

Attached within the online New Hire Benefits Briefing is “Benefits Enrollment Process and Preparation Worksheet”. This worksheet is designed to assist you in preparing for your online benefits enrollment. You can use the worksheet to write down your intended elections and any questions you may have; however, **this is not your enrollment**, you must complete the online benefits enrollment in Lawson in order to have benefits.

### ➤ **Enrolling dependents onto your benefits:**

You must provide Dependent Eligibility Documentation for each dependent you will add to your benefits. Review the Dependent Eligibility Documentation Listing (see “Resources” tab in this briefing) for the required supporting documentation (i.e., Marriage License, Birth Certificate, etc.). You will be asked to upload these documents during online benefits enrollment process in Lawson.

To prepare for online benefits enrollment, please create electronic versions of your dependent documentation in one of the following file formats: doc,docx,txt,jpg,pdf,csv,tif,png - *Maximum acceptable file size is 2048 KB.* Use a smartphone or scanner to create an electronic version of your documents. *This documentation must be uploaded during enrollment or submitted to Human Resources\*\* no later than 30 days after your date of hire.*

## **Within 30 days after your hire date:** – *complete after the start of your employment.*

### ➤ **Complete online Benefits Enrollment in Lawson:**

You will receive an email to your LVHN email account with detailed information regarding Benefits Enrollment along with Step-by-Step instructions. The instructions are also available on the Colleague Resource Center (CRC) on the “Your Enrollment Process” tile.

- Thoroughly review the online New Hire Benefits Briefing in order to make your final benefits decisions.
- Email your dependent documentation files to your LVHN email address for upload during the online enrollment process. *If you are unable to create electronic version of these documents or unable to successfully upload the documents during online enrollment- you must provide copies to HR\*\* within 30 days from your date of hire.*
- Go to the **LVHN Colleague Resource Center (CRC) > Your Enrollment Process tile > New Hire Enrollment** to enroll in your benefits\*. Please contact your Manager if you have questions about accessing the Lawson system.
  - Tobacco and Spousal Surcharge - You will be asked to attest to your recent use of tobacco products and whether your spouse is eligible for coverage through his/her employer. The answers could result in the applicable bi-weekly surcharge from your paycheck:
    - Tobacco \$25 (applied based upon results of testing) and/or Spousal \$50.
  - Coordination of Benefits (COB) - You will need to provide details related to any other medical insurance coverage for yourself and any enrolled dependents.

*\*Please note – online enrollment may only be completed one time. Any changes needed after completion of your online enrollment must be made through Human Resources, within 30 days of your date of hire, by calling your local HR\*\* department. If you do not enroll at this time, your next opportunity will either be at Open Enrollment or due to a qualifying life event.*

### **\*\*HR Contact Information:**

**LVHN – Lehigh Valley:** Call- 844-GO-ASKHR, Fax- 484-884-0153, Email- Benefits\_LOA@lvhn.org

**LVH – Hazleton:** Call- 570-501-4825, Fax- 570-501-4830

**LVH – Schuylkill:** Call- 570-621-4695, Fax- 570-621-4775

# LVHN BENEFITS PREPARTION WORKSHEET

*This page is for informational use only and is no indication or confirmation of your Benefits Enrollment.*

Use this worksheet to write down your notes relating to your Benefits. You can use it as a reference when completing your actual online Enrollment upon starting employment. \*Please remember, you'll need to provide the social security numbers and dates of birth for any dependents you are enrolling on the plan. Please also make sure to have all dependent documentation ready in an electronic format.

## Medical Plan: Two Choices

LVHN PPO

LVHN HSA

Coverage Level: Employee only Employee + Spouse Employee+ Children Employee + Family

*Biweekly Premium Amount:*

*My Biweekly Contributions: \$*

Dependent Documentation Needed: Marriage License  Birth Certificate(s)  Other

Questions: \_\_\_\_\_

## FSA / Childcare FSA Choices

Healthcare FSA

Childcare FSA

*My Biweekly Contributions:*

Questions: \_\_\_\_\_

## Dental Plan Choices: Two Choices

Basic

Comprehensive

Coverage Level: Employee only Employee + Spouse Employee+ Children Employee + Family

*Biweekly Premium Amount:*

Dependent Documentation Needed: Marriage License  Birth Certificate(s)  Other

Questions: \_\_\_\_\_

## Vision Plan Choices: Two Choices

Check the circle of the plan you are choosing:

Basic

Buy-Up

Coverage Level: Employee only Employee + Spouse Employee+ Children Employee + Family

*Biweekly Premium Amount:*

Dependent Documentation Needed: Marriage License  Birth Certificate(s)  Other

Questions: \_\_\_\_\_