New Hire Benefits Blueprint

A start to finish timeline for your health insurance and retirement enrollment.

1

Onboarding Appointment

Employees should review the packet and familiarize themselves with the plans.

2

Benefit Notification Email

Employees will receive an email (sent to their work email) containing a link to the benefits platform, instructions, and deadlines during the first week of employment.

3

Fidelity Enrollment Email

Fidelity sends an email containing sign up link and auto-enrollment date during week two of employment.

You are atuo-enrolled in a 3% contribution with Fidelity after 35 days.

4

Enroll in Your Benefits

Access **Employee Navigator** to enroll in benefits by deadline and provide any necessary documentation.

5

Enrollment Deadlines

Benefits are finalized by your effective date. Failure to submit elections by your identified deadline will result in no coverage for the remainder of the plan year.

6

Receive ID Cards

Insurance cards (when applicable) are mailed following finalized processing by the vendor.

Things to know

Benefits Open Enrollment

Any changes to plans and coverage levels can be elected during annual open enrollment and will become effective the following year.

Qualifying Life Events

You may adjust coverage level of eligible benefits mid-year if you experience a qualifying life event. Enrollment and documentation must be received within 30 days of event, unless otherwise noted. Qualifying events can include birth of a child/adoption, change in marital status, and gain/loss of other coverage.

Documentation Requirements

Supporting documentation is required if enrolling a spouse or child for medical insurance. Examples of acceptable documentation are:

- ✓ Child (birth certificate)
- ✓ Spouse (marriage certificate)

Please contact the Benefits team for other acceptable forms of documentation.

Retirement Elections

- You are eligible to adjust your elections at any time.
- Enrollment can be completed online at: netbenefits.com/kootenaihealth

  Or by calling Fidelity at: 800-343-0860
- For retirement planning guidance, call Fidelity at 800-603-4015 or schedule an appointment by registering online at getguidance.fidelity.com

Questions? Please reach out to us!

KootenaiHealth

Human Resources **Email:** benefits@kh.org **Call:** 208.625.4620 **Fax:** 208.625.4436 **Location:** Kootenai Services Building, Suite 104 **Hours:** Monday – Friday, 7 am – 4:30 pm

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