



Benefits Enrollment Acknowledgement

Group coverage is effective on the day the employee becomes eligible for coverage which can be the hire date or status change date. Employees have 30 days from that date to elect coverage. If the employee fails to enroll within the election period of 30 days, they will have an opportunity to enroll or make changes to their coverage during annual open enrollment.

Employees may make coverage changes within 30 days of a qualifying event such as marriage, divorce, birth, adoption, or loss of other coverage. Contact Human Resources department to determine if an event qualifies under the Plan document and IRS regulations.

I HEREBY ACKNOWLEDGE THAT I HAVE VIEWED THE ATTACHED DOCUMENTS AND UNDERSTAND THEIR TIME SENSITIVITY.

Employee Signature: _____ Date: _____

Print Name: _____