**NEW HIRE ENROLLMENT INSTRUCTIONS**

**BEFORE YOU ENROLL, please find the following items in the binder you received upon hire:**

1. **UKG Pro HR/Payroll Portal Access** – because you must enroll in benefits using the UKG portal, you will want to make sure you have logged in and updated your password.
2. **2022 Benefits Guide** – this summarizes the available benefits through Building Material Distributors and our family of companies.
3. **2022 New Hire Benefits Insert** – this has the per-paycheck costs for medical, dental, vision, etc., and provides the enrollment instructions (you must enroll in your insurance benefits using UKG on a PC or tablet; you cannot enroll using the UKG Pro mobile app).

**A video presentation of the 2022 Employee Benefits** is also available [**here**](https://www.brainshark.com/1/player/bbandt?intk=307257972&fb=0&r3f1=&custom=bmd2022), which explains in greater detail the benefits for which you’re eligible. Of course, if you have specific questions, feel free to reply to this email or call 209-744-4459 Mon-Fri.

**A few important notes:**

1. If you are enrolling a spouse or any dependent children into any benefit, you will need their date of birth and Social Security number. Please be sure to have these ready before proceeding with your enrollment.
2. Even if you wish to decline all benefits, you must still log in to decline unwanted benefits, and to list at least one beneficiary for the company-paid Life/AD&D insurance benefits of $25,000.
3. Please try to **submit your enrollment before your eligibility date**, to give the insurance carriers ample time to set up your benefits, to ensure your ID card(s) arrive promptly, and to prevent having to pay retroactive premiums due to missed payroll deductions. Your absolute deadline to enroll for 2022 is the last day of the month in which you became eligible unless you experience a qualifying life event and report it to HR within 30 days of the event date.
4. If you enroll in Medical coverage, your Member ID Card and your HRA Debit Card will arrive separately in your mailbox approximately 10-14 days following your enrollment.
5. If you enroll in Dental and/or Vision coverage, you will NOT receive ID cards for these benefits. Your provider will simply verify your coverage with the insurance carrier using your Social Security number.
6. If you enroll in Voluntary Employee Life insurance in excess of $120,000, you will receive a separate email from Mutual of Omaha with a link to complete Evidence of Insurability (EOI). You will also receive this email if you elect Voluntary Spouse Life insurance in excess of $25,000. *If you choose to waive Voluntary Employee Life, you cannot elect Voluntary Spouse Life or Voluntary Child Life.*

**HOW TO ENROLL - If you have read all of the above, and decided on your new benefits, you may proceed with enrollment!**

1. Login to [**UKG**](https://ew41.ultipro.com/Login.aspx).
2. On the left menu, roll your mouse over the person icon ().
3. Scroll down to the ‘Life Events’ subheading and click “Life Events” below that.
4. Select “I am a new employee” and follow the instructions on the following screens as they will walk you through the enrollment process.
5. Once you reach the end and confirm your selections, click “Submit” (if the Submit link is not working, you may have forgotten to complete a section).
6. You’re done!