

***Please read this document!!***

## ***Action required to complete onboarding & elect benefits***

Your employer uses ADP Workforce now to handle your employment records. You need to register to complete federally required hire processes, review your benefits, change your direct deposit, receive check stubs, and many other important reasons.

### **ADP Account Activation**

If you haven't registered your ADP account through the onboarding link sent to your personal email from BISHOPOFCHARLESTON.HR@adp.com, please follow these steps:

1. Visit: **<https://workforcenow.adp.com/>**
2. Select 'Create Account'
3. Select 'I Have a Registration Code'
4. Enter **rcdoc-DOC1820** and Continue
5. Enter required fields to complete registration. Please be sure to use your legal First and Last Name

### **Onboarding Tasks**

1. ***All employees must complete section one of Form I-9 within the first 3 work days*** in order to establish their eligibility to work in the USA. Documentation of eligibility is required. Example documents include: Passport, Driver's License, Social Security Card, and Birth Certificate. Full list of applicable documents can be found on page 3 of the I-9
2. If you work 20+ hours a week, ***enroll in benefits online*** within first 30 days of employment

### **Benefits Eligible Employees**

***You must enroll in benefits within your first 30 days of employment.***

#### **Regular Full Time (regularly scheduled to work 30 or more hrs per week)**

- All of the above benefits with the addition of optional & employee paid:
  - Medical & Dental coverage
  - Flexible Spending Account (FSA) coverage
    - Both Healthcare & Dependent Care offered
- Basic Life insurance benefit of 1x your salary (up to a maximum of \$50,000)
- Long Term Disability (employer paid)
- Short Term Disability (optional & employee paid)
- Vision coverage (optional & employee paid)
- Supplemental Life Insurance (optional & employee paid)
- 403b retirement savings plan (see more details below)
- Vacation, sick and holiday time OR Paid Time Off (refer to policy manual)

# You Have 30 Days from Your Date of Hire to Enroll in Your Benefits!

## Regular Part Time (regularly scheduled to work 20-29 hrs per week)

- Same as fulltime, except not eligible for Medical/dental, or FSA.

## Part Time (regularly scheduled to work 1-19 hrs per week)

- Not eligible for any benefits.

## Waiting Period

- All benefits (except 403b) are effective the 1<sup>st</sup> day of the month following 60 days

## Timeframes to enroll or change benefits

- Upon being **hired** into a benefits eligible position employees **MUST** enroll in benefits **within 30 days of hire**
- Upon having a Qualifying Life Event within 31 days of the event (ie: marriage, birth, loss of coverage)
- During the Open Enrollment period each year (currently during the month of May for a July 1st effective date)
- Benefits cannot be elected or changed except during one of these times as outlined above

## 403b Retirement Savings Plan

- Enroll and manage your account online at [www.RetireSmart.com](http://www.RetireSmart.com)
  - Select the green registration button to create an account and identify yourself to get started.
  - Call Empower Retirement at 1-866-467-7756 if you need help.
- Enrollment and changes can occur at any time throughout the year for eligible employees
- Following 1 year of service, employees are eligible for the 403b match
  - If the employee contributes at least 3% of their pay, the employer will contribute 5% of their pay
- Automatic Enrollment and Automatic Contribution Increases
  - Eligible employees are automatically enrolled in the 403b plan at a rate of 2% per paycheck upon hire.
  - This increases to 3% on your 1 year anniversary, 4% on your 2 year anniversary, and 5% on your 3 year anniversary.
  - Although you may opt out of this contribution at any time, you should strongly consider saving an even greater amount than these automatic minimums