



Congratulations on your new position and welcome to AWP Safety!

As a potential benefit eligible employee, you have a window of opportunity to elect coverage for yourself, and your benefit eligible dependents during this special enrollment period. At AWP our focus is to free our customers from worry and inconvenience and to be the first place they turn to when they need trusted experts. We feel the same way when it comes to the role our benefits program plays in your life. Our plans and programs are designed to remove the worry and inconvenience in your life and give you the tools you need to thrive in all areas of health and well-being.

This notice contains important information about your benefit eligibility and what you'll need to do to participate in the benefits offered by AWP. **Please be sure to navigate and either waive and/or elect coverage for yourself and your benefit eligible dependents as needed within the UKG Portal. Simply login to UKG, navigate to Myself/Life Events/Select I am a New Employee Link to get started.**

Your special enrollment window to elect benefits as a new employee is 30 days from your date of hire. If you do not elect any benefit coverages during your 30-day window, you must wait until the next annual open enrollment period to elect coverage for yourself and your benefit eligible dependents. Please be sure to take the time to review and elect/waive coverage for your needs. Benefits information will be presented during your New Employee Orientation if applicable, or taking time to login to UKG portal to enroll and reviewing your benefit options. If for any reason you do not attend orientation, **you are still required to enroll and/or waive in your benefit offerings through AWP during your 30-day window.**

Covering Your Family Members - Eligible dependents generally include your legally married spouse and children up to age 26. This includes natural and adopted children, step-children, and children for whom you are the court-appointed legal guardian. Some age limitations may apply to specific insurance programs.

Note: If you reside in California or Hawaii, and elect the Kaiser plan, (Only available to you if you live in California and Hawaii) you can cover domestic partners on the medical plan. All domestic partner rates are subject to imputed income.

Eligibility Documentation - Please be prepared to share dependent eligibility information during enrollment, including dates of birth and Social Security numbers. Other documentation may be required depending on your elections.

In closing, be sure to elect and/or waive through each available benefit option for your needs via the UKG portal. And when you have made your elections, be sure to hit Submit prior to exiting out of the enrollment period. If you do not hit "Submit" your elections will not be captured for your coverage needs. Remember, any benefits elected are irrevocable until the next annual open enrollment period or you experience a qualified life status change.

A few helpful items to get you started on your benefit election process:

AWP Benefits Website: [AWP Benefits | Benefits for you and your family.](#)

Reviews all of the benefit offerings to yourself and your benefit eligible dependents. Select "Enroll Now" to begin the process – as you only have 30 days from your date of hire to elect!

Adding Dependents and Beneficiaries: [How+to+Add+Dependents.Beneficiary.gif](#)

Questions? Please reach out to the Benefits Team via email at Benefits@awpsafety.com