



# Benefits Orientation

**Eligibility, Enrollment and AskHR**

# Benefits eligibility

# Benefits eligibility



## Full- and part-time colleagues

- Please see your new hire information for details on minimum number of hours required per pay to meet eligibility

# Dependent eligibility



## Spouse or eligible adult

- Spouse as defined by the IRS or
- Civil union partner or other eligible adult who shares a permanent residence with and is financially interdependent with the colleague
  - *Note: If you and your spouse/eligible adult both work for a Trinity Health ministry, you may not be covered as both a dependent and a colleague*

## Dependent children

- You and/or your eligible adult's natural children, legally adopted children, or children for whom you and/or your eligible adult are the court-appointed guardian
  - Eligible through the end of the month in which they turn age 26 or after if they meet certain disability criteria before their 26<sup>th</sup> birthday
  - Children of non-spouse eligible adult may only be covered if the eligible adult is covered
  - Eligible children may only be covered under one colleague parent

# Enrollment details and resources including AskHR



# Enrollment details



- Your benefits will be effective day one with no waiting period provided you make your benefits elections timely.
- You must enroll no later than **30 days from your hire date**
  - Relationship documentation will be due at the same time
  - Social Security numbers required for dependents over age 45
  - See new hire information for details on how to enroll
- **Make your elections timely** to avoid possible retroactive payroll deductions and enrollment delays

# Life Status Events

- Elections you make at hire are considered final for the calendar year and cannot be changed unless you experience an eligible qualifying life event.
- Examples of common qualifying events include:
  - Marriage
  - Birth/adopt of a child
  - Divorce
  - Loss/gain of coverage
- Requests to change benefits due to one of these circumstance must be submitted along with required documentation within **30 days** following the event date. There are no exceptions after 30 days.
- For more information and other qualifying events, please visit AskHR.

# Enrollment resources



- New hire information
- AskHR
  - Available 24/7 from anywhere you have internet access
  - Click on the AskHR icon in your applications window when you are logged into a Trinity Health network computer
  - Access via mobile by downloading the **Workday** app



AskHR

# ID cards and accessing care



- Because coverage will be retroactively dated to your hire date, it is possible you may not have ID cards as of the date your coverage is effective.
- You may download a virtual ID card from your medical or prescription plan administrator's website or contact Member Services within 10-14 days from completing your enrollment and submitting the required documentation.
- There may be times you need to seek care before the plan administrator has your enrollment information. In those rare cases, you should work with your doctor's office to provide relevant enrollment information and follow up with your ID numbers. Due to timing, it is possible you may have to pay for services out of pocket and then submit for reimbursement.

# Additional resources

## AskHR, an HR and benefits experience made for you!

**AskHR** gets you the answers and help you need any time, on any device in Workday. Access knowledge articles, submit HR, payroll and benefits questions and get real-time help with the virtual Workday assistant tool.

To get started, click on the **AskHR icon** in your ZENworks window.

You can also access **AskHR** on your mobile device by downloading the Workday app or accessing:

<https://mytrinityhealth.sharepoint.com/sites/SO-WorkdayHelp>.



Ministries not on AskHR/Workday:

<https://www.trinity-health.org/my-benefits/health-welfare/>

# Check out all the episodes in the video series

## Comprehensive Total Rewards

- Medical and pharmacy
- Health Savings Account
- Essential Assist with Health Reimbursement Account
- Flexible spending accounts
- Dental and vision
- Life Insurance/AD&D
- Time Away from Work
- Voluntary benefits
- Retirement program
- Colleague well-being / Mental well-being benefit
- Other benefits
- Eligibility and enrollment



# Important information

This presentation is only intended to provide an overview of the Trinity Health Corporation Welfare and your options thereunder. To the extent of any inconsistencies between this document and the official plan documents, the official documents control. You can access these documents at any time by visiting AskHR or, if your Health Ministry is not supported by HR Shared Services, the MyBenefits site at [www.trinity-health.org/my-benefits/](http://www.trinity-health.org/my-benefits/)

For any plan or program in which you participate, you may request a printed copy of the summary plan description, any certificate of coverage, and/or the official plan documents from your employer or from the Trinity Health Human Resources Service Center at 20555 Victor Parkway, Livonia, MI 48152. There is no charge for printed copies.

Trinity Health group health plans provide care coordination, care management, utilization review, and referral services to help manage care. These services may be provided through independent third-party administrators, clinically integrated networks, or other health care providers, including those affiliated with Trinity Health. These service providers will have access to the personal health information (“PHI”) of you and your enrolled dependents, including health information you disclose through wellness programs, for purposes of treatment, care management, and care coordination. All access, use, or disclosure of PHI will comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any applicable state laws.



Trinity Health