



# New Hire Checklist

- Review the Banner Benefits Guide at [bannerbenefits.mybenefitport.com](https://bannerbenefits.mybenefitport.com) to learn more about your benefits options.
- Use the resources on [MyHR|Workday](#), [bannerbenefits.mybenefitport.com](https://bannerbenefits.mybenefitport.com) or [start.myalex.com/bannerhealth](https://start.myalex.com/bannerhealth) to compare plan options and estimate costs to find the best fit for you and your family.
- Enroll within 31 days of your date of hire. If you miss this window, you cannot make changes to your benefits until the next Open Enrollment period unless you experience a **Qualifying Life Event**.
- Have dependent documentation and Social Security numbers ready so you can verify your newly added dependents and ensure they get coverage. **Supporting documents** are required for all newly added dependents and must be approved during the verification process prior to the enrollment process.
- Designate a beneficiary for your life insurance and any voluntary supplemental insurance you purchase. Since Banner automatically provides you with a basic level of Life and AD&D coverage, be sure to designate a life insurance beneficiary in [MyHR|Workday](#). Beneficiary information must include phone numbers in order to complete enrollment.
- Review your confirmation statement to verify your benefits selections are correct. If you find a discrepancy, you must immediately notify the Banner Benefits Resource Center. Call **833-849-9825** 7 a.m. to 7 p.m. (EST), Monday – Friday.
- Stay informed! Visit [MyHR|Workday](#) or [bannerbenefits.mybenefitport.com](https://bannerbenefits.mybenefitport.com), read Banner Buzz and follow Benefits on Viva Engage to stay current on news about your well-being and your total rewards.

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