Banner Health

New Hire Checklist

- [ ] Review the Banner Benefits Guide at **bannerbenefits.mybenefitport.com** to learn more about your benefits options.
- [ ] Use the resources on **MyWorkday**, **bannerbenefits.mybenefitport.com** or **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 **MyWorkday**. Beneficiary information must include phone numbers in order to complete enrollment.
- [ ] Review your confirmation and paycheck 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 **MyWorkday** or **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.

ASK ALEX

ENROLL NOW