


# BENEFITS ENROLLMENT INFORMATION

FOR NEW OR NEWLY ELIGIBLE EMPLOYEES



 Your deadline for enrollment is 30 calendar days from your hire/eligibility date.

The following information is provided to guide you through the enrollment process. Please read this material carefully to ensure your successful enrollment into our benefits program.

MHS employees scheduled to work at least twenty (20) hours/week are eligible to enroll in the following benefits:

- Health Plan
- Dental Plan
- Vision Plan
- Voluntary Hospital Indemnity
- Voluntary Accident
- Medical Expense Reimbursement Plan
- Dependent Care Expense Reimbursement Plan
- Voluntary Life Insurance Plan
- Voluntary Short Term Disability
- Voluntary Critical Illness

**IMPORTANT NOTE: You Must Enroll Within 30 Calendar Days Of Your Hire Date Or Becoming Eligible.**

Enrollment into other benefit plans such as MHS provided basic life insurance, long-term disability, and our retirement plan is automatic and based on the established eligibility and waiting periods for these plans. You are notified when you become eligible or a participant in these plans.

You may use your computer at work or at home to complete the online enrollment process. If you do not have access to a computer with an internet connection, you may go to Human Resources to access a computer.

If you have questions regarding the benefits enrollment process, or would like to set up an appointment for assistance with enrolling, please call the Methodist Service Center at 402-354-2280.

**Thank you for your attention to this very important matter!**