

# LIST OF SUPPORTING DOCUMENTATION

## New Hire and Open Enrollment Events

As someone in the Heritage family, we hope you'll take advantage of all that our benefits plans have to offer. These plans and programs help you unlock your full potential by offering you a first step toward living healthier, becoming better prepared for retirement and protecting yourself against whatever tomorrow may bring. For New Hires, please be sure to make your benefits selections online within 31 days of your hire date. For Open Enrollment, please be sure to complete your elections within the enrollment window. If you do not enroll within that enrollment window, you will NOT be covered.

You are **required** to upload the specified supporting documentation listed below before submitting your elections.

### Required Supporting Documentation

- **Spouse:**
  - Marriage Certificate, **OR** joint tax return of employee and spouse from current or prior year
  - Spouse's Birth Certificate, Passport or Driver's License
  - Spouse's Social Security Card
- **Domestic Partner:**
  - [Domestic Partner Affidavit Form](#)
  - Domestic Partner's Birth Certificate, Passport or Driver's License
  - Domestic Partner's Social Security Card
- **Dependents (child, stepchild, legal guardianship):**
  - Birth Certificate or legal guardianship documentation
  - Social Security Card

To complete your benefits as a new hire or during the Open Enrollment window, log into Workday. You can find your benefits enrollment event in two ways: On the homepage in the **Awaiting Your Action** section OR in the **Workday Inbox - Your Actions**. Click on **Let's Get Started** button to begin, complete and continue through all required screens. To make your elections, Click **Manage** or **Enroll** on each benefit tile.

If you would like to add dependents to your coverage, you can do so by selecting the **Add New Dependent** button and follow onscreen instructions. For each dependent, you must attach their Social Security Card and Birth Certificate/record to be added to the benefit plan. Your enrollment will not be approved without it.

When you are finished with your benefit elections, click the **Review and Sign button**. Review your election summary carefully. Once you are satisfied with your elections, read the Electronic Signature section, and click the **I Accept** checkbox and click the **Submit** button.

If additional information is needed to confirm eligible coverage, the Employee Hub will reach out.

Once the New Hire or Open Enrollment period closes, benefit changes cannot be made until the next annual Open Enrollment period or unless you experience a qualifying life event (QLE).

For questions, contact [Employee Hub](#) or call 1-800-303-0408.



BENEFITS + WELLNESS