

Benefits Enrollment Timeline and Eligibility

RESOURCES

Use these resources to manage your benefits.

- Your Health and Retirement: Visit HumanResources.AtriumHealth.org to access information, tools and resources for a healthy physical and financial future.
- Enrollment Instructions: Visit HumanResources.AtriumHealth.org/Health-and-Retirement/Health-Plan/New-Teammate-Benefits-Enrollment and follow instructions to complete your benefits enrollment.
- YourHRLink: Enroll for eligible benefits online through YourHRLink. Direct links are available through PeopleConnect or Atrium Health Connect.
- Atrium Health Benefits Administration: Contact the Benefits Administration team with your questions at HRBenefitsOnline@AtriumHealth.org or 704-631-0263, Monday through Friday, 8AM to 5PM.
- LiveWELL: Visit LiveWELL.AtriumHealth.org for incentive information and tools that will empower you and your loved ones to achieve health and life goals.
- CarolinaCARE: Contact CarolinaCARE at 704-512-6800 or visit www.CarolinaCARERx.org to order prescription medications and schedule your free One-on-One Rx consultation appointment.
- Cost Estimator Tool by Castlight:** Go to MyCastlight.com/CarolinasHealthCare to compare healthcare options and make good financial health decisions.
- HSA/FSA Portal: Access your account(s) through MyHealth.BankofAmerica.com. If you have questions about your new account(s), call Bank of America at 866-731-4206.
- Retirement: Call 800-345-2345 or visit AtriumHealth.org/Retirement to make changes to your retirement plan(s).

EDUCATION

Learn ways to be in control of your healthcare budget. Complete the following online courses by navigating to HumanResources.AtriumHealth.org.

NEW TEAMMATE TIMELINE

1 First Day of Employment

2 Deadline to Enroll

The deadline to enroll is within 31 days of your first day of employment.

ACTION ITEMS: Check eligibility on the next page.

Become familiar with eligible benefits.

Enroll online:

1. Go to **YourHRLink** (links available on *PeopleConnect* or *Atrium Health Connect*).
2. Select the **Employee** tab.
3. Click **My Hire Event**.

3 Benefits Become Effective

Benefits become effective on the 1st day of the month following 30 days of employment.

ACTION ITEMS: Activate the new HSA and/or FSA Bank of America Visa card you receive in the mail.

Schedule a free One-on-One Rx consultation through CarolinaCARE to find out if you are taking the most cost-effective medications.

Start earning LiveWELL incentives to fund your HSA (LiveWELL.AtriumHealth.org).

4 401(k) Contributions Begin

Eligible teammates are automatically enrolled in the 401(k) Savings Plan after three months of employment at a pretax contribution rate of 3% of eligible compensation.

ACTION ITEMS: Log in to AtriumHealth.org/Retirement for the first time to set up your Username and Password.

Visit the retirement site to adjust your contribution rate and manage your retirement account(s).

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Benefits Eligibility

This table contains only highlights of your LiveWELL Health Plan and Retirement benefits for eligible teammates and is subject to review and modification. Please refer to your plan documents for a full explanation of covered services, exclusions and limitations.

BENEFIT PLAN	Weekly Standard Hours for Position					
	More than 30 hours	24 to 29 hours	16 to 23 hours	Weekender	Residents	PRN
Medical, with HSA	✓	✓	No	✓	✓	No
Dental	✓	✓	No	✓	✓	No
Vision	✓	✓	✓	✓	✓	No
LPFSA and HCFSA	✓	✓	No	✓	✓	No
Dependent Care FSA	✓	✓	✓	✓	✓	No
Life	✓	No	No	No	✓	No
Short-Term Disability*	✓	No	No	No	✓	No
Long-Term Disability*	✓	No	No	No	✓	No
PTO	✓	✓	No ¹	No ²	No	No
401(k)	✓	✓	✓	✓	✓	Limited ³
ADVANTAGE 457(b)	✓	✓	✓	✓	✓	✓

For Benefit Plan details and premium rates, refer to the Benefits Enrollment Guide and other plan-specific documents on HumanResources.AtriumHealth.org

1 Half Track RNs and teammates in positions with 20-23.99 standard hours per week are eligible. Refer to HR Policy 3.05 Paid Time Off benefit for details.

2 Weekenders are eligible. Refer to HR Policy 3.05 Paid Time Off benefit for details.

3 PRN teammates are eligible for annual, basic, and performance-based contributions provided by Atrium Health. PRN teammates are not eligible to contribute to the 401(k) plan.

*These benefits, as described, may not apply to monthly paid teammates. For details, please contact Executive Total Rewards and Physician Benefits at 704-632-0120.