

# New Hire or Recently Eligible Benefit Enrollment

Welcome to Immanuel! This guide walks you through how to self-enroll in UKG.

Likewise, the benefit call center is also available to help you enroll. They can be reached at: 866-831-8002.

If you are doing your enrollment on your own please follow these instructions:

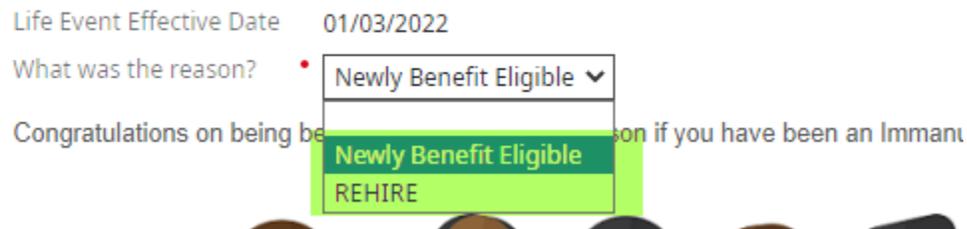
**Step 1:** Login to [UKG](#) ([password assistance](#)) additionally it may be helpful to have [Immanuelbenefits.com](#) and the [Immanuel Benefit Summary Book](#) open in a separate window.

**Step 2:** Under Myself scroll down and click on “Benefit Changes (Life Events)” then “202X - New Employee or Newly Benefit”



**Step 3:** Select the appropriate reason and hit “next”

## About This Life Event



**Step 4:** Add any dependents you want to cover on the plans. In order to add to plans you need to enter social security number, date of birth, and gender. If you are adding them to a plan make sure to select the dependent box. You also need at least 1 beneficiary in the system.

Relationship

Designation  Dependent  Beneficiary  Emergency contact

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**Step 5:** As a new hire or newly eligible you are grandfathered to receive a wellness reward for the remainder of the year. This means you get to pick if you want \$60 each pay period applied towards:

- Off your Medical Premium
- Health Saving Account Contribution (H.S.A)
- Dependent Care F.S.A. Contribution (funds for child care)
- 2 Mental Health PTO Days
- 1,000 FitBucks (gift cards to support total wellness)

For more information on the wellness program visit [here](#).

**Step 6:** Continue through the pages of your enrollment if you need help you can always call the benefit call center at 888-598-2040. Quick help guide:

- Medical-The Immanuel Benefit Summary Book is a great way to learn about our medical plans. The [medical page](#) of our benefit's website has additional resources that can help you decide a plan.
- Health Savings Account-There are 4 plans. This is due to IRS contribution limits. Select a plan based on if you take individual or family coverage. Also, if you are 55 years or older you are in a catchup plan. The IRS allows you to contribute an additional \$1,000 if you are in the catchup group.
- Employee Supplemental Life – as a new hire you are guaranteed 200,000 in coverage without doing paperwork. However, the amount you elect cannot be over 10x your annual salary. Coverage has to be taken out in 10,000 increments.
- Spouse Supplemental Life – as a new hire you are guaranteed 100,000 in coverage without doing paperwork. However, the amount you elect cannot be over 5x your annual salary. Coverage has to be taken out in 5,000 increments with a minimum of 10,000 as the coverage amount.
- Child Supplemental Life-You have to carry employee or spouse coverage in order to have. Each dependent you cover has 10,000 in life insurance. The premium of \$0.22 covers all dependents.
- Critical Illness-There are 4 plans (only select 1):
  - Critical Illness-\$10k EE or EE+Child – This policy is paying for a total amount \$10,000 in coverage. Being \$10,000 of coverage for you, the employee. Then additionally any child(ren) added are covered for free with a \$5,000 coverage amount.
  - Critical Illness \$20K EE or EE+Child plan - This policy is paying for a total amount \$20,000 in coverage. Being \$20,000 of coverage for you, the employee. Then additionally any child(ren) added are covered for free with a \$10,000 coverage amount.
  - Critical Illness-\$10k EE+SP/Family plan - This policy is paying for a total amount \$15,000 in coverage. Being \$10,000 of coverage for you, the employee and \$5,000 coverage on spouse. Then additionally any child(ren) added are covered for free with a \$5,000 coverage amount.
  - Critical Illness-\$20K EE+SP/Family plan. - This policy is paying for a total amount \$30,000 in coverage. Being \$20,000 of coverage for you, the employee and \$10,000 coverage on spouse. Then additionally any child(ren) added are covered for free with a \$10,000 coverage amount. Universal Life-Allstate has a separate application for this benefit to enroll call 888-598-2040
- Group Life AD/D – Immanuel pays 1x your salary in life insurance. This benefit will require you to mark your beneficiary, but this plan is not additional cost to you.

**Step 7:** Review any elections. If you elected a medical premium reduction the discount won't be processed until after you elections have been processed. You can take an additional \$60 off your total.

**Step 8:** Once you have submitted pay attention to the reminder at the end on any items that are still needed.