# New Hire Enrollment

**USER MANUAL**

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1. FIORI Login Screen:
   https://mytools.woodgrain.com/

  Forgot / Change Password assistance, contact the helpdesk at helpdesk@woodgrain.com.

2. FIORI Launch Pad

3. My Benefits Home Page:

   1. Select the My Benefits tile to open the app. My Benefits home screen will appear.
2. Click on “I Am New! Enroll In Benefits” tile. The new employee enrollment welcome screen appears, along with the steps to complete enrollment.

This page has two buttons at the bottom: “Next” and “Help.”

- **Next Button**: Advance to the next screen.
- **Help Button**: Access to the New Hire Enrollment User Guide. If the Help button is clicked it will open in another browser window.
- **Back Button**: Return to previous page.

3. **IMPORTANT DATES** to review on this screen:
   - The employee has 30 days to complete enrollment.
   - Benefit effective date.

Note: During the 30 day period, the employee can change the enrollments as needed.
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4. Employee Consent Screen:

Woodgrain will send benefit information and materials electronically to employees. The employee is not required to provide dependent supporting documentation at the time of enrollment but may be audited at a later date. The employee is required to check the two boxes before the enrollment process will start. After the boxes are checked, the Start button will activate.

1. Select the Start button (Start).

2. A message will display. Read the message and click (OK). The Personal Data screen will display.

Step 1 - Review your personal data for accuracy. Make any Changes and Save as necessary.

Once you have completed Step 1, tap Next to go to Step 2.
5. **Personal Data screen:**

- **Step Indicators:** Indicates enrollment process completion.

- **Change Button:** To change any of the personal data displayed on this page, select the Change button at the bottom of the page. The employee will advance to My Profile to add/edit personal information. (To access the User Guide for My Profile, click the Help button). The Back arrow can be clicked at any time to return to the enrollment process.

1. After confirmation that all information in the “Personal Data” screen is complete and accurate, a message will display. Read the message and click (OK).

![Ready for Enrollment](image)

6. **Benefits Enrollment Screen:**

1. Before the ‘New Employee Enrollment’ page displays, a message describing how to finish enrollment displays.

![Information](image)
2. Selecting the (OK) button will take the employee to the New Hire benefits enrollment page.

- **Red Square Icon (☐):** This icon is displayed on all plans until enrollment is completed.
- **Green Check Mark (✔):** This icon is displayed on all completed enrollments.
- **Learn More Button (Learn More):** This button is available in each plan and will take the employee to the Woodgrain Benefits website to learn more about the specific plan. The website will open in a separate browser window.
- **Complete Enrollment Button (Complete Enrollment):** The button is active when all elections have been completed for all the benefit plans. A Green Check Mark (✔) will appear for each plan.
- **Exit Button (Exit):** To exit the Benefit Enrollment process.
- **Accept Button (Accept):** To accept the benefit enrollment chosen.

### 6.1 Medical Plan

The employee is allowed to select or waive Medical coverage.
1. The Medical plan appears for the employee and will correspond to the state in which the employee resides.
   - Click on the button for more specific plan information.

2. If the Medical plan is selected, the employee will then be able to select the coverage options available for the selected plan. **Note:** If the employee has not entered dependents in My Profile, the coverage option will display “Employee Only”. The employee can back out or exit the enrollment process in order to add dependents to My Profile.
3. If “Waived Med [Plan]” is selected, the system will default the coverage option to “Waived Coverage.”

**Note:** If the employee elects Waived Coverage, they will not be eligible for the HSA (Health Savings Account).

### 6.2. Dental Plan

The employee is allowed to select or waive dental coverage.
Click on the button within the Dental enrollment option, for more specific plan information.

1. If the Dental plan is selected, the employee will be able to select the coverage options available for that plan. **Note:** The functionality of coverage options for the Dental plan is the same as for the Medical Plan.

2. If “Waived Dental” is selected, the system will default the coverage option to “Waived Coverage.” In this case, the Employee Pre-tax Cost and Employer Cost will default to 0.00 as shown below:

6.3. Vision Plan

The employee is allowed to select or waive vision coverage.
• Click on the button within the Vision enrollment option, for more specific plan information.

1. If the Vision plan is selected, the employee will be able to select the coverage options available for that plan. **Note:** The functionality of the coverage options for Vision plan is similar to Medical Plan.

2. If “Waived Vision” is selected, the system will default the coverage option to “Waived Coverage.” In this case, the Employee Pre-tax Cost and Employer Cost will default to 0.00 as shown below:

6.4. Health Savings Account (HSA) Plan

The Health Savings Account (HSA) Plan allows the employee to set aside pre-tax contributions and save for future medical expenses. In order to participate in the HSA Plan, the employee **MUST** be enrolled in the Medical Plan.

• Click on the button within the HSA enrollment option, for more specific plan information.
6.5. Group Term Life Insurance

1. Group Term Life Insurance is a Woodgrain-paid benefit. Employees need only to identify their Primary and/or Contingent beneficiary for this insurance plan as part of the Enrollment process. To do so, the employee must enter the percentage and select either “Primary” or “Contingent” for the appropriate dependents.

- Click on the button within the Group Term Life enrollment option, for more specific plan information.

**Note:** if no beneficiaries are present, click the home button and click the My Profile icon to update beneficiary information. (Doing this will restart the New Hire Enrollment process)
6.6. Supplemental Life Insurance

Supplemental Life Employee Insurance (Supp Life EE) is an employee paid benefit. The employee is allowed to select or waive Supplemental Life Insurance coverage.

- Click on the button within the Supp Life EE enrollment option, for more specific plan information.

**Note:** The employee may only elect up to 5x their Ann.salary. (i.e. Ann.salary is $25,000; elected amount may only be $125,000) If the employee chooses over 5x their Ann.salary during the enrollment process, the Benefits Summary will reflect only 5x the Ann.salary, the cost of coverage will only reflect what the coverage amount is.

1. Choose from the available Coverage options

a. If the employee selects option a, the desired coverage amount, the Employee Post-Tax Cost will populate automatically as shown below:
b. Select Primary and/or Contingent beneficiaries for the Supplement Life Insurance.

2. To waive the Supp Life EE Plan, select the “Waived Coverage – Supp Life EE” coverage option. The Employee Post-Tax Cost will populate to 0.00 automatically as shown below:

3. The Primary and Contingent beneficiary fields will be made inactive as shown below:

4. After confirming this is correct click the Accept button (Accept). The following message will display.
5. By selecting “OK,” the employee confirms that he/she is not eligible for all other Supplemental Life benefits.

6.7. Supplemental Life Insurance – Spouse (Supp Life Spouse)

1. The Supp Life Spouse benefit may only be selected if the employee is enrolled in the Supp Life EE plan. **Note:** Supp Life Spouse coverage cannot be more than the Supp Life EE coverage amount.
2. Select the desired coverage amount as shown below.

6.8. Supplemental Life Insurance – Child (Supp Life Child)

1. The Supp Life Child benefit may only be selected if the employee is enrolled in the Supp Life EE plan.
2. The benefit will cover any and all children the employee has listed as dependents.
3. Select the desired coverage amount as shown below:
6.9. Long-Term Disability – Employee-Paid Portion (LTD-EE Paid)

The employee is allowed to select or waive LTD-EE Paid coverage.

- Click on the button within the LTD-EE Paid enrollment option, for more specific plan information.

7. Complete Enrollment

1. Once elections have been made for all plans, the following message will display.
2. Select “OK,” and the Complete Enrollment button (Complete Enrollment) will be activated as shown below:

![Complete Enrollment Button](image)

3. Select the Complete Enrollment button (Complete Enrollment), the system will display the following success pop-up message:

![Success Message](image)

8. Generating PDF (New Hire Enrollment Confirmation PDF)

1. Select the View Benefit Summary button (View Benefits PDF), the summary will display.

![View Benefits PDF](image)

2. Two scroll bars on the right side of the screen help guide the display of the benefits. The scroll bar with the red box will scroll the Confirmation page up and down. The scroll bar with the purple box will scroll the whole page up and down.

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3. Another option to view the Confirmation page is the ‘Open as PDF’ option. Click on ‘**Open as PDF**’ in the lower right corner of the page.

**Note:** The Confirmation page will pop up in another window. Use the scroll bar on the right to scroll up and down the PDF display.
4. From this pop up the user may download or print their confirmation page.

5. I'm Done option available as shown on the PDF screen in step number five; will bring the user back to the MyTools home screen when clicked.

6. Icons at the top of the screen above are explained in the MyTools user guide, which can be located on SharePoint with the other MyTools user guides here: http://intranet.woodgrain.com/corp/it/MyTools%20Training%20Guides/Forms/AllItems.aspx
9. Making Changes to Benefit Elections

1. The employee can update his/her benefit elections at any time during the New Hire Enrollment period, simply by going back into the My Benefits icon and Opening the ‘I Am New! – Enroll In Benefits’. The employee will go through the same initial steps, and eventually arrive at the plan election screen.

2. All plans will display the Green Check Mark (✓) to indicate that elections have previously been made and saved in SAP. The View Summary button ( ) will be active.

3. If a change needs to be made, select the plan in which the change is needed as shown below:
4. The employee will make the necessary changes, and select the Accept button (Accept), the following message will display.

5. The employee will select “OK,” and then select the Complete Enrollment button (Complete Enrollment). The system will save the new changes, and then the following message will display.

6. The employee can view the new summary to ensure the changes have been saved correctly.