

Benefits Enrollment Checklist

For newly eligible part-time employees

Everything you need to know to complete your benefits enrollment

Benefits Enrollment Checklist

Congratulations on your benefit eligibility for Qualified Essential Coverage (QEC)!

- » To be eligible for QEC, part-time employees must average 30+ hours per week for the look back period, which is the previous 12 months. QEC eligibility is checked annually.
- » The QEC plan is medical only coverage through our Health Savings Plan and includes a Health Savings Account (HSA).
- » You must complete and submit your benefit enrollment in Workday: **Within 14 days of receiving the eligibility email.**

ACTION NEEDED FOR THE FOLLOWING

- » Review the digital QEC Benefits Guide.
- » Log into [Workday](#) and click the benefit task in "Awaiting Your Action" to review benefit costs.
- » Scroll to review/select/waive coverage in ALL benefit tiles.
- » If adding a dependent(s) to Medical, attach/upload appropriate documentation on the last enrollment step.
- » Opt In for Electronic Consent if you would like to receive benefit plan documents electronically, rather than by mail.
- » Click "I Accept" and "Submit" to complete the enrollment.
- » Review your personal information (address, email, phone).

Support Resources

The following resources are available on our benefits website [discounttirefamily.com](#) to help you make informed decisions about and enroll in our company benefits.

DIGITAL BENEFITS GUIDE

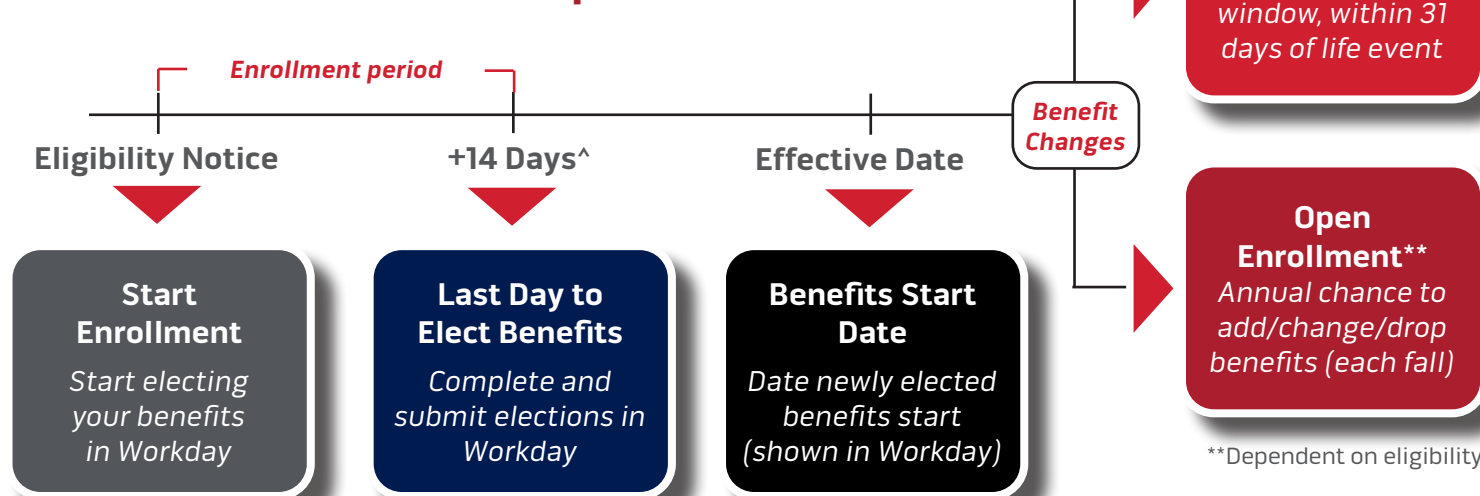
Our digital Benefits Guide provides detailed information about the benefits available.

QUICK REFERENCE GUIDES (QRG)

These QRGs will help you understand how to navigate Workday and enroll in benefits.



Important Dates



^{**}Dependent on eligibility

[^]Enrolling in benefits after 14 days may result in delayed access to benefits and medical ID cards, as well as catch-up premiums.