

Laitram[®]

2025 Benefits *Open Enrollment*

Mark Your Calendars for Open Enrollment:
November 6-22, 2024



ACTION REQUIRED

Open Enrollment is November 6-22, 2024. Open Enrollment is **ACTIVE** this year, which means you must take action and enroll. Your current medical benefits will expire on December 31, 2024. You must enroll and provide documentation (if needed) by November 22 if you want to have medical coverage in 2025.

This is the only time you can make changes for 2025 unless you experience a qualifying event. Open Enrollment ends November 22 at 11 p.m. CST (12 a.m. EST). **No changes will be allowed after this deadline...No Exceptions!!**

Remember, this is your once-a-year opportunity to make changes to your benefits without a qualifying event. During Open Enrollment, you can:

- » Add, waive or change your coverage
- » Add or remove eligible family members
- » Enroll or re-enroll in the health care and/or dependent care FSAs



PLEASE NOTE:

You must make your benefit elections by the enrollment deadline, November 22, 2024 if you want to have benefits coverage in 2025. Your elections will go into effect when the new plan year begins January 1, 2025.



How to Enroll

To enroll, change or cancel your coverage, log in to MyADP at myadp.com beginning November 6, 2024.

There is a lot to consider during Open Enrollment so we've created this highlights sheet so you can be informed of what is changing and what new benefits are coming in 2025 to help you make decisions that are best for you and your family.

What's Changing

- 1. Medical Plan Design** – Changes in the HRA, Deductible, And Out of Pocket for both the Basic and Enhanced Plans.
 - Moving from a three-tier rate structure to a four-tier rate structure.
- 2. HRA funding** - Moving to a two-tier funding structure.
- 3. Dental** – We will be changing our dental carrier from Cigna to MetLife.
 - Benefits and premiums will remain the same.

What's New

- 1. SIHRA (Spousal Incentive Health Reimbursement Account)** – For eligible employees, spouses, and dependents: The opportunity to get 100% coverage through Catilize Health by enrolling in another employer sponsored medical plan. For more information, please visit LaitramBenefits.com/SIHRA.
- 2. BAI** – Personalized education on coverage options.
- 3. Optional Cancer Policy**– Provided through Chubb. This policy will pay a lump sum for a diagnosed covered illness. This benefit can help offset medical or living costs while ill.
- 4. Optional Hospital Indemnity** – Provided through Chubb. This policy will pay a cash benefit for unexpected or even planned admission into the hospital.



Personalized Assistance

We are providing a variety of assistance tools and sessions to help make your decision-making process a little easier. Scan the QR code to the right.

As always, the Laitram Benefits team is available to help take the guesswork out of benefits. The Benefits team is available to meet with you one-on-one to review Laitram's benefit offerings and walk you through enrolling in the options that are right for you.



Scan QR code to visit the Resource Hub

Reach out via phone, email, or Teams for assistance:

Edie Sclafini | (504) 570-1205 | Edie.Sclafini@laitram.com

Becky Klein | (985) 348-6326 | Becky.Klein@laitram.com

Kathleen Brusca | (240) 571-4919 | kathleen.brusca@intralox.com

2025 Benefits *Open Enrollment Checklist*

DONE	REQUIRED	DEADLINE	WHERE
<input type="checkbox"/>	Open Enrollment is ACTIVE this year, which means you must take action and enroll! Your current medical benefits will expire on December 31, 2024. You must enroll and submit documentation by November 22nd if you want medical coverage in 2025.	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Review and make benefits elections for 2025.	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Review and elect/waive optional benefits.	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Submit documentation (as needed) to support benefit election changes <ul style="list-style-type: none"> Dependent Verification (if adding new spouse/child dependents for the first time) Statement of Health* (You will receive an email from MetLife with a link to complete the Statement of Health if enrolling or making changes to Voluntary Life elections) *if applicable 	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Review and update eligible spouse and child dependents <ul style="list-style-type: none"> Please add all eligible spouse and child dependents even if you do not wish to enroll them in Medical or Dental coverage. Laitram provides FREE Spouse and Dependent Life insurance coverage for you, but your dependents must be listed in MyADP. Dependent names must be listed in MyADP as they appear on their Social Security card. 	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Review SIHRA eligibility and select whether or not you would like to participate <ul style="list-style-type: none"> Contact SIHRA Counseling & Enrollment Support at 1-877-872-4232 Once you review your options and make your election, fill out the SIHRA Enrollment Form and Attestation form and email or fax to: Email: memberservices@catilizehealth.com Fax: 877-599-3724 	November 22 11pm CST 12pm EST	1-877-872-4232

DONE	HIGHLY RECOMMENDED	DEADLINE	WHERE
<input type="checkbox"/>	Contact a member of the Laitram Benefits team with any questions you may have about your benefits.	November 22 11pm CST 12pm EST	See pg. 1 for Contacts
<input type="checkbox"/>	Contact Benefits All In (BAI) to learn about additional coverage options you qualify for so you can make the best benefit choices.	Any time	(513) 657-4340
<input type="checkbox"/>	Review and update your current 401(k) deferral rate.	Any time	401k.com

DONE	IMPORTANT	DEADLINE	WHERE
<input type="checkbox"/>	Review and update life insurance BENEFICIARIES <ul style="list-style-type: none"> If your beneficiaries are missing or incorrect in MyADP, update MyADP with your current beneficiary designations. Beneficiary must have a designation (Primary or Secondary) and must have a percentage (%for beneficiaries must equal 100%) in order to be complete. 	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Review and update 401(k) BENEFICIARIES <ul style="list-style-type: none"> Add or review and update your beneficiaries in Fidelity NetBenefits. 	November 22 11pm CST 12pm EST	401k.com
<input type="checkbox"/>	Review your personal information (address, phone number, emergency contacts, etc.) for accuracy and update in MyADP if any changes are needed. <ul style="list-style-type: none"> Name changes must be completed directly through People & Culture. 	November 22 11pm CST 12pm EST	my.adp.com

DONE	IMPORTANT NOTES	DEADLINE	WHERE
<input type="checkbox"/>	Eligible dependents include your legal spouse, children under age 26 including stepchildren, legally adopted children, a child for which you are legal guardian, or children awarded coverage pursuant to an order of the court.	November 22 11pm CST 12pm EST	my.adp.com
<input type="checkbox"/>	Federal Tax Withholding, Direct Deposit and 401(k) Deferral changes must be submitted by 5:00 pm CST Thursday one week prior to the desired pay date in order to reflect on your paycheck.	November 22 11pm CST 12pm EST	my.adp.com and/or 401k.com