

# New Hire Benefits Checklist

Welcome to OhioHealth! We're glad you're here. In your first 30 days, you'll need to enroll for your benefits to have coverage the rest of the year. Use this checklist to learn about, choose and use your OhioHealth Benefits.

## 1 Learn About Your Benefits

Start at [OhioHealthRewards.com](https://ohiohealthrewards.com).

This site is your one-stop shop and is available to you and your family 24/7.

Get one-on-one support with a Benefits Counselor.

Benefits Counselors can walk you through all of OhioHealth's benefit options and help you complete your enrollment in Workday. Appointments last about 20 minutes.



### SCHEDULE AN APPOINTMENT

Scan the QR code or visit  
[MyEnrollmentSchedule.com/OhioHealthNH](https://myenrollmentschedule.com/OhioHealthNH).

**YOU MUST** complete your Onboarding tasks in Workday before a Benefits Counselor can assist you.

Need more help deciding? Ask ALEX!

ALEX will walk you through your OhioHealth benefit options, provide personalized assistance, and point out what choices make the most financial sense for you. Get started at [start.myalex.com/OhioHealth](https://start.myalex.com/OhioHealth).

### ENROLLING FROM A PRIVATE COMPUTER?

Visit [OhioHealthRewards.com/first-time-enrollment](https://ohiohealthrewards.com/first-time-enrollment) to learn more.

## 2 Choose What's Right for You

You are eligible for benefits upon hire but **must enroll within 30 days of your hire date**. Here's how:

Log in to Workday to review and enroll in your benefits:

- Visit [wd5.myworkday.com/ohiohealth](https://wd5.myworkday.com/ohiohealth).
- Log in with your assigned OPID and password.
- From the Workday homepage, find the *Workday Inbox* then select the *Change Benefits* task.

Enrolling Dependents?

You must submit required documents during the Workday benefit enrollment process\*:

- **Spouse:** Marriage Certificate or most recent federal income tax filing (listing your spouse)
- **All Children:** Birth/Adoption Certificate, Legal Custody document, or most recent federal income tax filing (listing your children)

\* If you don't upload your required dependent documents in Workday during the enrollment process, you can email them to [DependentAudit@ohiohealth.com](mailto:DependentAudit@ohiohealth.com).

## 3 Use Your Benefits

Register with our vendors.

After you're enrolled, you'll need to register with some of our vendors to begin using your benefits. Setting up your accounts before you need care will save you time and hassle. Here are a few to start with:

- OhioHealthy Medical Plans: [OhioHealthyPlans.com](https://ohiohealthyplans.com)
- Pharmacy Benefits: [Memberportal.navitus.com](https://memberportal.navitus.com)
- VSP Vision Plan: [OhioHealth.VSPforMe.com](https://ohiohealth.vspforme.com)
- Delta Dental Plan: [DeltaDentalOH.com](https://deltadentaloh.com)
- Health Savings Account (HSA): [Netbenefits.com/OhioHealth](https://netbenefits.com/OhioHealth)
- Rightway health guide: [Member.RightwayHealthcare.com](https://member.rightwayhealthcare.com)

Register with Rightway to earn a PREMIUM CREDIT!

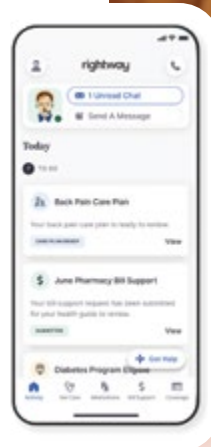


## Other Important Benefits to Know About



### Get Hassle-free Healthcare & Medical Plan Premium Credits

You can earn \$35 per pay period in wellness credits by registering and completing a health profile in Rightway. Using Rightway helps you get the highest quality care at the best price. Rightway's health guides can help you find a provider, make appointments and will answer questions about your benefits. To get started, visit [Member.RightwayHealthcare.com](https://Member.RightwayHealthcare.com) or download the Rightway app on the App Store or Google Play.



### OhioHealth Retirement Savings Plan

Plan for your future now. And, don't miss out on free money. Your OhioHealth Retirement savings plan has two parts;

- **Retirement Savings Plan 403(b)/401(k)**, where you can contribute either pre-tax or after-tax money while receiving additional matching contributions from OhioHealth.
- **OhioHealth Annual Retirement Contribution (ARC)**, provided at no cost to you.

Visit [OhioHealthRewards.com](https://OhioHealthRewards.com) to find all the details.

### Benefits You Receive Automatically

You receive these benefits just for working at OhioHealth. You don't need to take any action to receive coverage:

- Life Insurance
- Employee Assistance Program (EAP)
- Purchasing Power
- Time Away Pay
- Temporary Disability Pay
- Education benefits

