



Benefits Orientation

Eligibility, Enrollment and HR4U

Benefits eligibility



Benefits eligibility



Full- and part-time colleagues

- Please see your new hire information for details on minimum number of hours required per pay to meet eligibility

Dependent eligibility



Spouse or eligible adult

- Spouse as defined by the IRS or
- Civil union partner or other eligible adult who shares a permanent residence with and is financially interdependent with the colleague
 - *Note: If you and your spouse/eligible adult both work for a Trinity Health ministry, you may not be covered as both a dependent and a colleague*

Dependent children

- You and/or your eligible adult's natural children, legally adopted children, or children for whom you and/or your eligible adult are the court-appointed guardian
 - Eligible through the end of the year in which they turn age 26 or after if they meet certain disability criteria before their 26th birthday
 - Children of non-spouse eligible adult may only be covered if the eligible adult is covered
 - Eligible children may only be covered under one colleague parent

Enrollment details and resources including HR4U



Enrollment details



- Your benefits will be effective day one with no waiting period provided you make your benefits elections timely.
- You must enroll no later than **30 days from your hire date**
 - Relationship documentation will be due at the same time
 - Social Security numbers required for dependents over age 45
 - See new hire information for details on how to enroll
- **Make your elections timely** to avoid possible retroactive payroll deductions and enrollment delays

Life Status Events

- Elections you make at hire are considered final for the calendar year and cannot be changed unless you experience an eligible qualifying life event.
- Examples of common qualifying events include:
 - Marriage
 - Birth/adopt of a child
 - Divorce
 - Loss/gain of coverage
- Requests to change benefits due to one of these circumstance must be submitted along with required documentation within **30 days** following the event date. There are no exceptions after 30 days.
- For more information and other qualifying events, please visit HR4U.

Enrollment resources



- New hire information
- HR4U colleague portal
 - Available 24/7 from anywhere you have internet access
 - Click on the HR4U icon in your applications window when you are logged into a Trinity Health network computer
 - Access via any internet-enabled device by entering the following URL into your web browser: <https://hr4u.trinity-health.org>



ID cards and accessing care



- Because coverage will be retroactively dated to your hire date, it is possible you may not have ID cards as of the date your coverage is effective.
- You may download a virtual ID card from your medical or prescription plan administrator's website or contact Member Services within 10-14 days from completing your enrollment and submitting the required documentation.
- There may be times you need to seek care before the plan administrator has your enrollment information. In those rare cases, you should work with your doctor's office to provide relevant enrollment information and follow up with your ID numbers. Due to timing, it is possible you may have to pay for services out of pocket and then submit for reimbursement.

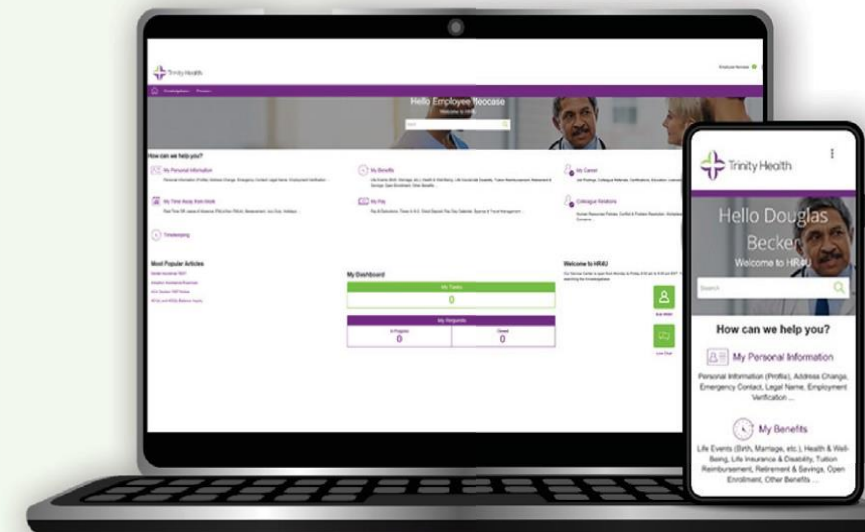
HR4U Colleague Portal

Get Answers to Your Benefits and HR-Related Questions, 24/7

Trinity Health colleagues have 24/7 access to benefits and other HR-related info through the **HR4U online portal**. When you log into HR4U you can chat in real time with an HR representative Monday through Friday, 7 a.m. – 7 p.m. ET. You can also submit a request for assistance and track the status of your inquiry.

To get started, click on the HR4U icon in your ZENworks or desktop applications window and enter your Trinity Health network credentials.

You can also access HR4U on your mobile device at:
<https://hr4u.trinity-health.org>



Check out all the episodes in the video series

Live Your Whole Life

- Medical and pharmacy
- Health Savings Account
- Essential Assist with Health Reimbursement Account
- Flexible spending accounts
- Dental and vision
- Life Insurance/AD&D
- Time Away from Work
- Voluntary benefits
- Retirement program
- Live Your Whole Life / Mental Well-being
- Other benefits
- Eligibility and enrollment



Important Information

The information provided in this summary is designed to assist you with understanding your options under Trinity Health's welfare benefit plans and programs. It is only an overview. Please refer to the summary plan descriptions and official plan documents for more details concerning these benefits. If there is any conflict, the official plan and program documents will govern. Trinity Health reserves the right to modify or terminate its benefit plans and programs at any time.

To view the summary plan descriptions and certificates of coverage, visit the HR4U colleague portal or, if your Health Ministry has not yet transitioned to the Trinity Health Human Resources Service Center, the MyBenefits site at www.trinity-health.org/my-benefits/. For any plan or program in which you participate, you may request a printed copy of the summary plan description, any certificate of coverage, and/or the official plan documents from your employer or from the Trinity Health Human Resources Service Center at 20555 Victor Parkway, Livonia, MI 48152. There is no charge for printed copies.

All Trinity Health group health plans provide care coordination, care management, utilization review, and referral services to help manage members' healthcare. By enrolling in a Trinity Health group health plan, you understand that the plan will provide services to manage care for you and your dependents. These services may be provided through independent third-party administrators, through clinically integrated networks of hospitals, physicians, and other health care providers, or through other professionals and healthcare providers, including those affiliated with Trinity Health. The persons providing these services will have access to your personal health information—including health information you disclose through wellness programs and well-being activities—not only for treatment purposes but also to manage and coordinate your healthcare. Any access to, use, or disclosure of protected health information will comply with the privacy and security regulations under the Health Insurance Portability and Accountability Act and any applicable state privacy and security laws.



Trinity Health