

# New Hire Communication Road Map

HIRED!	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Employee Orientation	Payroll Submitted	Welcome Brochure	1 <sup>st</sup> Reminder Email	2 <sup>nd</sup> Reminder Email	3 <sup>rd</sup> Reminder Mailing	4 <sup>th</sup> Reminder Email	5 <sup>th</sup> Reminder Email	6 <sup>th</sup> Reminder Mailing	Confirm Letter Welcome Letter
New Hire Video			20 <sup>th</sup> day of the month 	15 <sup>th</sup> day of the month 	10 <sup>th</sup> day of the month 	5 <sup>th</sup> day of the month 	1 <sup>st</sup> day of the month 	10 <sup>th</sup> day of the month 	(Version depends on plan selected or default. Shown are the default to Investment Plan confirmation and welcome letters.) 
New Hire Flyer 								7 <sup>th</sup> Reminder Email Day before choice deadline 	
		Employee receives PIN and can access the 1 <sup>st</sup> Election Choice Service		Click on the yellow boxes to see sample communications.				Choice Deadline 4:00 p.m. on the last business day of month 8	