# New Hire Communication Road Map – Effective July 1, 2019

<table>
<thead>
<tr>
<th>HIRED!</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8</th>
<th>Month 9</th>
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<tbody>
<tr>
<td>Employee Orientation</td>
<td>Payroll Submitted</td>
<td>Welcome Brochure</td>
<td>1st Reminder Email</td>
<td>2nd Reminder Email</td>
<td>3rd Reminder Mailing</td>
<td>4th Reminder Email</td>
<td>5th Reminder Email</td>
<td>6th Reminder Mailing</td>
<td>Confirm and Welcome Letter</td>
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<td>New Hire Video</td>
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<td>New Hire Flyer</td>
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- **Confirm and Welcome Letter**

- **New Hire Video**
- **New Hire Flyer**

Employee receives PIN and can access the 1st Election Choice Service

Click on the yellow boxes to see sample communications.

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**Choice Deadline**

4:00 p.m. on the last business day of month 8

- **7th Reminder Email**
- **Day before choice deadline**

(Version depends on plan selected or default. Shown is the default to Investment Plan welcome letter.)