

New Hire Communication Road Map – Effective July 1, 2019

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