










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 Letter 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 are the default to Investment Plan confirmation and welcome letters.) 
New Hire Flyer 								7 th Reminder Email Day before choice deadline 	
		Employee receives PIN and can access the 1 st Election Choice Service						Choice Deadline 4:00 p.m. on the last business day of month 8	

Click on the yellow boxes to see sample communications.