



Novant Health

2085 Frontis Plaza Drive
Winston-Salem, NC 27103

To: New Hire employees

From: HR Benefits

Re: Employee Benefits

Dear New Employee,

We would like to welcome you to the Novant Health family. As a new employee, your status makes you eligible for our extensive benefits program. **Your benefits will be effective the first of the month following one full month of employment.**

In addition to the New Hire Orientation benefits presentation, you can view more detailed benefits information on the Employee Benefits Resource Center. The Employee Benefits Resource Center can be accessed from home or work.

Access from Work: I-Connect > Benefits > Benefit Resource Center

Access from Home: www.novanthealth.org/benefits

Once you receive your Novant Health employee ID number, you are ready to begin your benefits enrollment. At Novant Health, you will enroll for your benefits via Employee Self Service which you can access from home or work.

You have 31 days from your hire date to sign up for your benefits and submit required documentation to enroll your dependents on your plan(s). If Employee Benefits does not receive the required documentation for your dependents within your 31 day enrollment period, they will not be added to your benefit plan(s). Please upload your documentation via self service>benefits>dependent verification.

You can access the benefits enrollment page as many times as you would like during this 31 day time period. However, after your 31 days has ended the page will be closed and you will not be allowed to make any further changes. **If you do not enroll or waive coverage, you will be automatically enrolled into the CIGNA Standard medical plan (employee only).** Please refer to the Benefits Resource Center for the all of your benefits information before making your benefit decisions. If you have any questions please feel free to contact our Benefits Department at 800 890 5420.