

# Enroll in your employee benefits

## It's time to get started!

You must take action on the list below **within 30 days of your hire date** to ensure a smooth transition to your benefits and payroll. See page two if you have questions or need help.

To begin, visit the Allina Health Knowledge Network (AKN) homepage at [akn.allina.com](http://akn.allina.com) (from inside an Allina Health facility) or [allinahealth.org/akn](http://allinahealth.org/akn) (from home, if you have registered for iSAFE). Remember to turn off your pop-up blocker in the tools section of your toolbar or the *MyAllina* webpage will not display.



<input type="checkbox"/> Enroll in core benefits <i>MyAllina &gt; Important New Hire Information</i>	<ul style="list-style-type: none"> <li>✓ Review the benefits available to you and enroll. You'll see a smiley face 😊 when your elections are complete. If you do not enroll within 30 days, you will not have coverage and can only change your elections with a qualifying life event.</li> <li>✓ Carefully review whether dependents meet eligibility requirements. A request for required documentation of dependent eligibility will be sent to you by mail.</li> <li>✓ Watch for member ID cards in the mail within two weeks of enrolling.</li> <li>✓ If these apply to you, complete a Form B (licensed RNs only) and/or Non-U.S. Citizen Tax Reporting Form (non-U.S. citizens only).</li> </ul>
<input type="checkbox"/> Designate beneficiaries <i>MyAllina &gt; Benefits &gt; Beneficiary</i>	<ul style="list-style-type: none"> <li>✓ Designate beneficiaries for life insurance and retirement accounts. You must wait at least one day after you enroll in core benefits to make a designation.</li> </ul>
<input type="checkbox"/> Consider your additional benefit options <i>MyAllina &gt; Benefits &gt; More Voluntary Benefits</i>	<ul style="list-style-type: none"> <li>✓ Review EyeMed Vision Care, Choice Auto &amp; Home Program, Group Legal, Identity Theft Protection, Purchasing Power, Accident Insurance and Critical Illness Insurance.</li> </ul>
<input type="checkbox"/> Validate your personal information <i>MyAllina &gt; Self-Service &gt; Personal Information Change</i>	<ul style="list-style-type: none"> <li>✓ Review and update your personal information in the "About you" section.</li> </ul>
<input type="checkbox"/> Select your W-2 preference <i>MyAllina &gt; Self-Service &gt; Online W-2 Consent</i>	<ul style="list-style-type: none"> <li>✓ Submit your consent to receive electronic W-2 or W-2c forms after you receive your first paycheck.</li> </ul>
<input type="checkbox"/> Enroll in direct deposit <i>MyAllina &gt; Self-Service &gt; Update Your Direct Deposit</i>	<ul style="list-style-type: none"> <li>✓ After you enroll, direct deposit may take up to two pay periods to take effect.</li> </ul>
<input type="checkbox"/> Review your time off benefits <i>MyAllina &gt; Time Off and Leave of Absence</i>	<ul style="list-style-type: none"> <li>✓ Visit <i>MyAllina</i> to learn more.</li> </ul>
<input type="checkbox"/> Review employment policies <i>MyAllina &gt; Employment Policy Handbook</i>	<ul style="list-style-type: none"> <li>✓ Review all internal policies and rules governing your employment on <i>MyAllina</i>.</li> </ul>
<input type="checkbox"/> Confirm your W-4 tax withholding <i>MyAllina &gt; Pay &gt; About Your Pay &gt; Tax Withholding</i>	<ul style="list-style-type: none"> <li>✓ If you do not make a change, your default withholding is set at Single-0 (zero).</li> </ul>
<input type="checkbox"/> Enroll in your retirement savings plan – 401(k) <i>netbenefits.com/atwork</i>	<ul style="list-style-type: none"> <li>✓ After one week of employment, create an account and make deferral and investment elections. If you do not enroll within 45 days, you will be automatically enrolled in the ProManage <i>PROgram</i>™ at 4% (annual increase of 1%, up to 10%).</li> </ul>
<input type="checkbox"/> Complete well-being activities and earn valuable rewards <i>allinahealth.org/well-being</i>	<ul style="list-style-type: none"> <li>✓ All employees have access to choose the type of well-being support and rewards that matter to you.</li> </ul>

Visit *MyAllina* for more details.



## Exceptional people make it possible for us to deliver exceptional care.

As one of the state's largest employers, Allina Health recruits and retains exceptional people like you by offering valuable benefits that support the total well-being of our employees and their family members. These benefits aim to build an engaged, relationship-centered employee population committed to caring for ourselves, each other and our communities.

For questions about:	Contact:
<p><b>Medical – Blue Cross and Blue Shield of MN or Allina Health   Aetna</b></p> <ul style="list-style-type: none"> <li>Covered medical services</li> <li>Claim issues and status</li> <li>Network directory of physician and facilities</li> </ul> <p><b>Pharmacy – Express Scripts</b></p> <ul style="list-style-type: none"> <li>Covered pharmacy services</li> <li>Claim issues and status</li> <li>Network directory of pharmacies</li> </ul>	<p>1-800-509-5310 (toll-free); 1-888-878-0137 (TTY) - Blue Cross Blue Shield 1-800-343-9264 - Allina Health   Aetna</p> <ul style="list-style-type: none"> <li><b>Prompt 1:</b> Medical, M-F</li> <li><b>Prompt 2:</b> Pharmacy, available 24/7</li> </ul> <p><i>bluecrossmn.com/allinahealth</i> <i>allinahealthaetna.com/ah</i> <i>express-scripts.com/allinahealth</i></p>
<p><b>Dental</b></p> <ul style="list-style-type: none"> <li>Covered dental services</li> <li>Claims issues and status</li> <li>Network directory of dentists</li> </ul>	<p><b>Delta Dental</b> 651-406-5916 (Mpls./St. Paul metro area) 1-800-553-9536 (toll-free) 7 a.m. to 7 p.m., M-F <i>deltadentalmn.org/allina</i></p>
<p><b>COBRA</b></p> <ul style="list-style-type: none"> <li>Continuation coverage</li> </ul>	<p><b>Flex Compensation, Inc.</b> 952-541-6366 (Mpls./St. Paul metro area) 1-800-333-5597 (toll-free) 7:30 a.m. to 5:30 p.m., M-F <i>flexcompensation.com</i></p>
<p><b>Health Savings Account/ Flexible Spending Account</b></p> <ul style="list-style-type: none"> <li>Account balance</li> <li>Deposits and transfers</li> <li>Claim status</li> </ul>	<p><b>ConnectYourCare</b> 1-844-400-5723 (toll-free), available 24/7 <i>connectyourcare.com/allinahealth</i></p>
<p><b>Allina Retirement Savings Plan</b></p> <ul style="list-style-type: none"> <li>Plan benefits</li> <li>Asset allocations and balances</li> </ul>	<p><b>Fidelity Investments</b> 1-800-343-0860 (toll-free); 1-800-259-9743 (TTY) 7 a.m. to 11 p.m., M-F <i>netbenefits.com/atwork</i> <b>Fidelity Retirement Planner:</b> 1-800-642-7131 or <i>getguidance.fidelity.com</i></p>
<p><b>Basic and Voluntary Life Insurance/ Long-Term Disability</b></p> <ul style="list-style-type: none"> <li>Plan benefits, claim notification and status</li> </ul>	<p><b>Securian/Prudential</b> <i>Contact the Allina Health HR Service Center</i></p>
<p><b>Employee Assistance Program</b></p> <ul style="list-style-type: none"> <li>Counseling and employee resources</li> <li>Child/Eldercare resources</li> </ul>	<p><b>Optum</b> 1-800-531-5145 (toll-free), available 24/7 <i>liveandworkwell.com</i> (access code: allina)</p>
<p><b>More Voluntary Benefits</b></p> <ul style="list-style-type: none"> <li>Supplemental benefits program</li> </ul>	<p><b>Mercer</b> 1-866-305-1043 (toll-free), 7 a.m. to 5 p.m., M-F <i>morevoluntarybenefits.com</i></p>
<p><b>Back-Up Care Advantage Program</b></p> <ul style="list-style-type: none"> <li>Last-minute child and adult/elder care needs</li> </ul>	<p><b>Bright Horizons</b> 1-800-242-2737 (toll-free), available 24/7 <i>backup.brighthorizons.com</i> (username: allina, password: 4backup)</p>
<p><b>General benefits</b></p> <ul style="list-style-type: none"> <li>Eligibility and enrollment</li> <li>Short-Term Disability</li> <li>Adoption assistance</li> <li>Tuition reimbursement/CME</li> </ul>	<p><b>Allina Health HR Service Center</b> 612-262-4688 (Mpls./St. Paul metro area) 1-877-992-8099 (toll-free) 8 a.m. to 4:30 p.m., M-F <i>TTY: Call the National Relay Service at 1-800-855-2880 and request 877-992-8099</i></p>