

Effective The Day You Enroll



As a new hire, your benefits **are effective the day you enroll IF:**

- you meet all eligibility requirements, (see page 2), **AND**
- complete the new employee "onboarding" in Workday (**keepingLAwell/onboarding**) **AND**
- you complete the enrollment process. (see below)

When to Enroll



You can enroll into LAwell benefits during the week you receive your 1st paycheck - as long as you meet LAwell eligibility requirements.

You **do not** need to wait until you receive your new employee benefits package to enroll.

How to Enroll



Log into your Benefits Central Portal account at **keepingLAwell.com/new**

Or Call **833-4LA-WELL** (833-452-9355).
Monday through Friday
8 a.m. to 5 p.m.

Deadline to Enroll



You must make your elections (or enroll into Cash-in-Lieu if you have eligible health coverage) within **60 days** of the date on your Personalized Benefit Statement.

Benefits Package

- Approximately two to four weeks after your first paycheck, a **New Employee** benefits package will be mailed to your home address on your personnel record. You **do not** need to wait until you receive your benefits package to enroll.
- During the week you receive your first paycheck, log into your **Benefits Central Portal** account to view your Personalized Benefit Statement that details your benefits options and costs.
- At any time, visit **keepingLAwell.com/new** to view an online version of the current New Employee Benefits Guide, and to learn about all your LAwell benefit options.

Complete the Enrollment Process



• **After enrolling**, an enrollment confirmation statement will be mailed to your home address. The confirmation statement will detail the benefits you elected when you enrolled. Review your confirmation statement closely.



• Within **15 days from the date on your confirmation statement**, make any corrections to your confirmation statement by contacting the LAwell Benefits Service Center. After this deadline you will only be able to make benefits changes during Open Enrollment (October 1-31 of every year) or if you experience a qualifying life event.



• Within **60 days from the date on your confirmation statement**, submit all required documentation. This includes documentation for adding eligible dependents (see the "Adding Eligible Dependents" mini guide), and/or Medical History Statements (MHS) for enrolling into some Life or Disability insurance.

* This guide refers to New Employees as employees who are newly eligible for LAwell benefits. In general, current employees receiving LAwell benefits who promote or transfer are not considered new employees, and may only make changes to their LAwell benefits during Open Enrollment or if they experience a qualifying life event.

How to Submit Required Documentation

Some election actions, such as adding dependents to coverage, require submission of supporting documentation.



Online

Log into the Benefits Central Portal and select the upload my documents tile.



Email or Fax

per.empbenefits@lacity.org
Fax: (213) 978 - 1623



Mail

LAwell Benefits Service Center
PO Box 530477
St. Petersburg, FL 33747-4077

Default Coverage

If you make no elections by the deadline, you will be enrolled into default coverage. The Default Coverage is basic employee-only level of Medical, Dental, Vision, Life and Disability benefits.

Eligibility Information

Your eligibility for LAwell benefits is evaluated on a biweekly basis, each and every pay period as follows:

- Minimum Compensated Hours – You must have a minimum number of compensated hours (such as HW, SK, VC, etc.) based on your employment status as follows:
Full-time employees – at least **40 hours** / Half-time employees – at least **20 hours**
- Retirement Contribution – You must continue to be a contributing member to the Los Angeles City Employee's Retirement System (LACERS) or, if authorized by your Memorandum of Understanding, Los Angeles Fire and Police Pensions (LAFPP).
- Eligible Employment Status – You must remain in a job classification and employment type that is authorized to receive LAwell benefits.
Visit keepingLAwell.com/eligibility to learn about the requirements in detail.

Additional Information

- You may seek services after enrollment, but it is recommended that you wait until you receive your insurance card before seeking services.
- Your LAwell coverage costs and/or account contributions through payroll deductions will begin one to three pay periods from the date you enroll.
- Once your New Employee elections are finalized, LAwell benefit changes can only be made during our annual Open Enrollment (October 1-31) or through a qualifying Life Event.
Learn more at keepingLAwell.com/changes.

LEARN MORE:

Employee Benefits Division



For more information or to download required forms, visit keepingLAwell.com
Email us at per.empbenefits@lacity.org



Or Call **213-978-1655**.
Monday through Friday 8 a.m. to 4 p.m.

This summary provides only highlights of life event changes and the LAwell Program. It does not change the terms of your benefit plans or the official documents that control them. If there are any inconsistencies between this summary and the official plan documents, the plan documents will govern. Plan documents are the legal papers that describe the benefit plan rules in detail. They may include insurance policies and similar kinds of contracts.

