New Hire Communication Road Map — Effective January 1, 2018

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

Click on the yellow boxes to see sample communications.