## 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	2 <sup>nd</sup> Reminder Email	3 <sup>rd</sup> Reminder Mailing	4 <sup>th</sup> Reminder Email	5 <sup>th</sup> Reminder Email	6 <sup>th</sup> Reminder Mailing	Confirm and Welcome Letter
New Hire Video		MELCONE  A CONTROL OF THE CONTROL OF	20 <sup>th</sup> day of the month	15 <sup>th</sup> day of the month	10 <sup>th</sup> day of the month	5 <sup>th</sup> day of the month	1st day of the month	10 <sup>th</sup> day of the month	(Version depends on plan selected or default. Shown
New Hire Flyer		The state of the s	William Control of the Control of th	The control of the co	To the Mark Colonia.  The sea find the colonia.	The second of the Confedence o	The second section of the section of the second section of the section of the second section of the section	The state of the s	is the default to Investment Plan welcome letter.)
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The second secon		Employee receives PIN and can access the 1st Election Choice						Email	Part is the first found from the control of the con
Access to Choose My FRS Plan				Click on the yellow boxes to see sample communications.				Day before choice deadline	All and a second
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	6 000							Choice Deadline	
								4:00 p.m. on the last business day of month 8	