CompuCom

Canada New Hire Benefits Enrollment Instructions

Step 1:

Click on the "Inbox" icon on the Home Page of Workday

Step 2:

Click on the inbox item that says "Benefit Change <u>your name</u>"

Step 3:

You will then begin selecting your benefits. You may add eligible dependents by clicking the Enroll

Dependents button after you select Associate and Family coverage

Event Date	01/23/2015
Initiated On	01/21/2015
Submit Elections By	02/24/2015

Welcome to CompuCom Systems, Inc. We are glad you joined our organization.

Prior to enrollment, please ensure you have reviewed the information in the benefi _____ N) and birth dates (for you and all of your dependents) and beneficiary information for life _____

Please be sure that you submit your required documentation to easyHR within 31 _____ or email it to easyhr@compucom.com or fax to 972-856-0126.

Please complete the new hire enrollment below.

⊙ **Health Care Plan Dependencies**

Health Care Elections 2 items

Benefit Plan	*Elect / Waive	Coverage
Medical - Sun Life (Canada)	● Elect ○ Waive	Associate + Family (Canada)
Dental - Sun Life Canada	○ Elect ● Waive	

Continue	Save for Later	Cancel

NOTE: If you choose medical coverage, you will also need to choose dental coverage for the same associate only or associate plus family.

Step 4:

Continue through the enrollment and select beneficiaries by clicking on the **+** sign.

Beneficiary Designations

Benefit Plan	Requires Beneficiary		Beneficiaries	
			*Beneficiary	*Primary Percentage / Contingent Percentage
Basic Life - Sun Life (Associate)	☐	⊕		

[Continue]   [Save for Later]   [Go Back]   [Cancel]

NOTE: Sun Life requires a hard-copy form to be completed as well as this election. You will be able to find this form by going to TheWIRE (our intranet) and looking under the New Hire Instructions page.

Step 5:
Confirm your enrollment!!!

Elected Coverages 8 Items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical - Sun Life (Canada)	01/23/2015	01/23/2015	Associate Only
Dental - Sun Life Canada	01/23/2015	01/23/2015	Associate Only
Basic AD&D - RBC (Associate)	01/23/2015	01/23/2015	2 X Salary
Basic Life - Sun Life (Associate)	01/23/2015	01/23/2015	2 X Salary
Long Term Disability (Basic) - Sun Life (Associate)	01/23/2015	01/23/2015	60% of Salary
Short Term Disability - Sun Life	01/23/2015	01/23/2015	
Employee Assistance Program - ComPsych	01/23/2015	01/23/2015	

⊙ **Waived Coverages**

⊙ **Beneficiary Designations**

Attachments

⊕	Attachment	Comment

Electronic Signature

I authorize CompuCom Systems, Inc. to update the elections as indicated in this request. I authorize th
also authorize easyHR to send necessary personal information to your selected providers to initiate and

Every effort has been made to ensure the integrity of the information, if a conflict exists, the official pla
at any time and without prior notice.

IMPORTANT! If you see any "Critical Alerts" at the top of the screen, you will not be able to confirm thi
the "Continue" button until you reach the "Submit" page.

If you have added or removed any dependents from your insurance plans, you will need to the appropri
faxing to easyHR via confidential fax to 972-856-0126 or emailing to easyHR.

You have almost completed your life status change. If you have no further changes, click "I Agree" and

I Agree ☐

enter your comment

[Submit]   [Save]

Step 6:
Please submit any supporting documentation for your dependents to easyHR@compucom.com or by fax to 972-856-0126 within 31 days of hire.