

New Caregiver Checklist

Quick reminders to get you comfortable and connected!



- Visit the **HR Portal** to review benefit options, wellbeing and more via ccf.org/portal.
- Enroll in your benefits via **Workday** within **31** days.*
- Watch for the **letter from Willis Towers Watson** in your postal mail – comply with the documentation request to keep dependents on your insurance.
- Sign-up and participate in the **Healthy Choice for New Caregivers program** to work toward a discount on your health insurance premium! For more information, call an EHP Wellness Specialist at 216.986.1050, option 3 or visit our website at clevelandclinic.org/healthychoice.
- Please enroll in your **Retirement Savings program** benefits, making your employee contribution, beneficiary and investment selections, by contacting Fidelity Investments at 1.888.388.2247 or visiting www.netbenefits.com/clevelandclinic.
- Please read **important notices** in the Total Rewards booth.
- For any questions or changes to your coverage**, please contact the **HR Service Center** at 216.448.CCHR (2247) or 877.688.CCHR (2247). Hours of Operation: Monday - Friday 7 a.m.-5 p.m. ET.



**Your new hire benefit enrollment is effective retroactive to your hire date. Additional payroll deductions may be required based on the timing of your benefit enrollment submission in Workday.*

***Reminder, you only have 31 days to make [changes to your benefits in Workday](#) due to a life event.*