



# Enrollment Checklist

When it comes to enrolling in and managing your K-C benefits, you'll use Empyrean for Health & Welfare (H&W) and Fidelity for the 401(k) & Profit Sharing Plan (401(k) & PSP).

- **Online:** Visit Empyrean at [kcbenefitcompass.com](http://kcbenefitcompass.com) and visit Fidelity at [netbenefits.com](http://netbenefits.com).
- **Phone:** Call the K-C Benefits Information Line at **800-551-2333** Monday through Friday. Representatives are available from 9 a.m. to 5 p.m. ET (Empyrean) and 8:30 a.m. to 8:30 p.m. ET (Fidelity).

## Timeline & Checklist

	H&W	401(k) & PSP	Action
<b>Day 1</b>	Your K-C Benefits New Hire Guide provides an overview of your K-C benefits. The New Hire Guide is located on Workday and on <a href="http://mykcbenefits.com">mykcbenefits.com</a> .		<ul style="list-style-type: none"> <li>• Get familiar with your K-C benefits by reading the New Hire Guide.</li> </ul>
<b>Days 7 - 14</b>	You'll receive information from Empyrean on how to set up your online account and where to access H&W enrollment instructions, including information on designating beneficiaries.	You'll receive information from Fidelity on how to set up your online account, along with 401(k) & PSP highlights, enrollment instructions, and beneficiary designation information. You'll also receive several legal notices from Fidelity – one of which is your notice of pending automatic enrollment.	<ul style="list-style-type: none"> <li>• Set up your Empyrean and Fidelity online accounts.</li> <li>• Dig deeper by reviewing the H&amp;W and 401(k) &amp; PSP Summary Plan Descriptions.</li> <li>• Ask questions by calling the K-C Benefits Information Line.</li> <li>• Consider contacting our H&amp;W providers directly (e.g., Anthem) if you need greater detail.</li> </ul>
<i>No later than</i> <b>Day 30</b>	You must complete your H&W elections within 30 days of when Empyrean contacts you with H&W enrollment information. If you don't, you'll be automatically enrolled in basic coverage, which won't include coverage for any eligible dependents you may have. For information on eligible dependents, visit <a href="http://kcbenefitcompass.com">kcbenefitcompass.com</a> . Insurance ID card(s) will arrive within two to three weeks of enrollment. If care is needed beforehand, call the K-C Benefits Information Line for assistance.	Once you receive notice of your pending automatic enrollment, you have about 30 days to make changes to your 401(k) & PSP elections or you'll be automatically enrolled – meaning 6% pre-tax of your eligible earnings will be deducted from each paycheck. You can change your 401(k) contribution election at any time at <a href="http://netbenefits.com">netbenefits.com</a> .	<ul style="list-style-type: none"> <li>• <b>H&amp;W ENROLLMENT DEADLINE:</b> Complete your H&amp;W elections by this date.</li> <li>• <b>401(k) &amp; PSP AUTOMATIC ENROLLMENT DEADLINE:</b> Complete your 401(k) &amp; PSP elections by this date.</li> <li>• <b>DESIGNATE BENEFICIARIES:</b> Designate beneficiaries for all plans that pay a benefit in the event of your death.</li> </ul>