









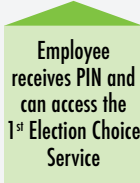







New Hire Communication Road Map

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	1 st Reminder Email	2 nd Reminder Email	3 rd Reminder Mailing	4 th Reminder Email	5 th Reminder Email	6 th Reminder Mailing	Confirm Letter Welcome Letter
New Hire Video			20 th day of the month	15 th day of the month	10 th day of the month	5 th day of the month	1 st day of the month	10 th day of the month	(Version depends on plan selected or default. Shown are the default to Investment Plan confirmation and welcome letters.)
New Hire Flyer		 							
			Click on the yellow boxes to see sample communications.						
								Day before choice deadline	
									
								Choice Deadline 4:00 p.m. on the last business day of month 8	