

New Hire Enrollment Guide

Welcome to the Life Event Module in UltiPro.

This is where you can enroll in Barracuda Benefits as a new hire, which will be effective on your date of hire.

Please see below for important reminders:

- 1. It will take up to 7-10 business days for your enrollment to be fully processed by the carriers.**
 - a. Your elections must first be approved and then sent over on the next weekly file to the carriers.
 - b. You will be retroactively covered back to your hire date once the carrier processes your election.

- 2. It will take an additional 7-10 business days to receive your physical medical ID card once your enrollment has been processed.**
 - a. If you need your ID card sooner, you can create an account on myuhc.com or kp.org using your SSN.
 - b. You should create an account anyway to access other pertinent details on your benefits and utilization.

- 3. You have 31 days from your hire date to enroll.**
 - a. If you pass that time frame, you will no longer be eligible to enroll in coverage unless you experience a qualifying life event, i.e. marriage, birth of a child, loss of other coverage, etc.
 - b. Otherwise, the annual Open Enrollment period is the one time a year you can make any changes to your coverage. This occurs in early November with an effective date of January 1st of the next calendar year.

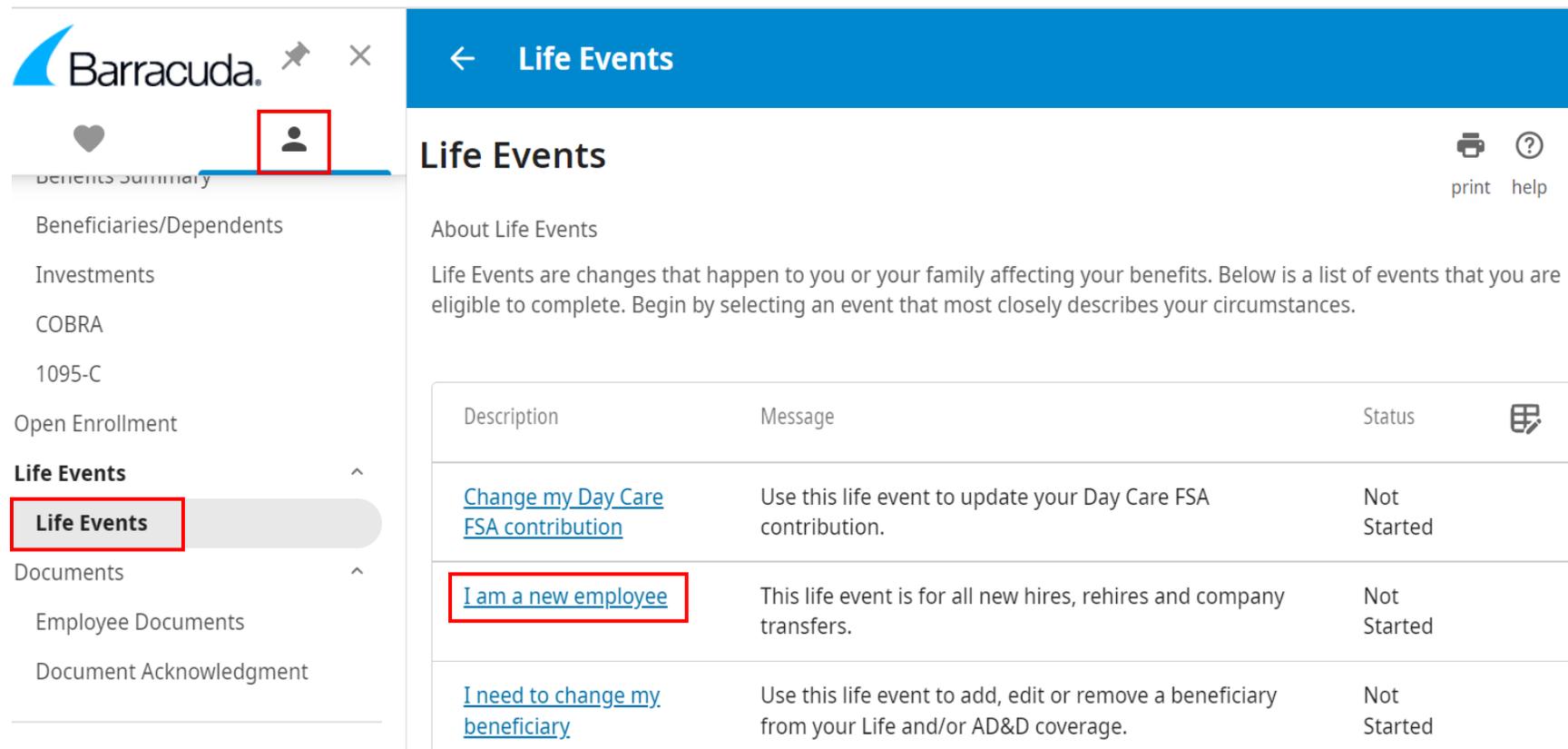
Continue on to review step-by-step instructions on how to enroll in Barracuda benefits using UltiPro.

Step 1: Getting Started

To get started, log into UltiPro via single sign-on using [Cudawork SSO](#).

Once logged into UltiPro, hover over the icon that looks like a person on the left of the page to access the “Myself” menu. Scroll down to the bottom of that menu and click on “Life Events”.

Select the “I am a new employee” option to enroll in coverage that will be effective as of your date of hire.

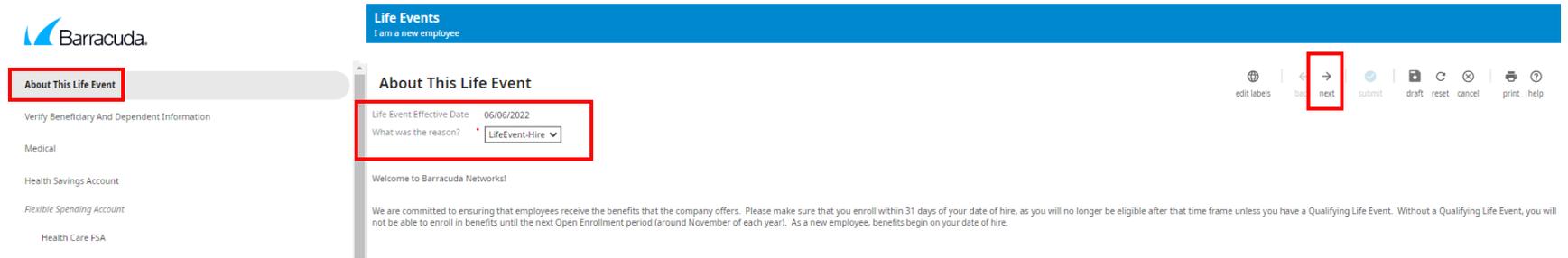


The screenshot shows the UltiPro interface. On the left, the 'Life Events' menu item is highlighted with a red box. The main content area shows the 'Life Events' page with a list of events. The 'I am a new employee' event is highlighted with a red box.

Description	Message	Status	
Change my Day Care FSA contribution	Use this life event to update your Day Care FSA contribution.	Not Started	
I am a new employee	This life event is for all new hires, rehires and company transfers.	Not Started	
I need to change my beneficiary	Use this life event to add, edit or remove a beneficiary from your Life and/or AD&D coverage.	Not Started	

Step 2: About This Life Event

The first step of the life event should confirm your hire date as the life event effective date. If this is incorrect, please reach out to HR_AMER@barracuda.com. Please select the reason for the life event as “LifeEvent-Hire”. Click “Next” to continue.



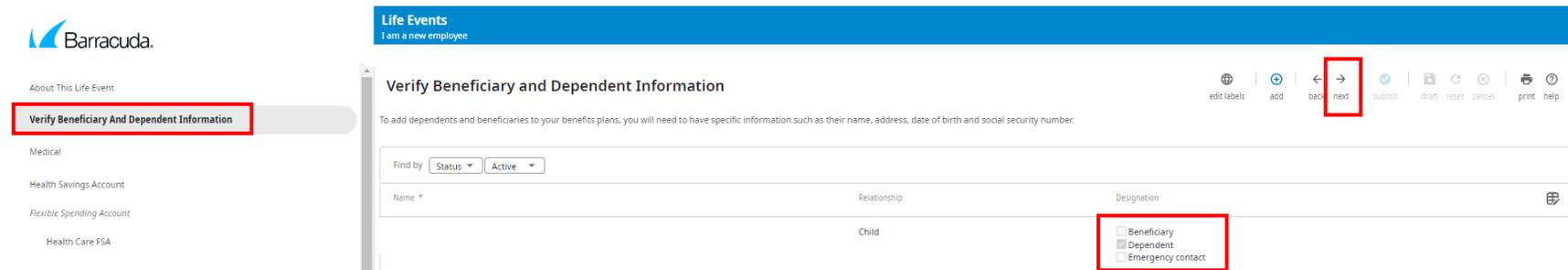
Step 3: Verifying Beneficiary and Dependent Information

This is where you can add dependents and beneficiaries. Please make sure you follow the below instructions to ensure the individuals you add on this page show up later for you to add to plans.

1. Check the “Beneficiary” and/or “Dependent” boxes if you would like the person to be added to a plan.
2. You must include name, date of birth, social security number and relationship to you or they will not show up to add to a plan.

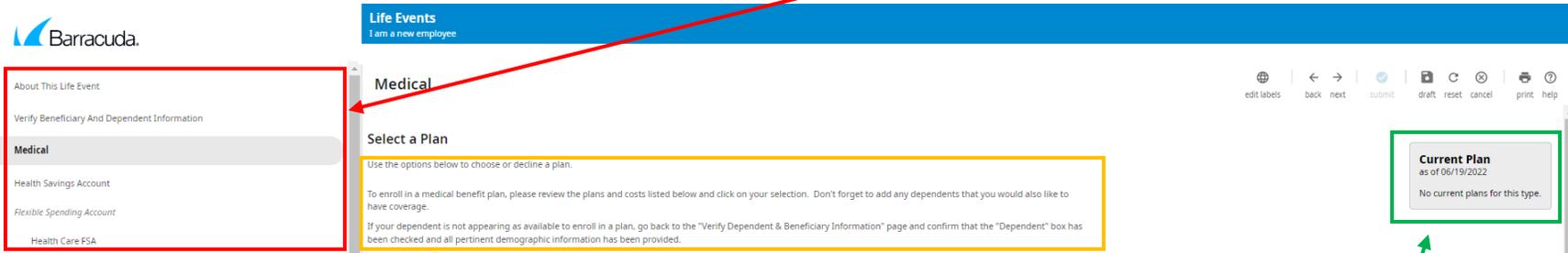
Remember: After adding your dependents and/or beneficiaries to this page, you will also need to add them to each of the plans that you would like them to be covered under.

Click “Next” once you have added all your dependent/beneficiary information.



Step 4: Electing Your Plans

When you are ready to elect your plans, the wizard will prompt you through each of the plan types that Barracuda offers (i.e. medical, dental, vision, FSA, life insurance, etc.). You can see this via the menu on the left side of the page; the section highlighted in grey indicates the page you are currently on.

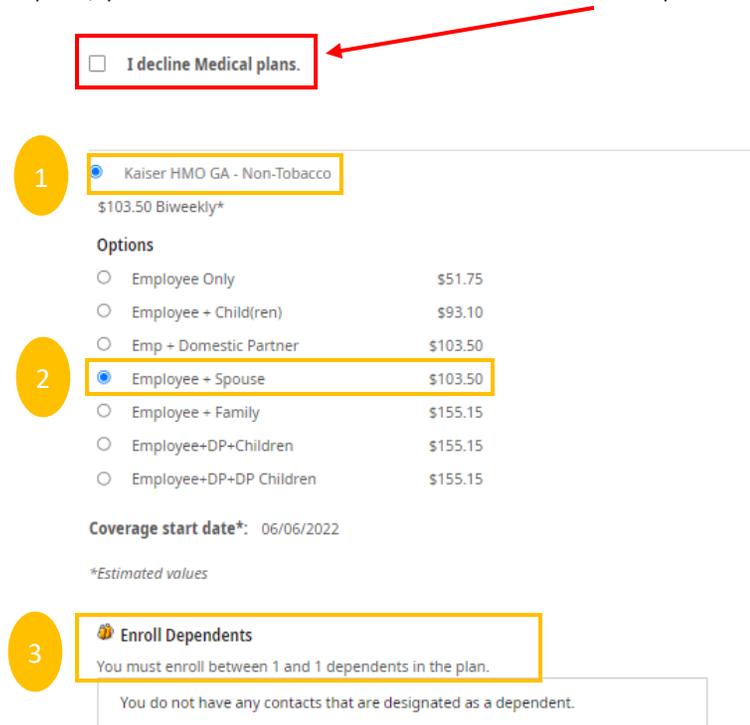


The screenshot shows the Barracuda Life Events interface for a new employee. The left sidebar menu is highlighted in grey, with 'Medical' selected. The main content area is titled 'Select a Plan' and contains instructions for enrolling in a medical benefit plan. A 'Current Plan' box in the top right corner shows 'No current plans for this type.'

Read the instructions at the top of each page to note any important reminders or plan policy rules you must abide by.

You will also see a grey box in the top right corner titled, “Current Plan”. As a new hire, you will see “No current plans for this type”, since you have not yet made any elections. If you do elect a benefit and then go back into UltiPro to make changes or if you experience a qualifying life event later, you will see your current plan type listed here, to help you with any plan change decisions.

If you are choosing not to enroll in a plan, you must check the box next to “I decline X plans.”



I decline Medical plans.

1 Kaiser HMO GA - Non-Tobacco
\$103.50 Biweekly*

Options

<input type="radio"/> Employee Only	\$51.75
<input type="radio"/> Employee + Child(ren)	\$93.10
<input type="radio"/> Emp + Domestic Partner	\$103.50
<input checked="" type="radio"/> Employee + Spouse	\$103.50
<input type="radio"/> Employee + Family	\$155.15
<input type="radio"/> Employee+DP+Children	\$155.15
<input type="radio"/> Employee+DP+DP Children	\$155.15

Coverage start date*: 06/06/2022

**Estimated values*

3 **Enroll Dependents**
You must enroll between 1 and 1 dependents in the plan.

You do not have any contacts that are designated as a dependent.

If you are choosing to enroll in the plan, remember that you must:

- 1) select the plan;
- 2) select the coverage tier, i.e. employee only, employee + spouse, etc.; and
- 3) add each dependent individually to the plans, if applicable.

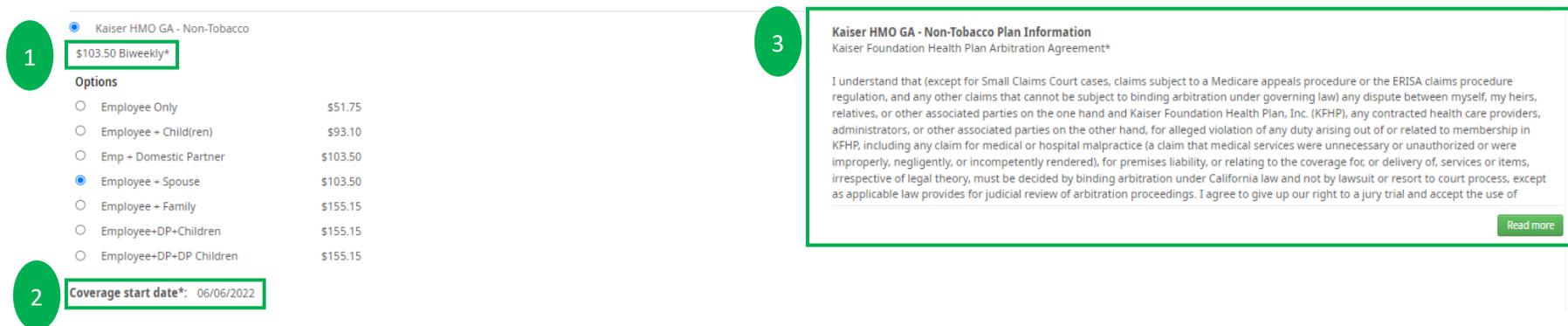
If you select an employee + dependent coverage level and do not see your dependent listed to add to the plan, please go back to Step 3 and confirm that you followed the instructions for adding a dependent and/or beneficiary.

Before selecting your plans, please make sure you review:

1. The per pay period cost;
2. The coverage start date; and
3. The message next to it.

This will ensure you are selecting the right option for you and your family.

You can also access more information on premium costs and benefit plan details on our [Barracuda Benefits Strive page](#).



The screenshot shows a health plan selection interface. Callout 1 points to the premium cost of \$103.50 Biweekly*. Callout 2 points to the coverage start date of 06/06/2022. Callout 3 points to a plan information box containing an arbitration agreement.

1 Kaiser HMO GA - Non-Tobacco
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2 Coverage start date*: 06/06/2022

3 Kaiser HMO GA - Non-Tobacco Plan Information
Kaiser Foundation Health Plan Arbitration Agreement*

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure or the ERISA claims procedure regulation, and any other claims that cannot be subject to binding arbitration under governing law) any dispute between myself, my heirs, relatives, or other associated parties on the one hand and Kaiser Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of

[Read more](#)

When proceeding through each page of the new hire enrollment and making your elections for each benefit type, please note the following:

1. You are required to make an election for each plan type, whether that is declining the benefit or enrolling.
2. You can only contribute to a Health Savings Account if you are enrolled in the United Healthcare High Deductible Health Plan.
3. Group Term Life Insurance is an auto-enroll plan, meaning all benefits eligible employees are required to be enrolled, as Barracuda covers 100% of the premium.
 - a. Please select the box and add a beneficiary.
 - b. If you cannot select the box, this means you do not have a beneficiary in your account. You will need to go back to Step 3 and add a beneficiary or check the beneficiary box for someone you have already added.
4. Employee Supplemental Life and Voluntary Employee AD&D, if selected, must have matching coverage amounts. All plan policy rules are listed in red at the top of each page.

Step 5: Confirming your Elections

Once you have gone through each plan type, you will reach the confirmation page where you can review your enrollments. If you are satisfied with your elections, please press the blue “Submit” button.

Confirm Your Elections or Changes



If you would like to contribute to a Navia Commuter Parking and/or Transit account, you will need to enroll via the Navia Participant Portal directly (company code: BRC). Log into the [Navia](#), select "Go Navia Commuter Benefits" and follow the prompts to place your order. You can read more about this on our [Barracuda Benefits Strive](#) site.

401k Contributions are completed directly in the [Charles Schwab Participant Portal](#). Learn more on our [Barracuda Benefits Strive](#) site.

This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar.

If you have a blue banner at the top titled “Information”, that means there are errors in your elections that need to be corrected. Follow the prompts in that blue shaded box to ensure you have made an election in each section and that all your elections align with the benefit plan rules. You will not be able to submit your enrollments until all errors have been corrected.

Confirm Your Elections or Changes



- Information**
- Your elections cannot be submitted until elections for the required plan type(s) have been completed:
 - Health Savings Account**
 - Flexible Spending Account**
 - Health Care FSA
 - Limited Flexible Spending Account
 - Flexible Spending Dependent Care
 - Dental**
 - Vision**

Once you have clicked the blue submit button, you will receive a summary of the elections that you have made. Please ensure that you review and make any changes if you find an error. You will receive an email confirming when your elections have been processed and approved.

Please note: 401k contributions are completed directly in the Charles Schwab Participant Portal and Commuter contributions are completed directly in the Navia Participant Portal.