

## **Having a Baby**

The birth of a new child is an exciting time. Make the most of it by taking full advantage of Grande's comprehensive benefits programs. Here's what you need to do to prepare for this significant life event:

When	What you Need To Do	Key Resources
<b>Before your baby is born:</b>	<ul style="list-style-type: none"> <li>○ Notify your HRBP/Manager of your need to take off and plan for transition of work</li> <li>○ You will be receiving FMLA/STD paperwork from your HRBP that you will need to be complete for time off</li> <li>○ Learn about your benefits coverage and any paid time during your leave</li> <li>○ Choose medical providers who meet your needs and those of your new baby</li> </ul>	<ul style="list-style-type: none"> <li>○ Your HRBP</li> <li>○ HR Total Rewards Department</li> <li>○ <a href="http://www.grandehealth.com">www.grandehealth.com</a></li> </ul>
<b>When your baby arrives:</b>	<ul style="list-style-type: none"> <li>○ Notify your HRBP/Manager when baby arrives.</li> <li>○ Use available resources through Grande Associate Assistance Program to help manage your new life</li> <li>○ Enroll your child in your medical plan coverage within 30 days of your baby's birth</li> <li>○ For SSN you will use 999-99-9999 until you receive your baby's SSN.</li> <li>○ Once you receive SSN in the mail this must be updated in UltiPro by going to contacts and editing the information</li> <li>○ You will receive a new medical insurance card once your new dependent is added within 30 days.</li> <li>○ Update your life insurance and retirement plan beneficiaries and your Will</li> <li>○ Confirm your return-to-work date with your HRBP/Manager</li> <li>○ Make sure to return your Return to Work Form (if applicable) before or on first day back.</li> <li>○ Update your financial investments and tax withholdings if needed in UltiPro</li> </ul>	<ul style="list-style-type: none"> <li>○ Your HRBP or HR Total rewards department</li> <li>○ Associate Assistance Program 920.924.0614 or 800.458.8183</li> <li>○ <a href="https://N24.UltiPro.com">https://N24.UltiPro.com</a></li> <li>○ <a href="http://www.grandehealth.com">www.grandehealth.com</a></li> <li>○ Prudential: 877.778.2100 or online at <a href="http://www.prudential.com/online.retirement">www.prudential.com/online.retirement</a></li> </ul>