



GT Talent Services

BENEFITS | COMPENSATION | HRIS | OPERATIONS | PROGRAMS & POLICIES
STAFF INTEGRATION | TALENT ACQUISITION | WELLNESS



Open Enrollment

For Benefits Effective January 1
– December 31, 2024



OPEN ENROLLMENT 2024 – What to Expect



Open Enrollment Dates: 9:00 a.m. Tuesday, October 24 through 6:00 p.m. Monday, November 13

Enrollment Platform: Visit **GTWorkday** at <http://gtworkday.gtlaw.com/> to enroll online

GTWorkday is your source for everything benefits enrollment!

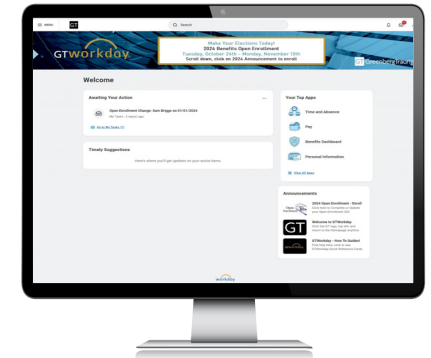


There are **modest changes** to the Tiered PPO and the One Step PPO plan out-of-pocket maximums for 2024 in keeping with IRS increases to maximum allowable contributions. There are **no changes** to the Network Plan.

There are **no changes** to dental benefits or vision care benefits



It is important that you log on to GTWorkday to complete Open Enrollment even if you do not want to make changes to your benefits. **FSA elections do not roll over from year to year. Continuation of this benefit requires re-enrollment annually.** Additionally, HSA maximum contribution limits also change each year.



Dependent Information and Beneficiary Information: Everyone must verify dependent information and eligibility. You will need your dependent's correct SSN and Date of Birth when enrolling, as well as your life insurance beneficiary information.

New for 2024

Expanding Family Planning and Life Journey Resources

- **Introducing Maven:** The largest virtual clinic for women's and family health offering continuous, holistic support for fertility*, and family building through maternity, parenting, pediatrics, and menopause
- **Learn more about Maven** benefits in the 2024 Benefits Brochure

Pharmacy Resources

- **Introducing Caremark Cost Saver:** CVS Caremark has partnered with GoodRx to ensure the lowest cost for many generic medications
- Provides the lowest cost benefit at the point of sale
- Member out-of-pocket costs will apply towards the plan out-of-pocket maximum
- Available regardless of which GT medical plan you are enrolled in

HSA and FSA Maximums

- **For 2024,** Health Savings Account (HSA) contribution maximums have increased to the following:
 - Individual: \$4,150
 - Family: \$8,300
 - Catch up contributions for those age 55+ remain at \$1,000
- Health Care Flexible Spending Account (FSA) expected to increase to \$3,200

One Pass for UHC Plan Members

- **Introducing One Pass:** Helping employees meet their fitness goals through membership options that provides access to a nationwide network of gyms, studios and delivery services
- Employees pay for the membership option that best meets their needs and fitness routines
- Sign-up will be accessible through myuhc.com

*Health care fertility benefits are available under the Tiered PPO and One Step plans only and are administered by UHC/Optum through the Fertility Solutions program

Not Shown: Healthcare Flexible Spending Accounts (FSA). The IRS has not yet confirmed 2024 maximums

UHC Medical Plan Comparison – Minimal Changes

Certain benefits, including fertility / infertility treatment and bariatric surgery, are not available on the Network plan

Find In-Network providers online at www.myuhc.com	NETWORK PLAN	TIERED PPO PLAN		ONE STEP PPO PLAN (No new enrollment – only current participants may remain in this plan)	
	Choice Network	Choice Plus Network		Choice Plus Network	
BENEFITS	In-Network Only	In-Network	Out-of-Network**	In-Network	Out-of-Network**
Calendar Year Deductible	\$750 Ind / \$1,500 Fam	\$2,500 Ind / \$5,000 Fam	\$4,000 Ind / \$8,000 Fam	\$4,150 Ind / \$8,300 Fam	\$4,000 Ind / \$8,000 Fam
Out-of-Pocket Maximum	\$2,000 Ind / \$4,000 Fam	\$4,150 Ind / \$8,300 Fam	\$6,000 Ind / \$12,000 Fam	\$4,150 Ind / \$8,300 Fam	\$6,000 Ind / \$12,000 Fam
Coinsurance (you pay after deductible)	20%	10% or 20%	30%	0%	30%
Preventive Care (eligible services)	No charge	No charge	30% after ded.	No charge	30% after ded.
Primary Care Physician (PCP) / Specialist	Tier 1 PCP: \$25 copay Tier 2 PCP: \$40 copay Tier 1 Specialist: \$45 copay Tier 2 Specialist: \$75 copay	Tier 1: 10% after ded. Tier 2: 20% after ded.	30% after ded.	0% after ded.	30% after ded.
Telemedicine	\$25 copay	10% after ded.	Not Covered	0% after ded.	Not covered
Urgent Care/Emergency Room	\$75 copay/\$250 copay	20% after ded.	30% after ded./20% after ded.	0% after ded.	30% after ded./0% after ded.
Hospital Inpatient	\$500 copay, then 20% after ded.	20% after ded.	30% after ded.	0% after ded.	30% after ded.
Inpatient / Outpatient	\$250 copay, then 20% after ded.	20% after ded.	30% after ded.	0% after ded.	30% after ded.

Important to Know When Choosing Your Plan:

In-Network providers have agreed to contracted fees for services and should not “balance bill” you for fees above their contracted amount. The eligible costs you pay are applied to your In-Network Deductible and In-Network Out-of-Pocket maximum.

If you receive treatment from an **Out-of-Network** provider, your eligible costs will be applied to the Out-of-Network deductible and Out-of-Pocket maximum. Out-of-Network providers do not have to accept contracted fees for services and may be reimbursed differently than In-Network providers. This may result in higher out-of-pocket costs for you. Out-of-Network providers may “balance bill” you for charges deemed “ineligible” by the Plan. Out-of-pocket costs that you pay for balance billed or ineligible amounts do not apply to your Plan deductible or to your Plan out-of-pocket maximum.

This is a summary of benefits only. Additional coverage information will be found in the Benefits Brochure accessible through GTWorkday.



Monthly Contributions – No Change for Business Staff, Modest Changes for All Others

		Business Staff	Managers	Directors	Associates	Shareholders
Network Plan (UHC Choice Network)	Employee Only	\$91.48	\$94.61	\$178.66	\$195.73	\$407.27
	Employee + Spouse	\$379.66	\$394.19	\$637.26	\$698.14	\$937.75
	Employee + DP	\$963.72	\$966.85	\$1,050.90	\$1,067.97	\$1,279.51
	Employee + Child(ren)	\$282.03	\$292.83	\$467.70	\$512.39	\$786.00
	Employee + Child(ren) + DP	\$1,154.24	\$1,165.04	\$1,339.91	\$1,384.60	\$1,658.21
	Employee + Family	\$622.64	\$646.47	\$995.72	\$1,090.85	\$1,520.12
Tiered PPO (UHC Choice+ Network)	Employee Only	\$91.48	\$94.61	\$178.66	\$195.73	\$407.27
	Employee + Spouse	\$379.66	\$394.19	\$637.26	\$698.14	\$937.75
	Employee + DP	\$947.03	\$950.16	\$1,034.21	\$1,051.28	\$1,262.82
	Employee + Child(ren)	\$282.03	\$292.83	\$467.70	\$512.39	\$786.00
	Employee + Child(ren) + DP	\$1,137.56	\$1,148.36	\$1,323.23	\$1,367.92	\$1,641.53
	Employee + Family	\$622.64	\$646.47	\$995.72	\$1,090.85	\$1,520.12
One Step PPO* (UHC Choice+ Network)	Employee Only	\$354.35	\$364.52	\$584.23	\$640.04	\$640.04
	Employee + Spouse	\$909.24	\$935.34	\$1,337.36	\$1,465.13	\$1,465.13
	Employee + DP	\$1,292.45	\$1,302.62	\$1,522.33	\$1,578.14	\$1,578.14
	Employee + Child(ren)	\$747.45	\$768.90	\$1,080.53	\$1,183.77	\$1,183.77
	Employee + Child(ren) + DP	\$1,685.52	\$1,706.97	\$2,018.60	\$2,121.84	\$2,121.84
	Employee + Family	\$1,409.44	\$1,449.89	\$2,016.16	\$2,121.83	\$2,121.83

- If you are paid **semi-monthly**, multiply the monthly amount above by 12 and divide by 24 to determine your per pay period pre-tax payroll deduction
- If you are paid **bi-weekly**, multiply the monthly amount above by 12 and divide by 26 to determine your per pay period pre-tax payroll deduction

CVScaremark Rx Program – New GoodRx Savings Program!

Each medical plan which provides different levels of coverage for your prescription drugs, as well as different formularies. However, there are some commonalities across all plans as outlined below:

- Default to generics
- Prior Authorization, Step Therapy and Quantity Limits may be required
- Mandatory maintenance medications (90-day supply) through mail order or at a CVS retail location

Note: Certain Medications (Proton Pump Inhibitors, H2 Antagonists and Non-Sedating Antihistamines) **with over-the-counter options are excluded (all plans)**

Examples include:

Gastrointestinal – Omeprazole (20mg), Dexilant, Protonix, Zegerid
Allergies – Alavert, Flonase, Zyrtec, Vistaril

New! CVScaremark/GoodRx Cost Saver Program Starting January 1st

CVScaremark has partnered with GoodRx to lower costs for generic medications. The Cost Saver program **automatically** provides the lowest price at the point-of-sale for many common generic medications covered under GT's plans. **And** any eligible member out-of-pocket cost will be applied towards the Plan out-of-pocket maximum.

CVScaremark Rx by Plan – No Changes

	NETWORK PLAN	TIERED PPO PLAN	ONE STEP PPO PLAN*
Formulary	Value	Advanced Control	Standard
Deductible	No deductible	Medical deductible applies (excludes preventive care medications)	Medical deductible applies (excludes preventive care medications)
Retail Pharmacy (30-day supply) Generic / Preferred Brands / Non-preferred brands	Copays: \$12 / \$60	Copays: \$10 / \$50 / \$100	Member pays cost of Rx until deductible / out-of-pocket is met. Then Plan pays 100%.
Mail Order (90-day supply)	Copays: \$24 / \$120	Copays: \$20 / \$100 / \$200	Plan pays 100% after deductible
PrudentRx Specialty Rx**	Copay: \$0	Not Available	
Human Growth Hormone Rx	Not covered	Covered 50% after deductible until out-of-pocket maximum is reached, then covered 100%, up to \$50,000 annually. Prior authorization required	Covered 100% after deductible with prior authorization, up to \$50,000 annually
Fertility Rx	Not covered	50% after deductible to maximum of \$10,000 Lifetime (Requires coordination with UHC Fertility Solutions)	50% to \$10,000 lifetime Rx maximum (Requires coordination with UHC Fertility Solutions)

* The One Step PPO Plan is closed to new members. Only current enrollees may remain in the plan.

** If you voluntarily opt-out of the PrudentRx program, you will pay a 30% copay for your Specialty Rx.

Pharmacy benefits are only available through In-Network participating pharmacy providers such as CVS Retail, Walgreens, Ralphs, Walmart, Wegmans, HEB, Duane Reade, Kroger, Publix. Find In-Network pharmacies at www.caremark.com

Reminder: You will have a separate ID card from CVScaremark for the Rx Program and a different card from UHC for medical services

MAVEN DIGITAL HEALTH PLATFORM – NEW!

Maven is a digital health platform that supports physical, mental and professional needs across every phase of your family and health journey.

Maternity and Newborn Care	<ul style="list-style-type: none">▪ Holistic support through pregnancy, postpartum, and return to work for Birthing parents and their partners▪ Screenings, education for postpartum mental health conditions and enhanced support for high-risk members▪ Access to coaching and childcare resources as parents return to work
Parenting and Pediatrics	<ul style="list-style-type: none">▪ On-demand, 24/7/365 specialized parent coaching, pediatric care, special needs support and more through every stage of development▪ Extensive library of personalized, digestible content
Menopause and Ongoing Care	<ul style="list-style-type: none">▪ 24/7/365 virtual access to menopause specialists who can provide holistic and specialized care, clinically-approved education, mental health support, and trusted referrals▪ Educational articles and live classes from providers who specialize in menopause and related symptoms

For more details on Maven, please visit the online benefits brochure!



Dental Plan Option through Cigna – No Changes

Medical Plan enrollment is not required to enroll in a dental plan

BENEFITS	ACCESS PLUS DHMO*	TOTAL DPPO 1**		TOTAL DPPO 2**	
	In-Network Only	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible (Ded.) Individual / Family	N/A	\$100 / \$300	\$100 / \$300	\$50 / \$150	\$50 / \$150
Annual Maximum (per person)	None	Year 1: \$1,000, Year 2: \$1,100, Year 3: \$1,200, Year 4: \$1,300***		Year 1: \$2,500, Year 2: \$2,600, Year 3: \$2,700, Year 4: \$2,800***	
Preventive Services	Copay schedule	100%, ded. waived	100%, ded. waived	100%, ded. waived	100%, ded. waived
Basic Services		80%	80%	80%	80%
Major Services		50%	50%	50%	50%
Orthodontia (child and adult)	\$2,400 copay, limited to 24 months	50%		50%	
Orthodontia Lifetime Maximum	None	\$1,000		\$2,500	
Out-of-Network Maximum Allowable Amount	N/A	Maximum Allowable In-Network Charge (MAC)		90 th Percentile of Reasonable and Customary Allowance	

* DHMO is NOT available in AK, ME, MO, NH, NM, ND, SD, VT, WY.

** DPPO Plan names in Texas are known as Dental Choice 1 and Dental Choice 2.

*** Increase contingent upon receiving Preventive Services in the previous plan year.

DMO:

- You must choose a primary care dentist to receive benefits and to coordinate your care (smaller network than the Dental PPO network)
- Benefits based on a copay schedule

PPO:

- May receive care from In-Network or Out-of-Network dentists
- Out-of-Network dentists in DPPO1 are paid at a lower reimbursement rate than Out-of-Network dentists in DPPO2 which may increase your out-of-pocket costs

To search for a dentist on Cigna.com, visit the site and click "Find a Doctor"

- Access Plus DHMO: CIGNA DENTAL CARE DHMO > Cigna Dental Care Access Plus
- Total DPPO 1 or Total DPPO 2: DPPO/EPO > Total Cigna DPPO

Remember – The Annual Maximum for the Total DPPO plans will increase yearly up to an annual maximum of 2,800! (Must have had preventive dental care through the GT Dental Plan in 2023 for the increase to apply)



Vision Plan through UHC – No Changes

BENEFIT	VISION PLAN	
	In-Network	Out-of-Network Reimbursement Amount
Exam <i>(Every calendar year)</i>	\$10 copay	Up to \$40
Materials Copay	\$25	
Lenses <i>(Every calendar year)</i> Single / Bifocal / Trifocal	\$25 copay	Up to \$40 / Up to \$60 / Up to \$80
Frames <i>(Every calendar year)</i>	\$150 allowance; 30% off of amounts over \$150	Up to \$45
Contacts – In lieu of frames <i>(Every calendar year)</i>	Conventional: Select Lenses: \$25 copay, up to 4 boxes Non-Select Lenses: up to \$125 allowance Medically Necessary: Covered in full	Conventional: Up to \$125 Medically Necessary: Up to \$210

Find a provider at myuhcvision.com

- UHC medical plan enrollment is not required to enroll in the UHC vision plan
- 53,000+ providers include major retailers such as Warby Parker, LensCrafters, Pearle Vision, Walmart along with numerous independent providers



Monthly Dental and Vision Contributions – No Changes



	ACCESS PLUS DHMO	TOTAL DPPO 1	TOTAL DPPO 2
Employee Only	\$15.38	\$31.34	\$54.73
Employee + Spouse	\$27.82	\$61.74	\$107.83
Employee + Child(ren)	\$32.69	\$71.90	\$125.56
Family	\$50.33	\$100.28	\$187.45

Vision Contributions



Employee Only	\$4.69
Employee + Spouse	\$8.88
Employee + Child(ren)	\$10.43
Family	\$14.66

Health Savings Account (HSA) – Optum Bank

Benefits of an HSA

- **Triple your tax savings*** - No tax on contributions, investment earnings or qualified withdrawals for eligible expenses
- **2024 Contribution Maximums** - **\$4,150**/individual; **\$8,300**/family; \$1,000 in catch-up contributions for those age 55+
- **Using Your Account** - pay for eligible expenses now, save for future expenses, or invest your money for retirement once your balance is \$2,000+
- **The money follows you** – your **entire** balance rolls over year to year
- **It's Your Personal Bank Account** – Use banked funds even if you switch medical plans, leave GT, retire, or go on Medicare.
- **Reminder** - You can't contribute to an HSA if you are enrolled in any part of Medicare per IRS guidelines, but you can use banked HSA funds for eligible expenses!

*Federal tax savings regardless of your state of residence. State tax savings not available in every state (i.e. CA, NJ). Consult a tax professional for tax-related questions.

Enrolling in an HSA for the first time?

Remember to open your personal HSA bank account at optumbank.com using GT Plan Group#: **711014**. GT is unable to deposit your pre-tax payroll deducted contributions until your HSA is active.



Flexible Spending Accounts (HCFSA) – HealthEquity/Wageworks

Healthcare FSA contributions must be elected annually per IRS guidelines.
 Contribution elections from a prior year do not rollover!

Health Care Flexible Spending Accounts

Standard HCFSA	Limited Purpose HCFSA**
Available to employees that <u>do not</u> contribute to a Health Savings Account (HSA)	Available to Tiered PPO and One Step PPO Plan Members who also contribute to an HSA
Use for medical, dental and vision expenses	Use for dental and vision expenses; once medical plan deductible is met, you can use funds for medical expenses**
Contribute up to \$3,200/year* - (Currently \$3,050 for 2023)	
Roll over a maximum of \$640* in unused contributions for use in the next Plan Year (Currently \$610 for 2023)	
Debit Card Included Claims may also be filed online at www.wageworks.com or via the EZReceipts app HealthEquity may request verification of healthcare service eligibility	

*Contribution Maximum amount and Maximum Roll Over amount are pending IRS confirmation

** Notify the GT Benefits Team (HRBenadmin@gtlaw.com) when you've met your deductible so that your Limited Purpose account can be re-set to Standard

Reminder: Under IRS guidelines, your Health Care Flexible Spending Account may not be used for the expenses of your Domestic Partner or Domestic Partner's dependents unless they are also your tax dependent.

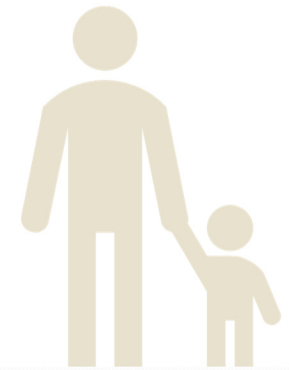


Flexible Spending Account (DCFSA) – Dependent Care

Dependent Care FSA contributions must be elected annually per IRS guidelines. Contribution elections from a prior year do not rollover!

- Contribute up to **\$5,000** per household, if married and filing joint tax return; **\$2,500** if married and filing separately
- **Use it or lose it** - use funds by December 31 or they are forfeited
- No rollover of unused funds
- When using for children - benefits end the date the child turns age 13 unless disabled and a tax dependent
- May also use for elder care or care of tax dependent relatives living with you. Consult your tax advisor for guidance before electing contributions
- Debit card not included; file claims online or via mobile app

Reminder: Under IRS guidelines, your Dependent Care Flexible Spending Account may not be used for the expenses of your Domestic Partner or Domestic Partner's dependents unless they are also your tax dependent.



Voluntary Benefits – New Sun Life Benefits Explorer Dashboard Exclusively for GT!

Find the Link in the Benefits Brochure to the new Sun Life Benefits Explorer created just for GT or use the QR Code you see here. You'll find in-depth benefits information, helpful videos and FAQs to help you decide if GT's voluntary offerings will help you create a comprehensive suite of valuable benefits for you and your family.

Voluntary Accident Insurance – 2 Options to Choose From

- If you have a covered accident, provides lump-sum benefit to use as you need
- **Coverage includes a \$100 wellness screening benefit with either option**

Critical Illness Insurance

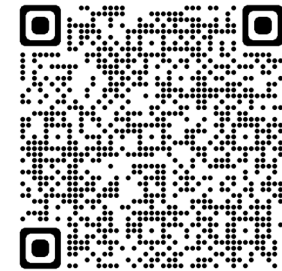
- Provides a lump-sum benefit if you're diagnosed with certain serious medical conditions like heart attack, stroke, cancer, or COVID-19
- Includes Pre-Existing Condition Exclusions
- Available only during Annual Enrollment; no medical underwriting required
- **Coverage includes a \$100 wellness screening benefit**

Voluntary Optional Life Insurance*

- **For yourself:** purchase up to \$1,450,000
- **For your spouse:** purchase up to \$250,000 (you must also elect coverage)
- **For your children:** purchase up to \$50,000 (you must also elect coverage)

*Medical underwriting may be required for approval. Coverage won't be active and deductions won't be taken until approved.

Visit the Sun Life GT Benefits Explorer Dashboard



If you were enrolled in Accident or Critical Illness insurance in 2023 – don't forget to claim your \$100 wellness benefit!
It's easy to claim – just call Sun Life at 1-866-806-3619

Additional Voluntary Benefits and Resources

Long Term Care Insurance: Unum (www.unuminfo.com/greenberg or 1-800-227-4165)

- Covers care and services in nursing homes, assisted living facilities, and at home
- May purchase for yourself, parents & grandparents (Age 18-80), children (Age 18+)
- Do not need to purchase for yourself in order to purchase for a family member

Pet Insurance: Nationwide Insurance (benefits.petinsurance.com/greenberg-Traurig or 1-800-540-2016)

- Choose from two levels of reimbursement: 70% or 50% for your pet
- For additional information or for information on insuring exotic pets contact Nationwide

Milk Stork (No Fees) (<https://www.milkstork.com/GTlaw>)

- Provides breast milk shipping services for working mothers traveling on firm business

Medicare Consulting Service (No Fees)

- Helps Medicare-eligible employees and spouses make informed decisions on whether Medicare or a GT plan makes the most sense for them
- Provides guidance and education on the different parts of Medicare and what you need to know
- No cost for consulting services
- **Email:** James Ryan at james_ryan@opus-pc.com or **Phone:** 914-825-1012



Emotional & Mental Support and Resources

- **Benefits for All Employees and their Household members through the Optum Employee Assistance Program (EAP)**
- **Enrollment in a GT Health Plan is Not Required to Access EAP Services**

Live and Work Well (Optum EAP)

Go to liveandworkwell.com,
password “Greenberg”

Call: 1-866-248-4096

- **FREE**—24/7 resource for all GT employees and household members
- **NO-COST UNLIMITED TELEPHONIC COUNSELING**—help with anxiety, depression, stress,
- **FIVE (5) NO-COST FACE-TO-FACE (in person or telehealth) VISITS**
- **OTHER SERVICES**—work/home/school relationships; babysitter/summer camp resources for kids; financial wellbeing
- **MORE THAN COUNSELING**—help with selling or buying a home, planning a vacation, dealing with lost or stolen luggage, planning for retirement, lifestyle questions, elder care, living wills and more

Substance Use Treatment (SUT) Helpline

24/7 helpline available—call
855-780-5955

- **FREE**—available to all GT employees and their families
- **CONFIDENTIAL**—immediate help with substance use and addiction issues

Additional Wellness Resources

Greenberg Traurig sponsors a variety of benefits to support the wellness of everyone in the firm. Enrollment in a UHC medical plan or a Cigna dental plan will give you and your eligible enrolled dependents access to a number of additional benefits for your physical, mental and financial wellness.

<p>Available to GT employees regardless of health plan membership</p>	<ul style="list-style-type: none"> ▪ Optum Employee Assistance Program - Immediate, unlimited, and confidential, short-term counseling sessions with licensed professionals ▪ Burnalong – An online wellness platform features hundreds of instructors and thousands of live and on-demand classes ▪ Varstiy Tutors -A 20% discount on online tutoring services ▪ Able-To Self-Care – App-based self-care tools and meditations for emotional wellness ▪ CAPTRUST – Independent financial advisory services (401k participants only)
<p>Available exclusively to UHC medical plan members</p>	<ul style="list-style-type: none"> ▪ Rally - Score rewards for achieving your health goals and maintaining a healthy lifestyle ▪ Real Appeal – An online nutrition and weight management coaching program ▪ Able-To Virtual Behavioral Coaching Program – An 8-week coaching program, tailored to your address your emotional and mental health goals ▪ Talkspace – Help from a therapist via text, voice, or video message ▪ One Pass – Choose a membership tier (additional member cost) and access any fitness center within the nationwide network of gyms. Available January 01, 2024
<p>Available exclusively to Cigna Dental members</p>	<ul style="list-style-type: none"> ▪ Healthy Rewards Discounts - Discounted access to select fitness centers, acupuncturists, chiropractors, massage therapists, podiatrists, dieticians, and discounts on wearable fitness devices

Your Verification is Required – No Changes

Annual Tobacco Use and Working Spouse Surcharge Attestation (required for some plans)



You (and your spouse) must attest to being tobacco-free or plan to complete a tobacco-cessation program by April 30, 2024, to avoid the additional contribution of \$100 per tobacco user per month through December 31, 2024



You must attest that your enrolled working spouse does not have other employer medical coverage available.

- If your enrolled spouse has employer coverage available but elects GT coverage, you'll pay a \$100 additional monthly contribution for 2024*



* The surcharge does not apply if your spouse is self-employed and has an individual health insurance policy, has coverage through a State Exchange policy or is on Medicare or Medicaid

Enrollment Deadline: 6:00pm ET Monday, November 13, 2023

Access GTWorkday from your **GT computer** when signing on for the day or Login to <http://gtworkday.gtlaw.com> from **any computer** with an internet connection using your GT Username and Password. You will not be able to use a mobile device or tablet to complete your enrollment.

You will be required to complete or update the following during Open Enrollment:

- Dependent information **including Social Security Number and date of birth**
- Beneficiary information including name, relationship, contact information if it is not already in the GTWorkday system
- Enrollment elections will be saved as you enroll so that if you leave your elections “in progress”, you can pick up where you left off when you return to your enrollment session. **However, your enrollment elections will not be submitted until you click the blue “submit” button when you have finished your elections.**
- Print/Download your 2024 election confirmation for your files
- You have until November 13th to make any changes/revisions to your submitted elections. You must click the blue “submit” button when you have completed your changes or they will not be accepted. ***Remember to print/download a copy of your new benefits confirmation if you do make any changes or revisions.***

Need Help?

Open Enrollment Assistance Resources

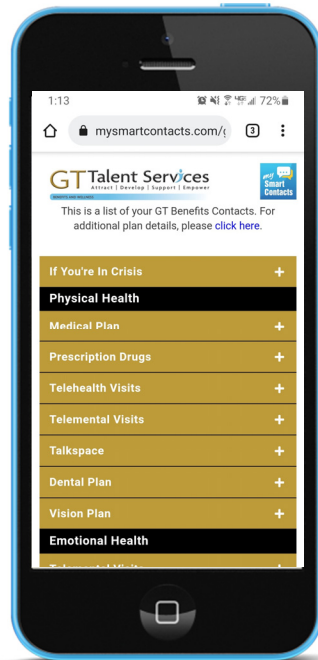
Enrollment Assistance:
Reach Out to Your Local HR or
HRBenadmin@gtlaw.com

Technical Assistance with
GTWorkday:
HRIS@gtlaw.com

Assistance Logging In to Your
Computer:
GTHelp@gtlaw.com or 1-888-
579-0500

My GT Benefits Smart Contacts

Scan for easy access



Type mysmartcontacts.com/mygtlaw into your phone's browser address bar. Scroll down to the end of the page for instructions on how to add mysmartcontacts to your home page. It's that easy!



Save to your phone to quickly and easily access GT resources, programs, contact info, and apps, anytime and anywhere.

This is the "must have" app for your phone or tablet!