

ACTION REQUIRED BETWEEN
NOVEMBER 6-17, 2023!

2024 YOUilities HANDBOOK

YOUR COMPREHENSIVE GUIDE TO BW'S
FREE & ELECTED BENEFITS

LOOK INSIDE FOR BENEFITS INFORMATION THAT WILL
HELP YOU **BUILD UP YOUR WELLBEING** IN 2024!

- Read all of the details regarding the **NEW** company HSA contribution to the Choice Fund HSA BASIC plan!
- Learn more about upcoming MyQHealth by Quantum Health updates!
- And, more!



NEWS for YOU in 2024!

As you consider how best to build up your wellbeing, be sure to read the important updates to BW's **FREE** and **ELECTED** benefits outlined below. This information, along with your **YOUilities Handbook**, will help give some structure to your Annual Enrollment plan—and to 2024, too!

- **NEW! COMPANY HSA CONTRIBUTION TO THE CHOICE FUND HSA BASIC PLAN:** Thanks for the feedback shared by many of you through the Every Voice Matters cultural assessment—we *heard YOU!* We agree that navigating healthcare systems and getting the care you need can be challenging and expensive. We want to do what we can, where we can, to help you be the best stewards of your health—and healthcare dollars.

For those who choose to enroll in the Choice Fund HSA BASIC plan for 2024, BW will contribute \$250 for individuals and \$500 for all other coverage tiers: individual + spouse, individual + child(ren) and family. These funds will be deposited into participants' OptumBank health savings accounts in one lump sum this January. If you have an HSA and haven't been a regular contributor, consider matching BW's contribution in 2024 or even setting a goal to reach a balance in your HSA that could offset your deductible, if needed (see p. 17 and p. 24-25).

- **MYQHEALTH BY QUANTUM HEALTH UPDATES:** MyQHealth by Quantum Health now is simply Quantum Health! Our personal healthcare advocate, Quantum Health will continue to offer support for ALL BW team members (and spouses, too)—and the same expanded services for BW medical, dental and/or vision enrollees. After November 30, the Quantum Health Get Connected process and app are changing, too. Are you connected yet? For those who already are connected, be sure to complete steps 1 to 5 of the new process after November 30 to update your login information and continue accessing Quantum Health's services (see p. 10).

- **LIVONGO UPDATE:** Livongo, BW's partner providing FREE weight loss and prediabetes/diabetes management support, will be changing its name to Teladoc Health after January 1, and will continue offering the same life-changing services for ALL team members and spouses (see p. 6).

- **ICYMI—PARENTAL LEAVE BENEFITS:** In response to feedback received through the Every Voice Matters cultural assessment, our Parental Leave policy was developed for all eligible US team members. Effective retroactively to January 1, 2023, birth parents may take up to four weeks of paid time off following short-term disability leave, and secondary caregivers—defined as the spouse, partner or domestic partner of the birth parent—may take two weeks of paid time off following the birth of their child (see p. 8). In alignment with this Parental Leave benefit, we also have updated the leave portion of our Adoption Benefits program (see p. 7).

- **ICYMI—NEW 401(K) RETIREMENT SAVINGS PLAN PARTNER:** You now have access to your Barry-Wehmiller 401(k) retirement savings plan account with services provided by Principal®—*have you set up your account yet?* When you do, you can view/change your contribution rate, check/change your investments, review/update your beneficiary designation and explore all of Principal's resources, like standard will preparation, money-management tools for those with student loans and more (see p. 23).



Complete the checklist below between NOVEMBER 6-17, 2023!

- Review the enclosed **2024 YOUilities Handbook** to understand all of your benefits options (*many available to all US-based team members **AND** spouses, even if you do not elect BW medical!*)
- Complete the Quantum Health Get Connected process**, if you have not already done so. (Step-by-step instructions below.)
- For help selecting the best BW medical plan for YOU**, contact Quantum Health at 855.576.9816 or www.mybwbenefits.com for plan decision support.
- Complete the Annual Enrollment process.** (Step-by-step instructions below.)
- Update your existing dependent/beneficiary and personal information.** (Step-by-step instructions below.)
- If you would like to elect pet insurance, **visit www.metlife.com/getpetquote** to enroll and pay your premium.

How do I complete the Quantum Health Get Connected process?

(required for ALL team members to access Quantum Health's services and support, and required for BW medical enrollees once per lifetime to earn the Better You Incentive; if you are completing the Get Connected process after November 30, please see the reverse)

1. Visit www.mybwbenefits.com and click Register.
2. Enter your personal information and click Next.
3. Request a verification code and click Next. Enter code and click Verify.
4. Set your password and click Submit, then click Login.
5. Click My Health > Primary Doctor.
6. Enter your primary doctor's information and click Search.
7. Once you have found the provider you wish to designate as your primary doctor, click Assign.
 - a. If you can't find your primary doctor in the list, click Can't find my provider.
 - b. Enter the provider information and click Submit.

How do I complete the Annual Enrollment process?

1. Go to the Barry-Wehmler intranet at www.bwcorp.net.
2. Click on the Workday "W" icon at the top-right of your screen.
3. Login to Workday.
4. Click Inbox.
5. Click Open Enrollment Change and click Let's Get Started.
6. Click Manage or Enroll on each benefit card for the benefit options and enrollment details, and make all desired changes, including adding or removing any dependents/beneficiaries. Set Health Savings Account (HSA) and/or Flexible Spending Account (FSA) contribution amounts (if applicable), and review the "Important Notes" on each page.

7. Click Confirm and Continue, and then Save after each benefit election is entered or reviewed. Once you have finished making or reviewing all elections, click Review and Sign.

Note: If you click your internet browser's back arrow or the Cancel button while in a benefit card making changes, all unsaved changes to that benefit will be lost.
8. Check the I Accept check box, and click Submit to finalize your elections.
9. Print your benefit confirmation statement before closing out.

How do I update existing dependent/beneficiary and personal information?

1. Return to your Workday session, and click on the menu at the top-left of your screen.
2. Click Benefits, and under the left Change column, click Dependents and/or Beneficiaries to review and make changes.
 - **Dependents:** Click Edit next to each name listed to verify that all fields are complete and accurate, and make changes as needed.
 - **Beneficiaries:** Verify that your beneficiary allocations are accurate, and click Add or Edit to review and change any information as needed.
3. Click on the menu at the top-left of your screen, then click Personal Information. Under the left Change column, review all of your information, and make any updates needed.

Note: All step-by-step Annual Enrollment instructions are designed to be followed on a desktop computer. You may receive e-mail messages from Workday regarding your outstanding Annual Enrollment tasks.

To access Quantum Health's services, ALL team members *must* complete the once-per-lifetime **Quantum Health Get Connected** process:



If you've already completed the Quantum Health Get Connected process, you will need to complete steps 1 to 5 after 11/30/23 to update your login information and continue accessing Quantum Health's services.

1. Visit www.mybwbenefits.com and click Register.
2. Enter your personal information and click Next.
3. Enter your preferred e-mail address (required) and mobile phone number (optional) and click Next.
4. Create your password and click Next.
5. Enter the verification code e-mailed/texted to you and click Submit, then click Log in to enter your new credentials and access your account.
6. Click Care > Designate Your PCP > Get Started.
7. Enter your primary care provider's information and click Search.
8. Once you have found the provider you wish to designate as your primary care provider, click Designate Provider.
 - a. If you can't find your primary care provider in the list, click Add Your PCP.
 - b. Enter the provider information and click Submit.

**Note: To complete the Quantum Health Get Connected process before 11/30/23, please see inside.*



YOUutilize This

DID YOU KNOW?

With the FREE Quantum Health app, available after 11/30/23, you have 24/7 access to on-the-go healthcare support. After you complete the Quantum Health Get Connected process, download the app from the Apple App Store or Google Play, login to your account and explore!

