

# New Employee Checklist

We understand your health and overall wellbeing are important. We also know that each of our employees and their families have different benefit needs. That's why we offer a range of choices and resources to help you make informed decisions and choose the coverage that makes sense for you and your family.

Please review the information in this document and follow the instructions below to enroll in benefit coverage. **In order to enroll on a pre-tax basis, you must complete your benefit enrollment via [enroll.stryker.com](https://enroll.stryker.com) within 30 days of your date of hire. In addition, you must submit any dependent certification (if applicable) to your myHR team within 30 days of your date of hire for your dependents to be enrolled in Stryker's health plan.**

The following information will help you get acquainted with our company benefits, complete the necessary new hire action steps, and make a great start at Stryker.

## 1. Update your personal and payroll information

To view and update your personal and payroll information, you will need to log in to [Workday](#). Workday allows you to:

- Update personal information, including your address, phone number and emergency contacts
- View pay statements and details
- View basic employee information (e.g., assignment, manager, pay)
- Update banking details (direct deposit) and Federal W-4
- Request time off

## 2. Get to know your benefit options

Benefit elections must be made within 30 days of your date of hire (including the day you were hired) in order to enroll on a pre-tax basis. Your elections will go retroactive to your date of hire as long as you enroll by the appropriate deadline\*.

Your elections will remain in effect until December 31. Your next opportunity to enroll in benefits will be during annual enrollment, held each year in the fall, unless you experience a qualifying life event, such as a birth or a marriage.

You can start learning about the benefit options available to you by reviewing the benefits information on the Total Rewards site ([totalrewards.stryker.com](https://totalrewards.stryker.com)) and our Benefits at a Glance.

Watch for more information from myHR in your inbox explaining how you can join a new hire benefits orientation. Then, after reviewing all of the information available to you to help you understand your options, use the directions provided below to enroll.

A detailed Summary Plan Description (SPD) that describes the healthcare, welfare and retirement benefits is also available for your review. It is important to read the SPD carefully so that you fully understand how the Stryker benefits plans work — and how you can get the maximum benefits available to you and your family. For your convenience, Stryker provides online access to an easy-to-use, searchable version of the Summary Plan Description (SPD) at [totalrewards.stryker.com/spd](https://totalrewards.stryker.com/spd). Internet access is required but a VPN connection is not necessary. You can also access a copy of your Summary of Benefits and Coverage as required under the Affordable Care Act on this site.

### **3. Enroll in your healthcare, life insurance and tax advantaged accounts**

Complete your enrollment in four easy steps:

#### **1. Get started:**

- Visit [enroll.stryker.com](https://enroll.stryker.com) within 30 days of your date of hire using one of the recommended compatible internet browsers (e.g., Chrome or IE11).
- Log into your account and click on the “Enroll Now” button on the homepage:
  - Your login information will be your Stryker network username and password. If you forgot your Stryker network login details, please contact your IT help desk at 269-389-4357 (HELP).
  - If you are already signed into the Stryker network, you will automatically be logged into the Benefits Enrollment Site.
- Once you have successfully logged into [enroll.stryker.com](https://enroll.stryker.com), you will automatically be taken to the home page.

#### **2. Review your personal information:**

- Review your personal information and the legal disclaimer. If all your information is correct, and you agree with the disclaimer, click “Accept” and “Save and Continue.” If your personal information is not correct, you can update it via Workday once your enrollment is complete.

### **3. Enroll in your benefits:**

- Select the benefits that best fit your needs and those of your family. If you're not sure which medical plan is the right choice, stop, estimate your healthcare costs using the Medical Expense Estimator by clicking on the link to the right on the medical enrollment screen.
- Update your tobacco status. If you don't, your status will be defaulted to a tobacco user.
- Select your supplemental health benefits.
- Select any supplemental life insurance benefits that you need.
- Select your life insurance beneficiaries.

### **4. Confirm your choices:**

- After you have made your benefit selections, you will receive a confirmation statement. Review the statement for accuracy, print and save a copy for your records. Please note that you may receive notifications from the system during the enrollment process. These emails will come from [EnrollNotifications@stryker.com](mailto:EnrollNotifications@stryker.com).

### **5. Submit any dependent certification (if applicable):**

- You must submit any dependent certification (if applicable) to the myHR team within 30 days of your date of hire in order to have your dependents enrolled in Stryker's health plan.

## **4. Enroll in the 401(k) plan**

Visit the Vanguard website ([retirementplans.vanguard.com](http://retirementplans.vanguard.com)) or call Vanguard at 800-523-1188. When you set up your 401(k), be sure to designate a beneficiary.

## **5. Register for Strive**

Strive is Stryker's comprehensive wellbeing program that reward you for focusing on your physical, emotional, financial and work wellbeing.

You and your spouse/domestic partner can register for Strive by visiting [strive.stryker.com](http://strive.stryker.com). Please allow two weeks from date of hire to access the program. You'll receive a registration email from Strive as soon as they receive your information from Stryker.

## **6. Explore the Employee Stock Purchase Plan**

The Employee Stock Purchase Plan (ESPP) allows you to purchase our stock each month at a 5% discount. Stryker pays all fees for stock purchases through this plan.

You may enroll in the ESPP (or change your current ESPP enrollment status) during the first 15 days of every month.

For more information, or to manage your account, you can visit Computershare at [computershare.com/syk](https://computershare.com/syk). Log in using your Social Security Number and personalized PIN. The first time you log in, you will use the default PIN you receive in the mail from Computershare. You will be required to change your PIN after your first successful log in.

**Need help with your benefits?**

Contact myHR at 877-795-2002 or <http://myhr.stryker.com>.