



A Fischer Group Company

Mid-Year Change Instructions

In addition to making benefit selections in Paylocity as captured below. Associates must submit supporting documentation to the Payroll & Benefits Department before these elections will be approved. All submissions must be sent to payroll@fischerhomes.com.

Common Life Events and Documentation:

Marriage: Certificate or License that states the date of marriage.

Divorce: Copy of the Decree dated and signed by a court official.

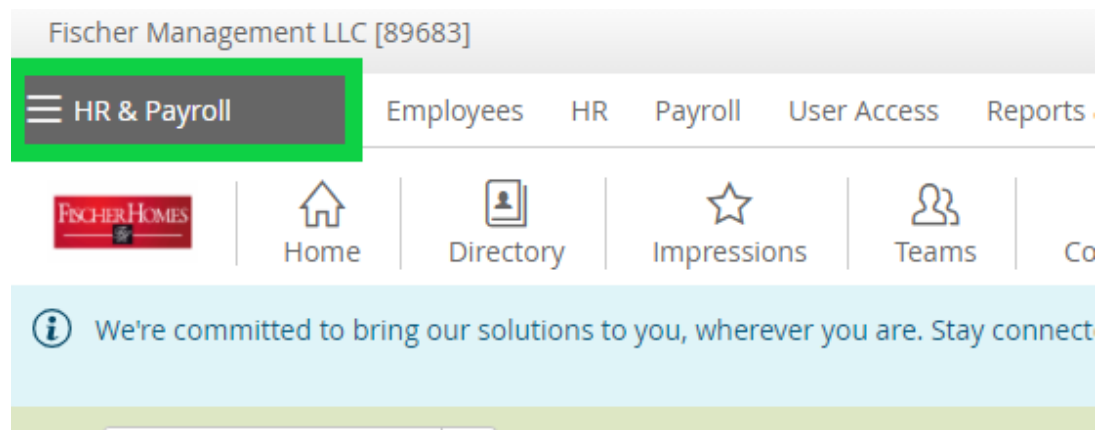
Birth: Certificate or Documents received at discharge from the hospital that states the date of birth.

Loss/Gain of other insurance: Letter or notice from employer (or carrier) with insurance start or end date. Also acceptable is a COBRA notice with the coverage end date.

Please visit the [mywell-being](#) site for other

PAYLOCITY INSTRUCTIONS

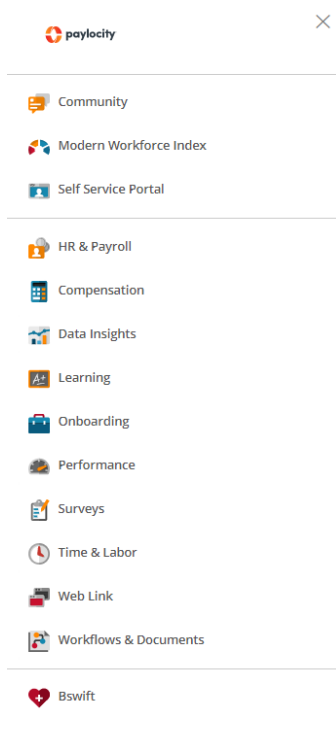
1. Click on the Hamburger Menu



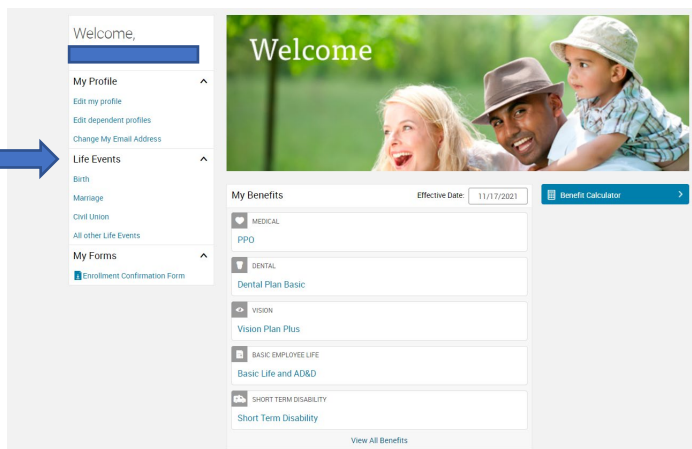


A Fischer Group Company

2. Click on Bswift



3. Clicking on Bswift, it will take you to the benefits landing page. From the Life Event menu, choose the appropriate event; move through each page to complete your enrollment.





A Fischer Group Company

Associates have 31 days from the date of the life event to make a change to elections and submit supporting documentation to Payroll & Benefits.

IMPORTANT!!!!

Associates are responsible for adding new dependents to their plans during the election process.