LIVINITI™

Employee Resources Guide

Welcome to your Employee Resources Guide, designed to provide you with essential information on all things related to your benefits, contacts, and valuable resources.

Whether you're exploring our range of benefits, seeking contact details, or discovering other support options, this guide aims to empower you with the knowledge and tools you need.

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CRx Specialty Solution   **VARIABLE COPAY™**

Careers Center

Interested in applying to an internal position?
Check our Career Center!
Go To: ADP>Myself Tab>Talent Section>Career Center

To qualify you must:
- Be in good standing
- Be in your current position for at least 6 months
- Must notify your supervisor before applying

Have a referral for us?
Submit referrals to: careers@liviniti.com

Please include candidate's name and attach resume to your referral email.

Need to set your performance goals?
Set them in our Career Center!
Go To: ADP>Myself Tab>Talent Section>Performance Goals

Goals should be updated and discussed regularly with your supervisor.

Want to sharpen your skills?
Check out ADP Learn in our Resources Center!
Go To: ADP>Resources Tab>My Tools>Training

ADP Learn serves as an invaluable resource for all employees. This platform offers a wide array of training courses throughout the year, covering diverse professional topics.

ADP Self-Service

Did you know we have a forms library?
Go To: ADP> Resources Tab> Forms Library

You can find:
- Employee Handbook
- Benefits Guide
- Benefit Materials & Flyers
- PHI Incident Report Form
- And much more!

Looking for more resources?
Go To: ADP> Myself Tab

Through ADP you have access to:
- TIme off Requests
- Employee Discounts - LifeMart
- Pay Statements
- Yearly Tax Statement
- Time Card
- Benefit Enrollment
- Retirement Account (401k)
- Company Holiday Schedule

Opportunities to
Connect.
Collaborate.
Celebrate.

 Employee of the Month

 Espresso Yourself with HR

 LIV' and Learn

 All Employee Town Hall

 eBeat

 Department Podcasts

Qualifying Life Events

❯ What qualifies as a life event?

Qualifying Life Events include:
- Marriage or divorce
- Birth or adoption of a child
- Start or loss of medical coverage
- Dependent turning 26
- Death of soemone who shares your health coverage

These life-changing situations can be unexpected or planned - either way make sure to notify HR within 30 days of the event in order to make changes (if needed) to your benefits!

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Employee Updates

❯ When should you submit an HR ticket?

Contact us **immediately** if you:
- Moving - locally or to another state
- Need to request a leave of absence
- Marriage or divorce
- Legal name change
- Change in banking information for direct deposit
- Birth or adoption of a child
- Start or loss of medical coverage
- Dependent turning 26

Contact us **anytime** if you:
- Have any other HR related questions!

Tickets submitted to HR are confidential, ensuring that personal and sensitive information is protected.

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Leave Requests

❯ What to do if you need to request a leave of absence?

To request a leave of absence you must:
- Inform HR and your supervisor as soon as possible, even if it is months away
  - Early notification allows HR to provide time-sensitive information and guide you through the process
- Possible reasons for a LOA include:
  - Upcoming surgery
  - Birth of a baby or adoption
  - Medical condition
  - Disability
  - And other reasons
- All LOAs must be approved and comply with state and federal guidelines

❯ Where should leave of absence requests be submitted?

Leave of absence request must be initiated by submitting an HR ticket!

Employee Benefits

❯ What benefits are available to Liviniti employees?

Employees can enroll in:
- Medical Coverage
  - ELAP HDHP
  - ELAP PPO
- Health Savings Account (only for those enrolled in HDHP's)
- Dental
- Vision
- Prescription
- Life Insurance
- AD&D Insurance
- Short Term Disability
- Long Term Disability
- 401k **(up to a 4% match!)**
- Critical Illness
- Accident Insurance
- Genomic Life
- Regenexx
- Norton Life Lock
- LegalShield
- Figo Pet Insurance
- Employee Assistance Program (1-800 Hotline)
  - EAP Professionals can help in a variety of services such as:
    - Family matters
    - Legal services
    - Child care/Elder care resources and referrals
    - Financial assessment tools and courses
  - This is available to **all employees at no cost**
  - **No enrollment necessary - just call!**
- LivWell - Wellness Program
  - **LivWell is available to all employees at no cost!**
  - Offers a comprehensive suite of resources and support to confidently manage your overall well-being
  - Unlimited access to health coaches, on-demand wellness videos, personal health assessments, monthly webinars, and so much more!

Please see the Benefits Guide for more information!

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Important Contacts

❯ Need to reach out?

Human Resources
- Submit an HR Ticket
Click Here: Liviniti Human Resources Help Center

Information Technology
- Submit an IT Ticket
Click Here: IT Help Center
- IT Helpdesk Line: **(318) 214-4172**

For employment verification requests from external sources, please direct all written inquiries to hr@liviniti.com for proper handling.

Frequently Asked Questions

Still have questions?

See our FAQ below!

Q: Where do I locate the employee handbook, benefits guide, benefits flyers, and PHI Incident Report form?

A: Visit ADP WorkforceNow > Resources > Forms Library

Q: Who do I contact if I have questions about benefits, payroll, taxes, or general ADP questions?

A: Submit an HR ticket
Click here: Liviniti HR Help Center

Q: Who do I contact if I have questions on supervisor-related issues such as reporting changes, timecard approvals, pay/title changes, etc.?

A: Submit an HR ticket
Click here: Liviniti HR Help Center

Q: Does Liviniti have a dress code?

A: Our company maintains a business casual enviornment. Employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their position.
Click here: Employee Handbook

Q: Where can I find additional employee resources?

A: The Edge! Here you can find easy access to tools, company updates, and other materials that you use everyday.
Click here: The Edge