

## **New Employee Emergency Fund Online Enrollment Talking Points for Employees:**

### **1. Why This Change?**

- Moving to an electronic system ensures faster, easier, and more secure processing of your voluntary contributions.
- Helps us better serve employees in times of need by reducing administrative delays.

### **2. Benefits to You**

- Simplified process: Make or update contributions directly through Workday anytime.
- Increased transparency: View your contribution history and confirmation in real time.
- Secure system: Your information will be stored and processed safely.

### **3. What to Expect**

- Starting Feb 1, 2025, online EEF contribution request is available through Workday.
- Your contributions request can be viewed under Workday Benefits elections and actual deductions on your Workday payslips.
- Step-by-step instructions are available through the Workday EEF Enrollment guide.

### **4. How to Get Help**

- HR Service team ([EnsignHR@ensignservices.net](mailto:EnsignHR@ensignservices.net) or 888-659-3616) is available to assist you with any questions or help with navigating Workday.

### **5. Encouragement to Participate**

- Your contributions directly impact fellow employees in financial hardship.
- This new system makes it even easier to continue supporting this great program.