

CAL New Hire Packet

Welcome to KP! Here is what you will find in your New Hire Packet:

- **New Hire Welcome Flyer:** Provides important first steps to get started in your new role.
- **HRconnect Logon and HR Policies:** Information about how to log on to HRconnect and where HR policies can be located.
- **Required Health Plan Notices:**
 - **Health Insurance Marketplace Notice:** Provides information about the Health Insurance Marketplace and the medical coverage offered to you if you are a benefits-eligible employee.
 - **Health Insurance Portability and Accountability Act (HIPAA) Notice (*only apply to benefited employee*):** Describes how your medical information may be used and disclosed and how you can get access to this information.
- **Life Insurance Beneficiary Designation Instructions (*only apply to benefited employee*):** Provides instructions about how to add your beneficiaries online if you are newly eligible for KP-sponsored life insurance.
- **Summary Plan Description:** Describes your benefits in effect as of the date on the front cover. It summarizes important provisions and most common situations associated with your benefits.
- **California-Specific New Hire Documents:**
 - Rights of Victims of Domestic Violence
 - Lactation Support Resources Flyer
 - Employee Lactation Support Policy
 - Sexual Harassment Fact Sheet
 - Workers' Compensation Fact Sheet
 - California Paid Family Leave Flyer (*only apply to benefited employee*)

Employee Action Required:

- Log on to HRconnect at <https://hrconnect.kp.org/wps/portal/hr/> to start direct deposit, and obtain benefits and policy information.
- Add your beneficiaries online, following the above Life Insurance Beneficiary Designation Instructions, if you are newly eligible for KP-sponsored life insurance.