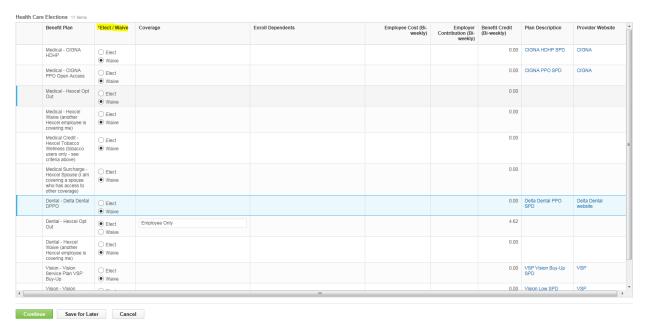
Chapter 4-01

New Hire Benefits Enrollment

Selecting Your Benefits

When it is time to enroll in benefits, you'll receive a Benefit – New Hire task in your Workday Inbox. To complete your benefits enrollment:

- 1. Go to your Workday Inbox
- 2. Click the Benefit Change New Hire task.
- 3. Start the process by stating if you are a Tobacco User
- 4. Select **Elect** or **Waive** next to each benefit election choice.

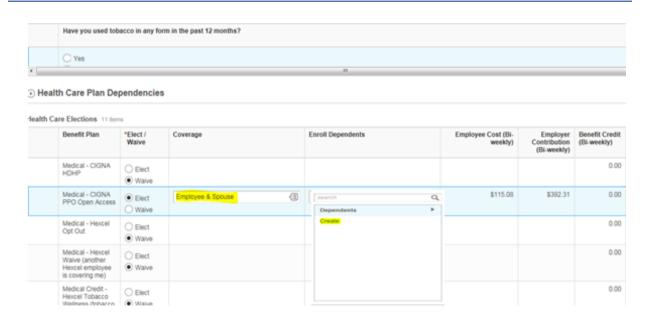


- 5. Click the link to each plan description or provider website for more information as needed.
- 6. Modify your level of coverage as needed on any eligible plan using the prompt in the Coverage column.

Adding Dependents

- 1. Click the field in the Coverage column next to the plan that you wish to add dependents to.
- 2. Click the prompt icon and select what kind of dependents you will add. A new field will display in the Enroll Dependents column.
- 3. Click the field in the Enroll Dependents column next to the benefit plan to which you want to add a dependent.
- 4. Click the prompt icon 🗐 in the dependent field and select Create to add a new dependent.
- 5. Complete all of the required information for your new dependent.
- 6. After coverage is selected and dependents are entered, click continue to proceed.

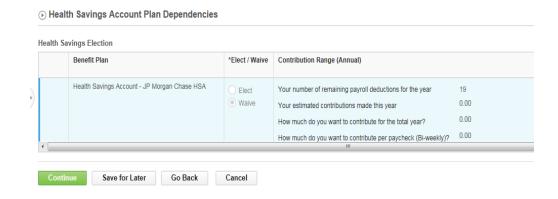
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Electing the Health Savings Account

The next step displays the Health Savings Account information. If you did not elect the High Deductible Health Plan from the previous screen, you are not eligible for this plan. Click the **Continue** button.

If you did elect the High Deductible Health Plan and you would like to contribute your own money, Elect this plan and enter the dollar amount you wish to contribute. Then click the **Continue** button.



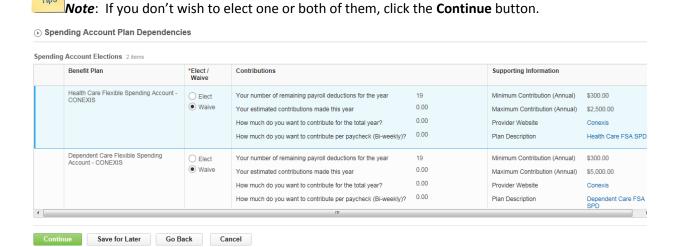
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Helpful

Electing a Flexible Spending Account and Dependent Care Account

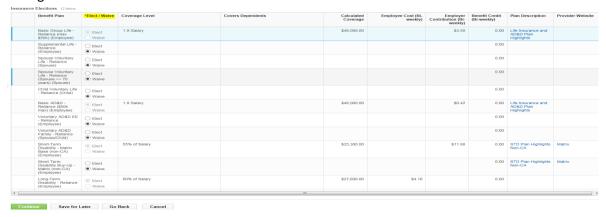
You have the option of selecting the following pre- tax accounts:

- Health Care Flexible Spending Account covers eligible medical, Rx, dental and vision expenses
- 2. Dependent Care Flexible Spending Account covers eligible expenses such as childcare costs for children under age 13



Adding Group Life Insurance & Other Insurance Options

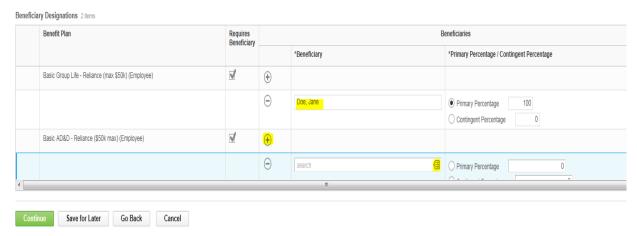
Hexcel provides a Basic Group Life Insurance and AD&D benefit at no cost to you. The plan is the first one listed below and is automatically elected for you. Scroll down to select other insurance plan offerings. Click the **Continue** button.



Chapter 4-01

Designating Beneficiaries

Next, designate your beneficiaries for your life insurance plans. Your life insurance plan requires beneficiaries and you can designate more than one beneficiary for each plan.



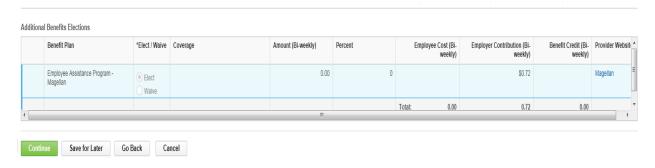
- 1. Click the **plus** icon \oplus to add a new row.
- 2. Click the **prompt** icon to select from a list of existing beneficiaries or to create a new one; or, click the X next to their name to remove a beneficiary.
- 3. Specify the percentage of benefits for each beneficiary in the Primary Percentage/Contingent Percentage column. Your primary beneficiary and contingent beneficiaries must equal 100%.
- 4. Click Continue.

Additional Benefit Elections

The additional benefits section is where you can elect such options as the employee assistance plan (EAP).

Hexcel provides this benefit at no cost to you and is automatically elected for you.

Click the Continue button to proceed.



Chapter 4-01

Benefit Election Review

The final step is the Benefit Election Review:

1. Review your elections for accuracy. Notice your monthly cost in red in the upper right hand corner.



By submitting this form, I certify that my elections concerning my benefits are accurate and complete. I authorize the Hexcel to make the required payroll deductions, inderstand as required by IRS, I forfeit any money remaining in my lexible Spending Account(s) at the end of the plan year (Dec 31, 2015). However, the IRS has granted a 2 12 month grace period for Dependent Care and Health Care accounts. This time frame allows you to submit any incurred Health Care and Dependent Care claims by March 15, 2015. These elections are binding subject to my right to make changes according to provisions of these plans and to comply with federal and state laws.

Elected	Coverages	7 items
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Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Bi- weekly)	Employer Contribution (Bi- weekly)	Benefit Credit (B ' weekl
Medical - CIGNA PPO Open Access	04/01/2014	04/01/2014	Employee Only				\$48.97	\$166.93	
Dental - Hexcel Opt Out	04/01/2014	04/01/2014	Employee Only						\$4.6
Basic Group Life - Reliance (max \$50k) (Employee)	04/01/2014	04/01/2014	1 X Salary	\$46,000.00		Doe, Jane		\$3.50	
Basic AD&D - Reliance (\$50k max) (Employee)	04/01/2014	04/01/2014	1 X Salary	\$46,000.00		Doe, Jane		\$0.42	
Short-Term Disability - Matrix Base (non-CA) (Employee)	04/01/2014	04/01/2014	55% of Salary	\$25,300.00				\$11.88	
Long-Term Disability - Reliance (Employee)	04/01/2014	04/01/2014	60% of Salary	\$27,600.00			\$4.16		
Employee Assistance Program - Magellan	04/01/2014	04/01/2014						\$0.72	
							Total: 53.13	183.45	4.6
M .							•		

- 2. Scroll down and ensure that your coverages are accurate.
- 3. Then review your beneficiary elections
- 4. Click Submit

Completing Your Enrollment

- 1. A confirmation statement displays.
- 2. Click **Print** to generate a printable version of this summary for your records.

Date	Content Modified			