

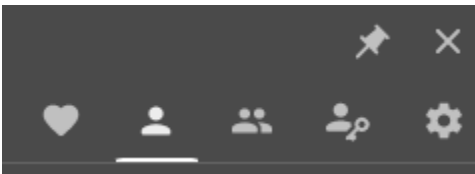
UKG Instructions – Benefit Administration Enrollment for New Hires

New hire employees have 30 calendar days from the hire date in which to enroll in Benefits. Benefit changes are only permissible during a Qualifying Life Event, or during the annual Open Enrollment Event.

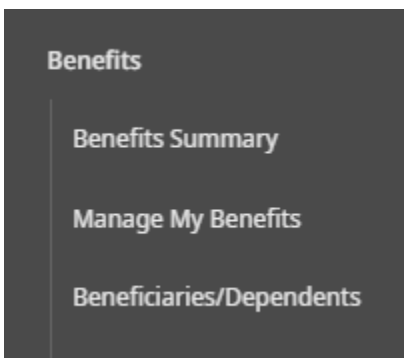
Click on this link to view benefits offered for Indirect employees <https://eulenusa.com>

Below are simple instructions to get you started on making your benefit elections.

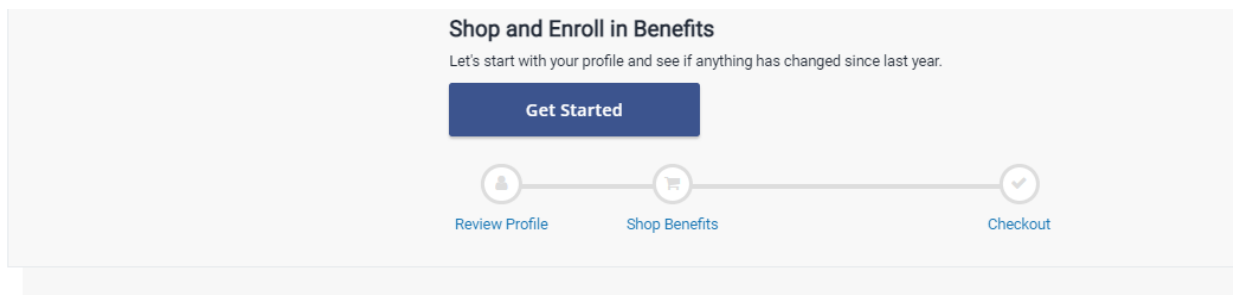
1. Log in to UKG and click on the single person icon <https://e11.ultipro.com>



2. Navigate to the Benefits section and click on Manage My Benefits



3. Click on Get Started to enroll family members and shop for benefits



4. Contact the HRIS team if you have any questions or concerns: hris@eulen.com