



# Benefit Enrollment Instructions

## Puerto Rico Employees

### New Hire / Newly Benefits Eligible Instructions

- As a full-time employee, you are eligible to participate in the MCS benefit plan. You must enroll within 30-days of your date of hire or date of promotion. If you do not enroll within that timeframe, you will need to wait for the annual open enrollment to elect benefits for you and your dependents.
- The enrollment is a two-step process. You must complete both steps for your enrollment to take effect.
- First, enroll in Dayforce by clicking on the Benefits tab, then click on the enrollment link to select your benefits. Make sure to add any dependents you wish to cover before you choose your benefits.
- Second, complete the MCS Benefit Enrollment Form and return it to [benefits@sparcgroup.com](mailto:benefits@sparcgroup.com). The enrollment form is available on this site, or you can contact the benefits team at [benefits@sparcgroup.com](mailto:benefits@sparcgroup.com) for assistance. **Please note, your enrollment is not complete and you will not be enrolled unless you have completed both steps of this process.**

### Benefit Changes After Enrollment / Qualified Life Events

- There are certain times when you can make changes to your benefits during a plan year. These reasons typically include: marriage, divorce, birth/adoption, death of a dependent or gaining/losing healthcare coverage elsewhere (for example, a spouse's plan.)
- If you experience a Qualified Life Event (QLE) please reach out to [benefits@sparcgroup.com](mailto:benefits@sparcgroup.com) for further instructions.
- **All QLE's must be completed within 30-days from the date of the event.** If you do not submit the request & supporting paperwork by that time, you will need to wait until the annual open enrollment to make changes.

We understand you may have questions, and the SPARC benefits team is ready to assist you. Please contact us at [benefits@sparcgroup.com](mailto:benefits@sparcgroup.com)