**NEW HIRES UNDER LOCAL 88, ONA 22 & DSA 117ARE AUTOMATICALLY ENROLLED INTO THE MULTNOMAH COUNTY DEFERRED COMPENSATION PLAN**

**Paycheck New Hire Will See 1% Deduction Started On – Unless they Opt-out**

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| **Employee hired between the 1st & 15th of January**  (start date w/be 2/16/xx) | **Employee hired between the 16th & 31st of January**  (start date w/be 3/1/xx) |
| No deduction on 1st pay check (Jan 31st) | No deduction on 1st pay check (Feb 15th ) |
| No deduction on 2nd pay check (Feb15th) | No deduction on 2nd pay check (Feb 28th) |
| Deduction starts on 3rd pay check (Feb 28th) | Deduction starts on 3rd pay check (Mar 15th) |

**MULTNOMAH COUNTY DEFERRED COMP STAFF WILL:**

* Run a report on/around the 16th of each month for all new hires\* from the 1st to the 15th of the month and transmit to Voya.
* Run a 2nd report on/around the 1st of each month for all new hires\* from the 16th to the 30/31st of the previous month and transmit to Voya.

**VOYA WILL:**

* Create an account for each new hire.
* Send letter 1 “Welcome to the Plan”, 2-3 days from receipt of report from Multnomah County.
* Send letter 2 “Reminder of Opt-Out deadline”, 15 days before the opt-out deadline date.
* For participants who have opted-out Voya will send letter 3 “Opt-Out” confirmation letter to new hires that opted out of plan.
* Provide a supplemental payroll feedback report to Multnomah County. The Deferred comp staff will print out report for County’s records.

**TO OPT-OUT:** New hires have the following two options to opt-out:

* Log into Enroll.Voya.com website, enter your information and select Opt Out from the opt out screen.
* Call the Voya Customer Service center at 1.800.584.6001.

**PARTICIPANT OPTS-OUT:**

* Will receive an “Opt-out” letter from Voya, confirmation that they are not enrolled in the deferred comp plan.
* Participants can start contribution at any time in the future by contacting Voya Customer Service Center at 1.800.584.6001.

**Per Union:** The County DOES NOT auto-enroll "rehired" or "transfer into Union" employees. The County Auto-enrolls ONLY new County hires who hire directly into Local 88, ONA 22, DSA 117 Union representation.