



New Hire or Newly Eligible for Benefits

Newly Eligible Newsletter

Click [here \(/media/1976/tru_nh_news.pdf\)](/media/1976/tru_nh_news.pdf) to view.

Newly Eligible Due to a Qualifying Life Event (QLE): Click [here \(/work-changes-and-life-events/qualifying-life-events-qle/\)](/work-changes-and-life-events/qualifying-life-events-qle/).

Benefit Summaries

Newly eligible for benefits in the 2017-2018 plan year? Learn about the benefit options available to you based on your work status by clicking on the applicable summary below.

- [GRC Hourly Team Members \(/media/1986/grc-hourly-benefit-summary.pdf\)](/media/1986/grc-hourly-benefit-summary.pdf) (2017-2018)
- [GRC Management Team Members \(/media/1987/grc-mgmt-benefit-summary.pdf\)](/media/1987/grc-mgmt-benefit-summary.pdf) (2017-2018)
- [GRC Leadership Council Team Members \(/media/2063/grc-leadership-council-benefit-summary.pdf\)](/media/2063/grc-leadership-council-benefit-summary.pdf) (2017-2018)
- [Store, DC and Regional Hourly Team Members \(/media/2065/tru-store-dc-reg-hrly-ben-summary.pdf\)](/media/2065/tru-store-dc-reg-hrly-ben-summary.pdf) (2017-2018)
- [Store, DC and Regional Management Team Members \(/media/2064/tru-store-dc-reg-mngmnt-ben-summary.pdf\)](/media/2064/tru-store-dc-reg-mngmnt-ben-summary.pdf) (2017-2018)

ADDITIONAL RESOURCES:

- Visit these sections for benefit program details:
 - Health, Wellness & Insurance
 - Savings & Retirement
 - Time Away & Other Benefits
- **Hourly Team Members:** See the [Employer Shared Responsibility section \(/health-wellness-insurance/health-care-reform/employer-shared-responsibility/\)](/health-wellness-insurance/health-care-reform/employer-shared-responsibility/) for important benefit eligibility information.

Enrollment Details

When and how you enroll in benefits depends on your work status. Click the sections below for more info.

Regular Full-Time Hourly or Management Team Members With Less Than 30 Days of Service

Regular Full-Time Hourly and Management Team Members With Less Than 30 Days of Service

Waiting Period

There is a 30 day waiting period before you are eligible to begin participating in most benefits.

- **New Hires:** Elections must be made no later than 30 days from your hire date.
- **Newly Eligible:** Elections must be made within 30 days from your 31st day of employment.

Adding Dependents

If you are enrolling dependents (includes spouses/domestic partners) in benefit coverage, you'll be required to:

- Provide their SSN at the time of enrollment.
- [Submit dependent documentation \(/eligibility-enrolling/2017-2018-enrollment-information/covering-dependents/\)](#) to show proof of eligibility. If applicable, proof of the event may also be required.

Other Details

You must also enroll if you'd like to participate in these benefits and/or receive discounts on premiums:

- [Health Savings Account \(HSA\) \(/savings-retirement/health-savings-account-hsa/\)](#)
- Take the [Tobacco-Free Pledge \(/eligibility-enrolling/2017-2018-enrollment-information/tobacco-free-discount/\)](#) to save on your medical premiums, critical illness rates and supplemental life insurance rates. The Pledge can only be taken during your initial enrollment or at Annual Enrollment. To qualify you must:
 - Be tobacco-free, or
 - Complete the [Quit for Life Tobacco Cessation Program \(/health-wellness-insurance/wellness/tobacco-cessation-program/\)](#) (5 calls with a Quit Coach).
- Indicate your [working spouse's status. \(/eligibility-enrolling/2017-2018-enrollment-information/working-spouse-surcharge/\)](#) There is a surcharge for spouses/domestic partners who have medical coverage available through their employer, but choose coverage through Toys"R"Us. The surcharge does not apply if:
 - You do not enroll your spouse/domestic partner in Toys"R"Us medical coverage.
 - Your spouse/domestic partner is not employed.
 - Your spouse/domestic partner is not eligible for medical coverage from his/her own employer.

Coverage Effective

Coverage is effective on your 31st day of employment if you enrolled within the 30-day period and provided the required documentation by the deadline given by "R"Dependent Verification Services. Coverage for your eligible dependent(s) is effective on that date too.

If SSNs and [proof of dependent eligibility \(/media/1941/documentationrequirements1516.pdf?cb=15544\)](#) are not provided by the deadline, coverage for any unverified dependent(s) will be dropped.

- You are responsible for paying for benefit premiums as of your benefits eligibility date. Any retroactive premiums will be deducted from your paycheck(s) using the "Deductions in Arrears" process, which takes the current deduction amount, plus one additional deduction, until you are up-to-date in your premiums.

Regular Full-Time Hourly or Management Team Members With More Than 30 Days of Service

Regular Full-Time Hourly and Management Team Members With More Than 30 Days of Service

Enrollment Window

You must enroll (and provide dependent SSNs) by no later than 30 days from the effective date of your status change.

Adding Dependents

If enrolling dependents in benefit coverage, you must provide all required documentation by the deadline given in your "R"Dependent Verification Services communications.

Other Details

You must also enroll if you'd like to participate in these benefits and/or receive discounts on premiums:

- [Health Savings Account \(HSA\) \(/savings-retirement/health-savings-account-hsa/\)](#).
- Take the [Tobacco-Free Pledge \(/eligibility-enrolling/2017-2018-enrollment-information/tobacco-free-discount/\)](#) to save on your medical premiums, critical illness rates and supplemental life insurance rates. The Pledge can only be taken during your initial enrollment or at Annual Enrollment. To qualify, you must:
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 - You do not enroll your spouse/domestic partner in Toys"R"Us medical coverage.
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Enroll

- **ONLINE:** Go to [Workday \(https://wd5.myworkday.com/tru/fx/home.flex\)](https://wd5.myworkday.com/tru/fx/home.flex) > Click the "R"Benefits button (Home Page) > "Manage Benefits & View Payroll"
- **PHONE:** Call the "R"Benefits Service Center at 844-TRU-BENS. [\(/eligibility-enrolling/new-to-tru-or-newly-eligible/\)](#)

What if I Don't Enroll?

You'll only receive the Company-paid benefits you're eligible to participate in for the remainder of the plan year, unless you have a [qualifying life event \(/work-changes-and-life-events/qualifying-life-events-qle/\)](#). You will have to wait until the next Annual Enrollment period to enroll yourself and your eligible dependents in coverage.

Questions?

Call the "R"Benefits Service Center at 1-844-TRU-BENS. Reps are available Monday through Friday from 8am to 8pm ET.

To Enroll

Access the online enrollment site from your [Workday \(https://wd5.myworkday.com/tru/fx/home.flex\)](https://wd5.myworkday.com/tru/fx/home.flex)*home page by clicking the "R"Benefits button, then "Manage Benefits & View Payroll" or call the "R"Benefits Service Center at 844-TRU-BENS.

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