



THE McCLATCHY COMPANY
Since 1857

Newborn/Adopted Child

Congratulations on the arrival of your new child! Below is a checklist of reminders you should review and actions you may want to take:

- Notify your local HR department within 31 days of the birth or adoption of your child**
 - Provide a copy of your newborn's birth record/certificate or a copy of the signed adoption court order

- Update your benefit coverages***

Your local HR Department will notify you via e-mail or mail when you can change your benefit elections in Employee Self Service (ESS). Elections must be entered within 7 days once HR notifies you. Once notified, you may do the following;

 - Add dependent(s) on medical, dental and vision coverage
 - Update dependent information (SSN required)
 - Change FSA elections
 - Change your long-term disability coverage
 - Change employee supplemental life insurance
 - Add dependent(s) on supplemental life insurance
 - Update life insurance beneficiary

- Update payroll information in ESS**
 - W-4 and State tax withholdings

- Update your 401(k) beneficiary information (Plan #098630)**
 - Update online by going to www.vanguard.com or call Vanguard member services at (800) 523-1188.

* If you add a dependent onto a McClatchy health care plan, you may be asked to submit additional documentation to substantiate your dependent's eligibility for this coverage.