

## Implementation Timeline

Implementation Timeline for Your Organization Assuming a January 1st Effective Date		
Activity	Responsibility	Timing
Discuss implementation and best practices with benefits staff.	Hyatt/Your Organization	August
Finalize and execute contract.	Hyatt/Your Organization	August
Ensure the legal plan is listed as an election on the master ballot.	Your Organization	August
Create link from benefits intranet to Hyatt Legal Plans web site.	Hyatt/Your Organization	September
Ensure Client Service Center is prepared to answer employee calls before and during enrollment.	Hyatt	September
Promote new legal plan in company newsletter.	Your Organization	September
Provide Your Organization with communication materials to distribute to employees.	Hyatt	September
Review network, qualify and appoint firms where needed, apprise Your Organization of progress.	Hyatt	October
Send coverage charts of plan to attorney network.	Hyatt	October
Arrange for test transmission of enrollment file.	Hyatt/Your Organization	October
Open enrollment.	Your Organization	November
Ensure "all systems go" for start date.	Hyatt	November
Send initial "live" enrollment file to Hyatt Legal Plans.	Your Organization	December
Legal plan coverage effective.	Hyatt	January 1
First payroll deduction.	Your Organization	December or January