

**Subject:** Update—New Hire Process

**Date:** Tuesday, October 31, 2023 at 3:26:38 PM Eastern Daylight Time

**From:** CPG Administrator News

Web Version



Dear Diocesan Administrator:

We will be updating the new hire process for Diocese Administrators in My Admin Portal in November (access for Institution Administrators is coming in early 2024).

For the first time, you will have the flexibility to enable new employees to self-enroll in group health and disability benefits—or to complete enrollments on their behalf.

This streamlined approach will allow you to enter personal and employment information and manage enrollments in retirement and group benefits all in one workflow.

Please [join our webinar](#) on November 9, 2:30 PM to 3:30 PM ET, for an in-depth walkthrough of the new process.

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