

* Access your 401k account
* Create your HealthJoy Login
* View policies and benefits
* MLF Scholarship Applications
* ESOP Info and FAQ
* CMA History
* HR Forms Library



<https://www.paylocity.com/>

* Update direct deposit
* Reset Password (in site or app)
* PTO requests and Balance (in site or app)
* Print W-2 (website only)
* Change Tax withholding (website only)
* Access paystubs (in site or app)
* Print Paystubs (website only)
* Change of address, personal phone number, personal email address

<https://mygroups.healthjoy.com/auth/login>

* Access your insurance cards and policy numbers
* Contact information for all insurance providers
* 24 Hour Tele-med appointments
* Find a provider
* Rx Savings

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<https://www.employeenavigator.com/>

* Review your benefits coverage, bi-weekly deductions, and enrollment information
* Contact information for all insurance providers and Integrum Advisors Client Advocate
* Request coverage change for Qualified Life Event
* Update dependent and personal information
* Make benefits selections at time of new hire and Open Enrollment



Client Advocate: 800-867-1129

advocate@integrumadvisors.com

Enrollment Manager, Elijah Gormus: 804-310-4478

egormus@integrumadvisors.com

Self-Service Tips

HR & PAYROLL

More Payroll Questions

Email cmapayroll@cmacars.com

* Submit biweekly and monthly pay and commission sheets
* Questions about pay, wages, deductions and errors
* Pay Plan Creation and returns
* Support for Payroll Policy questions and concerns
* PTO Balance questions

More HR Questions

Email askhr@cmacars.com

* Questions about recruiting, hiring, onboarding process
* Information about Employee Assistance Program (Counseling, Grief management, Legal assistance)
* Questions about what constitutes a qualifying life event for health coverage changes
* Questions about how to handle a personnel situation- ex: harassment, bullying, disciplinary needs
* Questions about benefits eligibility dates
* Complete employer portion of Medicare Eligibility forms
* Employee Navigator password reset
* AAMS Log-in assistance
* Questions regarding starting a Short-term disability claim
* Submit name change requests- submit documents with new name
* Assistance with HealthJoy registration
* Questions about Employee Handbook and policies
* Request FMLA forms
* Submit workplace incident/ injury reports
* Request post-accident drug screening authorization