

Email Template: To Managers (Copy and Paste)

SUBJECT: *Uplift Your Benefits* Is Now Required

As you know, the salaries offered to new hires at the State of Oregon are just part of our total compensation as public employees. **The incredible benefits available to you can greatly benefit your finances, health and retirement!**

[AGENCY NAME] partners with Uplift Oregon to offer Uplift Your Benefits, a two-hour training to help our employees make the most of their benefits. The training is useful for all new hires and mandatory for all new employees.

[AGENCY NAME] has worked with DAS to make the training required in Workday as part of our new hire onboarding process.

More and more studies show that one of the keys to retaining good employees is offering a great benefits package. This is why we are committed to ensuring that all employees that join [AGENCY NAME] attend Uplift Your Benefits.

All the information you need to get your new staff into the workshop can be found on [Uplift Oregon's website](#). It includes a one-page flyer about the training, a sample email you can send to workers, the link to register on Workday, and much more.

In the workshop, your new employees will get pro tips on how to make the most of their healthcare, learn about the different parts of their PERS retirement plan, and get the tools they need to access all of their benefits.

This workshop is most helpful to employees if they participate before they choose their healthcare plan and other benefits. Sessions fill up quickly, so the sooner you can get your employees into Uplift Your Benefits, the better.

In the meantime, if you have any questions, send us an email at: [APPROPRIATE EMAIL] or contact Uplift Oregon directly at uplift.oregon@risepartnership.com.

Best,

[NAME AND TITLE OF SENDER]